



BELIEVE	IN A HEALTHY MIND AND BODY
	IN STRIVING TO BE THE BEST WE CAN BE
	IN RESPECTING EACH OTHER AND OURSELVES
GROW	THROUGH LEARNING
	IN HUMANITY AND KINDNESS
	THROUGH EMBRACING OUR OPPORTUNITIES
SUCCEED	IN MAKING OTHERS PROUD
	IN BUILDING POSITIVE RELATIONSHIPS
	IN BEING RESILIENT AND COURAGEOUS

Attendance Policy

Version 20.09

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Document Control

Date	Version	Author	Notes
07.09.20	20.09	B Marsden/Eileen Clarke	Covid – 19 Pandemic Update
12.06.19	19.06	B Marsden/Eileen Clarke	Update of Policy
11.07.17	17.07	B Marsden	Update of Policy

Monitoring Attendance

The monitoring of attendance and punctuality is the responsibility of the pastoral Deputy Head teacher. The responsibilities include ensuring that the policy as outlined below is adhered to and that the work of the Attendance Officer is monitored. Regular statistics and reports for the school, the LBB and the Governing Body are made available.

Introduction

Regular attendance at school is vital if all students are to benefit from the education that we provide and achieve their true potential.

“Absence from school has a disastrous effect on many young people; the people who often most need to be in school to improve their life chances are the people who choose not to be present and therefore further disadvantage themselves;” (David Hargreaves)

“All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school’s unauthorised absence and children missing from education procedures”. (Keeping children safe in education September 2020)

Good attendance (above 95%) at Dagenham Park Church of England School is one of the ways that we can ensure the safety of our students and is considered as a key part of the safeguarding duties of this School.

The aim of this policy is to achieve the highest possible rate of attendance for the whole school, year group, tutor group and individuals. In order to achieve this the following strategies must be used to support good attendance, we must:

- make clear to all staff the present attendance procedures and ensure that they are implemented.
- continually assess and monitor the present situation regarding attendance.
- set clear short-term objectives within the context of the whole school strategic plan to improve attendance, celebrate and reward good attendance.
- constantly monitor our electronic Registration System.
- ensure that a good home school partnership is in place.
- ensure that all staff are familiar with the strategies for promoting attendance and punctuality in light of the COVID-19 Pandemic.

Missed Attendance

Ensure parents/carers are aware and understand the meaning of attendance by percentage.

