



Attendance and Punctuality Policy

SLT Oversight	PBE / RVE
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1. Vision and Values of Tadcaster Grammar School

This policy sets out our approach to encouraging excellent attendance and punctuality.

We offer a clear set of expectations that are understood by all and which are focused on supporting excellent attendance.

In addition, our attendance and punctuality standards represent a model for students' wider lives in the community.

It is vital that excellent and improving attendance are recognised and celebrated at various points during the school year.

The target for all students is that they have 97% or better attendance for the academic year.

All students have the right to access the education that they are entitled to. The school's aim is to work with parents/carers and where applicable support agencies to ensure very high levels of attendance and punctuality for all students and groups.

Our Attendance and Punctuality policy is designed around supporting the development of our 4 core school values:

OUR VISION

BE YOUR BEST SELF

CORE VALUES


1557
Tadcaster
Grammar School

Ambition To have a desire to achieve success.	Resilience To show a determination to achieve success.
Responsibility To take ownership of our actions.	Respect To be considerate to ourselves and others.

Tadcaster Grammar School

2. Legal Framework

2.1

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2020) 'School attendance'
- DfE (2016) 'Children missing education'
- DfE (2021) 'Keeping children safe in education' KCSIE
- DfE (2021) 'Improving school attendance'

2.2

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy (Star Mat)
- North Yorkshire Children Missing Education Protocol (June 2019)
- Child Protection and Safeguarding Policy
- Behaviour for Learning Policy

3. Definitions

It is the Headteacher's discretion as to whether a child's absence is recorded as authorised or unauthorised.

The school defines "**absence**" as either:

- Arrival at school after the register has closed at 09.05am.
- Not attending school for any reason.

The school defines an "**authorised absence**" as:

- An absence for sickness for which the school has granted leave.
- Agreed leave of absence by school such as medical appointments that cannot be attended outside of school hours, approved sporting or unique opportunity outside of school offer (performance licence will be required prior to authorisation being considered for all national and international events).
- College, University or employment interview or visit
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

The school defines an "**unauthorised absence**" as:

- Parents keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.
- 5 days or more absence without a written medical evidence eg. GP sick note

The Department of Education defines "persistent absenteeism (PA)" as:

- Missing 10% or more of schooling across the year for any reason. These students are at particular risk of achieving poor outcomes or struggling socially.

4. Roles and Responsibilities

The **LGB** has overall responsibility for:

- Monitoring the implementation of the attendance policy and procedures of the school.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring the North Yorkshire guidance on Children Missing Education [CME NYCC](#) is in place and that this is followed by the school.

The **headteacher** is responsible for:

- The day-to-day implementation and management of the attendance policy and procedures of the school and distributing these to parents.

All Staff will be responsible for:

- Following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Complete registers accurately and promptly within the first 5 minutes of the lesson.
- Alert attendance team immediately if they have an issue with taking their register or any student missing from their lessons.
- Understand their responsibilities in regards to the safeguarding of pupils and key vulnerable students with Vulnerability Risk Assessments.

The **attendance officer** on behalf of the school will be responsible for reviewing the attendance register at the start of each school day and at the start of each afternoon session along with lesson by lesson checks.

Ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Informing the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.
- Have been Missing from Education for more than 20 days.
- The school will ensure that absence procedures are understood by pupils, parents and carers.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Immediately updating the school if their details change.
- Parents are legally required to take full responsibility for the attendance of their children during term-time.
- Parents will promote excellent attendance and ensure their children attend school every day.

- Pupils are encouraged to take responsibility for their own attendance and any agreed activities throughout the school year.
- All pupils are responsible for their punctuality to lessons.

Students will be responsible for

Students have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the education opportunities available.

We ask that students will:

- Ensure that they attend school and are on time.
- Be aware of their current attendance record and targets.
- Be aware of the consequences of poor attendance or truancy.
- Arrive for lessons punctually.
- Do not leave school without permission.
- Follow correct procedures for known absences.
- Inform a trusted adult if they feel that they are unable to attend school for any reason such as bullying.

5. Staff Training

Teachers and support staff will receive training to ensure they understand that increased absence from school could indicate a safeguarding concern and know how such concerns should be managed.