95% equates to half a day lost every 2 weeks

90% equates to a day lost every 2 weeks

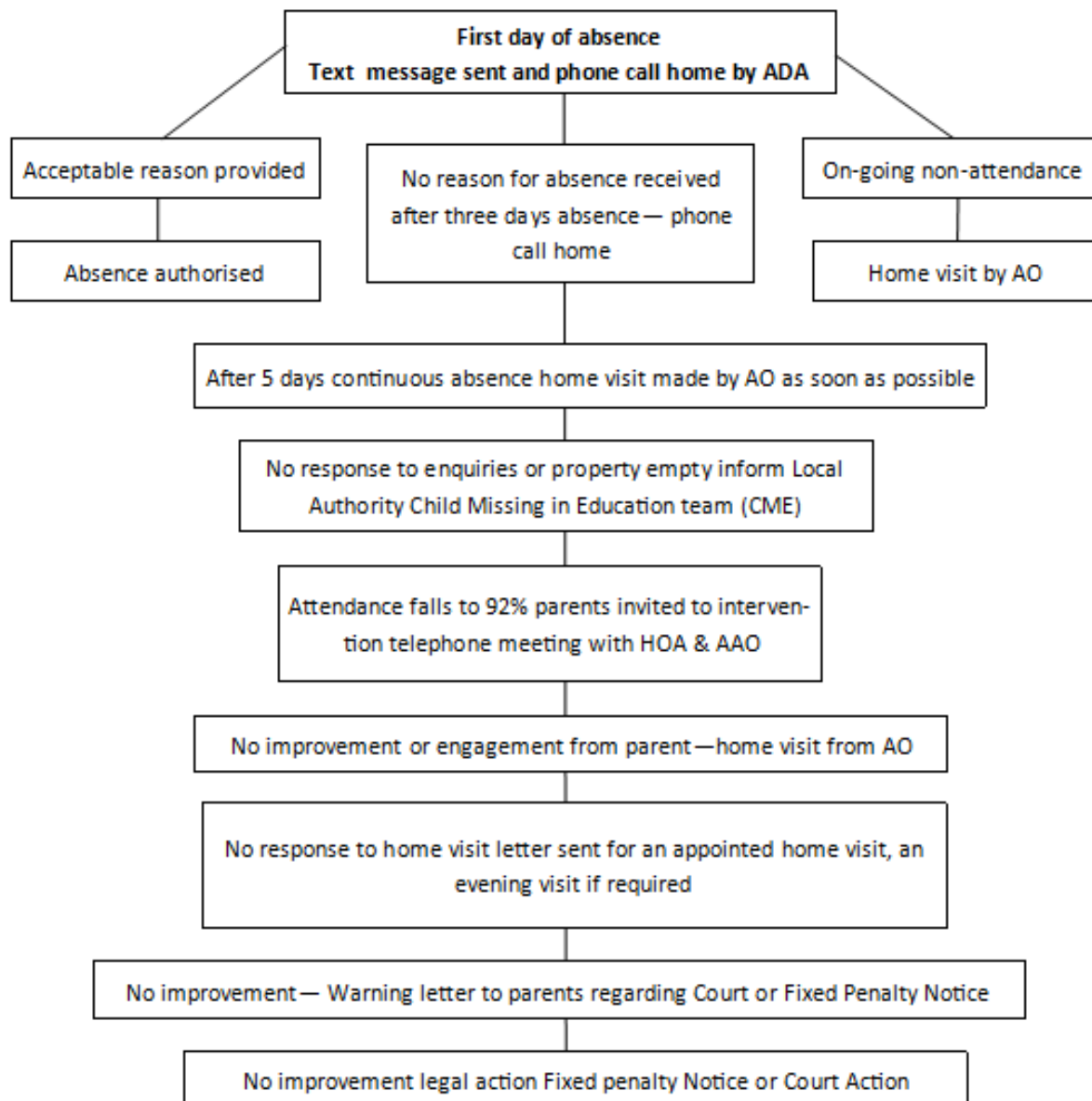
85% equates to one and a half day every 2 weeks

80% equates to a whole day off every week.

A SECONDARY SCHOOL CHILD WHOSE ATTENDANCE IS 80% WILL HAVE MISSED ONE WHOLE YEAR OF EDUCATION BY THE TIME THEY LEAVE SCHOOL

The following is a guide to our expectations.

- Excellent Attendance 98-100%
- Average Attendance 94-97%
- Attendance of concern 91-93%
- Unsatisfactory Attendance 90 % and below



Text Message

Student has not received their AM registration/LATE MARK at Dag Park Sch. Please call us on 020 8270 4400 select option 2 with a reason why. Thankyou

Role of Form Tutor (Subject teacher during the COVID-19 timetable)

1. To fulfil the legal requirement for the completion and recording of morning registration and monitoring of punctuality.
2. To register Year 7 and Year 9 pupils at 10.30am (Wednesday at 9.30am); Year 8 pupils at 10.00am (Wednesday at 8.30am); Year 10 pupils at 9.00am; Years 11,12&13 pupils at 8.30am.
3. To monitor closely every student with attendance or lateness issues.
4. To strive to account for each unauthorised absence and raise any safeguarding concerns.
5. To report any attendance concerns to the appropriate Head of Achievement (**HOA**) or directly to the school-based Attendance Officer (**AO**) or Assistant Attendance Officer (**AAO**).
6. To liaise with subject teachers on suspicion of truancy, highlighted by lesson by lesson registration.

Role of Head of Achievement (HOA)

1. To analyse all attendance data and liaise with the AO and AAO
2. To monitor and intervene on all lesson by lesson truancy information sent by Attendance Data Administrator (ADA).
3. To report all attendance figures after each TA to parents/carers.
4. To monitor students whose attendance does not fall into the remit of the AO (above 90%) but which may start to become a cause of concern.

Role of the Subject Teacher

1. To register students in every lesson within the first 10 minutes and register concerns where a student has attended previous lessons and is then registered as absent.
2. To query with HOA students' non-attendance if they are tracked at missing their subject lesson.
3. To refer students who do not respond to departmental initiatives to the appropriate HOA and if this outcome is not successful the Deputy Head teacher must be notified.

Role of the Attendance Officer (AO)

1. To monitor all school attendance data on a termly and yearly basis.
2. To prepare reports to the Deputy Head teacher and the Governing Body.
3. To attend Child Protection, Children in Care, and Children in Need reviews when required.
4. To meet weekly with the Deputy Head teacher.
5. To conduct unannounced and appointed home visits.
6. To arrange for Fixed Penalty Notices to be issued for unauthorised holiday.
7. To seek court proceedings with non-attenders either by a Fixed Penalty Notice or Court Proceedings.

Role of the Assistant Attendance Officer (AAO)

1. To monitor all school attendance data on a weekly basis and inform HOAs of all attendance concerns.
2. To monitor punctuality on a daily basis and inform HOAs of students who are late.
3. To inform HOAs of late students to implement late detentions.
4. To arrange telephone meetings with parent/carers to discuss punctuality concerns.
5. To arrange telephone meetings with parent/carers to discuss attendance.
6. To monitor Impero system and report concerns onto the Safeguarding System (CPOMS)
7. To cover Safeguarding when required.

Role of Attendance Data Administrator (ADA)

1. To monitor all attendance systems (CMIS and E-Portal).
2. To monitor that all electronic registration takes place.
3. To compile and send first day absence text messages and monitor responses.
4. To generate a report to identify absent LAC and vulnerable students and make a phone call home.
5. To compile first day absence list for designated secretary to phone.
6. To e-mail any relevant safeguarding concerns, messages or child concerns issues to relevant staff and update safeguarding system (CPOMS).
7. To generate daily third day absent list and report findings to HOA/Academic Learning Mentors/Attendance Officer.
8. To generate and email Attendance reports to HOA/Leadership/Attendance Officer.
9. To highlight unauthorised absences within this week for HOA.

Rewarding Attendance

A Believe- Grow- Succeed (BGS) standard will be awarded for outstanding and improved attendance.

Badges are issued at the end of each term for 100% attendance:

- Autumn term: Bronze.
- Spring term: Silver.
- Summer Term: Gold.

As well as the gold badge a prize is presented at the annual Celebration of Success Evening for students who have achieved 100% attendance and punctuality for the whole year. (Religious festivals e.g. Eid is not counted as an absence for the purpose of awarding certificates)