Teachers and support staff will receive regular and ongoing training as part of their development.

6. Absence Procedures

6.1 Reporting and absence

In the event of an absence, the responsibility for informing the school is with the parent / carer who should provide a clear reason for the absence.

On the first day of absence a parent / carer should inform the school before 8.30am, by either:-

- a) emailing attendance@tgs.starmat.uk
- b) calling the school on 01937 833466 and choosing option 1 to report a student absence.

If the school is not notified of the absence then a text message will be sent by 9.30am requesting immediate contact by parent / carer.

If the school is not informed of the reason for absence, then the student's absence will be recorded as unauthorised and this will negatively impact their attendance record.

We kindly request that you continue to contact school every day thereafter to ensure we are aware of the reason and possible date for return to school.

Requesting permission for an absence that is not illness related can be made through the following link:-

<https://tgs.starmat.uk/wp-content/uploads/2020/01/Application-for-Leave-of-Absence-During-Term-TimeJAN2020.pdf>

6.2 Planned absences - medical, dentist appointments

As far as possible all planned medical appointments should be taken outside of school hours.

We understand that in certain situations this is not possible and would ask that parent/carers email attendance@tgs.starmat.uk with details of the appointment at least 24 hours in advance.

If the appointment requires students to leave school during the day, or arrive at school after morning registration, then students are required to sign in or out at the main office.

Students should attend school before and/or after appointments where possible.

6.3 Long term absence

Long term absence (more than 2 weeks) will require a specialist letter from a medical professional. We understand that there are genuine cases when students return to school after prolonged or ongoing illness and staff will work with the student, home and other agencies to ensure a successful reintegration.

6.4 Request for leave of absence during term time

Parent / carers should complete the school leave of absence in exceptional circumstances during term time form, which can be found here;

<https://tgs.starmat.uk/wp-content/uploads/2020/01/Application-for-Leave-of-Absence-During-Term-TimeJAN2020.pdf>

The form should be completed and returned to the Attendance Officer giving as much notice as possible, preferably at least 6 weeks before the period of leave.

Each application is considered on an individual basis and takes into account the pupils attendance record, only the Headteacher has authority to approve absence during term time.

Leave during term time will only be authorised in exceptional circumstances, examples of which are detailed below:

- Service personnel returning from active deployment.
- Where leave is recommended as part of a parent's/carer's or child's rehabilitation from medical or emotional problems. Evidence must be provided.

Leave of absences during term time are not considered as exceptional.

Parents / carers who take a child out of school during term time without the permission of the school risk being issued with a fixed penalty notice for unauthorised absence.

A penalty notice of £60 is payable within the first 21 days and rises to £120 thereafter. The Penalty Notice is per pupil per parent (eg £240 for a family with 2 parents and 2 children). The Local Authority will take legal action if the penalty notice is not paid within 28 days of the date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer.

Any student leaving the school during the school day, must sign out at the main office at the agreed time.

6.5 What the school will do if it has received no reason for a students absence

If the school is not notified of the absence then a text message will be sent by 9.30am requesting immediate contact by parent / carer.

If the school is not informed of the reason for absence, then the student's absence will be recorded as unauthorised absence and this will negatively impact their attendance record.

6.6 What the school will do in the case of truancy

Every lesson is registered in the school and if a member of staff has suspicion of truancy, they will immediately inform the Attendance Officer as well as Class Support, who will liaise quickly to establish the whereabouts of the student.

Due to the nature of the school site, it is imperative that this is done quickly and effectively, so that any student who is truanting can be found.

Any student who truants will have their parents/carers informed immediately and sanctioned appropriately.

6.7 Monitoring attendance

Good school attendance is defined at 97% or higher over an academic year. This means that a student with good attendance will only miss 1 day per half term through absence.

The effect of good attendance of a student in school is that it maximises their chances of achieving good grades and accessing all the school has to offer.

To ensure that we are effective at supporting good school attendance the following procedures will occur.