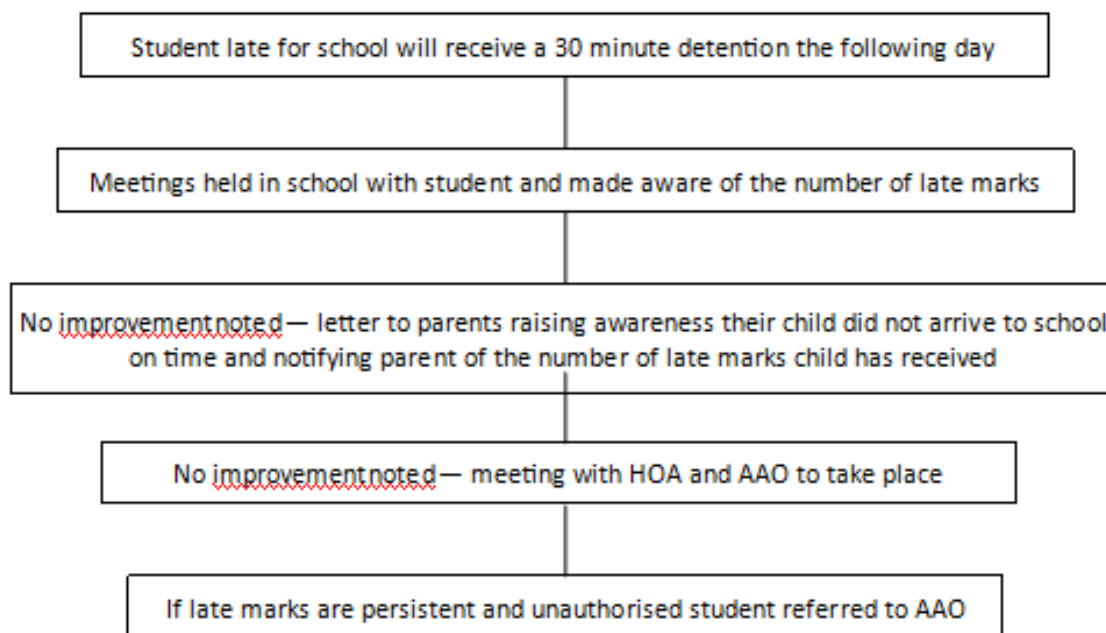
Leaving the School Premises

Students are not allowed to leave the school premises during break and lunchtime. Students who are seen leaving the premises will be sanctioned and their parents/carers contacted. Sixth Form students are allowed to leave the site. If a student needs to leave the school premises at some time during the day a signed pink permission slip must be given to the student and they must sign out at the student desk. This applies to students who have a medical appointment and have brought in a note. The assistant attendance data administrator needs to update CMIS with the signing in and signing out sheets.

Late Detentions

Students who arrive late to school must sign themselves in at the student reception desk and will be subject to a 30 minutes detention on the following day. If a student's lateness is covered by a note from the parent/carer the late is not counted for detention purposes. In circumstances such as bad weather or transport difficulties the school may choose not to issue a late detention.

Punctuality



School Holidays during Term Time

Students must be discouraged from taking family holidays during term time. In exceptional circumstances parents/cares may be given permission to take their child out of school if evidence is provided. Parents/carers do not have the right or entitlement to take their child out of the school for a holiday. Parents/carers may be issued with a Fixed Penalty Notice if a holiday is taken during term time.

Legal proceedings

The Authority and the school are ultimately responsible for the satisfactory attendance of compulsory school age and have an obligation to do all in their powers to secure this, if necessary, by legal action.

Authorised and Unauthorised Absence

What is an authorised absence?

Authorised absence is where the School has either given approval in advance for a student to be out of school or has accepted an explanation offered afterwards as satisfactory justification for absence. Acceptable reasons for absence may include:

- Illness.
- Emergency medical/dental appointments.
- Family bereavement.
- Day of religious observance.
- Fixed term exclusion – results from a decision taken by the School. Work will be given to the pupil who has received a fixed – term exclusion to complete at home.
- Isolation due to Covid related reasons will be recorded on registers as an X code. Code X is a non-statistical absence and will not count against an attendance record.

What is an unauthorised absence?

The DfE states that parents/carers may not authorise absence, only the School can do this. Unauthorised absences are those that the School does not consider reasonable and for which no leave has been given.

It may be necessary for the School through the Attendance Officer to ask the parent/carer to provide the School with written evidence of a reason for absence. If there is an extensive period of absence due to medical reasons, the School may ask for medical evidence.

Registration, Lateness and First Day Absence

The School operates a first day response to first day absence: we will phone parents/carers if we have not been contacted. This is because we believe it is our responsibility to ensure a student's safety as well as his/her regular school attendance.

We would expect a parent/carer to telephone the school on the morning of the first day of absence, and any subsequent days thereafter and provide a reason for the absence. If we do not receive an explanation, or if the explanation is unsatisfactory, the School may not authorise the absence, and this will be shown on the student's report.

Attendance and the Law

Attendance at Dagenham Park Church of England School is a whole school responsibility: parents/carers, students and staff. The Education Act 1996 states that all students should attend school regularly and punctually: This means that students must attend school by law and parents/carers are legally responsible for making sure this happens. Parents/carers who are found guilty of breaking the law on attendance may be taken to court and face fines of up to £2,500, and in some cases imprisonment. Attendance Officers would refer to LBBB for further action. During court proceedings, the magistrates may consider issuing a parenting order that would include parents/carers attending parenting skills sessions.

Special Circumstances

Strategies for promoting attendance and punctuality in light of COVID-19

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Make parents aware it is their duty to ensure that their child of compulsory school age continues to attend school.
- Continue to monitor irregular school attendance and issue sanctions, including fixed penalty notices, in line with the local authority code of conduct.

We are currently following Government guidelines and parents will not be penalised if they follow official Public health advice not to attend school.

Shielding advice for all adults and children paused on 1 August 2020. This means that pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

We will notify their social worker, where pupils have one and we will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

We know that children with social workers are not exempt from regular school attendance. Parents/carers will follow the same procedures as all pupils of compulsory school age and sanctions, including fixed penalty notices, in line with the local authority code of conduct will be issued.

We will resume taking our attendance register and continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

For students who are isolating at home, the school will provide work and monitor their engagement.

Days of Religious Observance

Section 199 of the Education Act 1993 provides that an offence is not committed where the absence of a student of compulsory school age results from participation in a day set aside exclusively for religious observance by the religious body to which the parents/carers belong. Such absences are classified as authorised absence. It is helpful if parents/carers can give the School advance notice of religious observance days.

Off-Site Activities (for example School Trips)

When students are taken off site, a register will be taken prior to departure and passed to the Attendance Data Administrator. Where an individual student is involved the supervising member of staff must take appropriate measures to ensure accurate attendance is recorded.

For all off-site activities the office must be given an accurate list of the students participating before departure so that this information is available in the case of an emergency. Where students are taken out of school an emergency contact register must be provided using the template on SharePoint.

In the case of an activity that runs outside of school hours, this list must also be given, in advance, to the School Visit Coordinator.

Exclusions

Where a student has been temporarily excluded for a fixed period, he or she should remain on the school roll and should be treated as authorised absence.

Where a student has been permanently excluded, his or her absence should be treated as authorised while any review or appeal is in progress but, on conclusion of that process, if the permanent exclusion is confirmed he or she should come off school roll. This will normally happen on the school day immediately following confirmation by the appeal committee of permanent exclusion, or upon expiry of the time allowed for appeals to be made.

Strategies for Promoting Attendance and Punctuality

Expectations are made clear to students with regard to attendance and punctuality on a regular basis – through form time and assemblies.

Opportunities to maintain awareness through newsletters, parents' evenings and student reports will be used. Parents/carers, students and staff will be regularly reminded of what constitutes authorised and unauthorised absence.

Students with a known attendance problem upon admission to the School will be interviewed with the parents/carers and will be set targets for improvement. Parents/carers will be kept regularly informed of all concerns regarding attendance and punctuality.

Students who have been absent for an extended period of time will be reintegrated back into school through a structured and individually tailored programme.

All issues, which may cause a student to experience attendance difficulties, will be promptly investigated by the school.

Statutory Guidance from KCSIE (September 2020) need to be followed for information on schools' duties regarding children missing education, including information schools must provide to the local authority when removing a child from the school roll at standard and non-standard transition points can be found in the department's statutory guidance: [Children Missing Education](#)

[Children and adults missing strategy](#) Home Office strategy

[School Attendance Guidance](#) DfE statutory guidance

Monitoring arrangements

This policy will be reviewed every two years but can be revised as needed.

[Links with other policies](#) (This policy links with our policies on)

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Staff Disciplinary Procedures