Daily

Form Tutors will monitor and praise attendance in period 1

The attendance officer will

- Ensure all registers are completed by 9.00am
- Send a text message by 9.30am to parents of absent students who have not contacted the school.
- Ensure follow up phone calls/emails are made to parents / carers who have still not contacted school with a reason for absence, following sending of the text message.
- Email school daily percentage, year group percentages and list of absentees to Pastoral Leaders, Year Leaders, Pupil Premium Support and SLT
- Work in conjunction with the main office to record any students leaving school for an agreed reason.
- Alert Pastoral Leaders to any student who is absent from school for 2 days without contact with parents.

Weekly

- The attendance officer will meet with the Pastoral Leaders for Years 7 - 11 to discuss absence and organise either support or legal processes.
- The attendance officer will meet with Pupil Premium Support to discuss and action support for any student who is below 92%.
- The attendance officer will meet with AHT - Behaviour and Attendance to discuss any continuing students of concern and liaise with ANT to report to Pastoral Group.
- SLT will review the overall school attendance

Half termly

- Attendance Officer, AHT and DHT will meet to review cases of concern and feedback to Year Leaders

6.8 Rewarding attendance

The school will look to recognise good attendance (over 95%) and those whose attendance improves throughout the year.

We will look to ensure the following occurs

- Parent / Carers are informed termly of good attendance
- Attendance raffle
- Phone calls home

7. Persistent absence - definition and interventions

Pupils are monitored daily and a range of intervention strategies are initiated when attendance falls below 95%.

When a pupil's attendance is 90% or lower, they are considered to be a persistent absentee.

At this point a parent/carers will be informed of the school's concerns and the process of support outlined.

If the attendance does not improve over a 2 week period, then formal procedures will begin and if required fast track attendance processes commenced.

This is a formal process with legally binding time frames. Meetings may be held in the absence of parents/carers if they fail to attend without contacting the Attendance Officer.

8. Lateness and Punctuality

All students are expected to attend school from 8.20am and be in their form rooms for the start of lesson 1 at 8.40am. If a student is late to school after 8.50am, they should go to the main office to register late.

Punctuality to school is vital as it ensures that a student is prepared and organised for the day and that they do not miss vital information at the start of the day.

Punctuality to lessons in school time is recorded and will be discussed with the student and parent / carer if strategies put in place do not have an impact.

Punctuality is checked weekly by Pastoral Leaders and staff are requested to record minutes late on the MIS.

9. Children missing in education or Elective Home Education

Any parent has the right to remove their child from school and home educate them.

If any parent is considering this as an option, they must contact the school immediately to discuss the reasons and options for this choice.

Early Help will be informed and will make contact with the family to offer guidance and support. [NYCC Early Help](#)

Further information can be found at:- [Parents considering EHE](#)

Appendix 1 - Registers and Attendance Codes

Code	Meaning
/ \	Present - am or pm
L	Late to school before register closed
B	Off site - educational activity
D	Dual coding - educated at another establishment
J	Interview or University visit
P	Participating in school sporting activity
V	Educational Visit
W	Work experience
C	Leave of absence authorised by school
E	Excluded from school
H	Holiday authorised by school
I	Illness - not medical or dental appointments
M	Medical or dental appointments
R	Religious observance
S	Study leave
T	Gypsy, Roma or Traveller absence
G	Unauthorised holiday
N	No reason (unauthorised until reason given)
O	Unauthorised absence
U	Attending school after registration closed
X	Not attending school in circumstances related to Covid-19
Y	Unable to attend school due to exceptional circumstances ie - school site closed / no transport
Z	Pupil not on admission register
#	Planned whole or part closure of school

Appendix 2 - Legal Proceedings

Unauthorised absences of 10 sessions or more may result in a request being made to the Local Authority to issue the parent/carers with a Fixed Penalty Notice.

A penalty notice of £60 is payable within the first 21 days and rises to £120 thereafter. The Penalty Notice is per pupil per parent (eg £240 for a family with 2 parents and 2 children). The Local Authority will take legal action if the penalty notice is not paid within 28 days of the date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carers.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices.

This may take into account:

1. A number of unauthorised absences occurring within a rolling academic year
2. One-off instances of irregular attendance, such as holidays taken in term time without permission
3. Where an excluded student is found in a public place during school hours without a justifiable reason

Guidance regarding this can be found at:-

[NYCC School attendance](#)