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# HOE VALLEY SCHOOL

## ATTENDANCE AND PUNCTUALITY POLICY

Person Responsible: Deputy Head Teacher  
Date Adopted: September 2015  
Date of last review: Summer 2022  
Date of next review: Summer 2023

*To be read in conjunction with the Behaviour for Learning policy.*

### 1. OUR VALUES

As a school we believe that attendance and punctuality are fundamental to the success of our students. All staff and governors are committed to working with students and parents in supporting students' regular attendance to school in order to achieve the best possible outcomes for all. This is achieved by providing a secure and caring learning environment, which allow issues that prevent full attendance to be identified and acted on promptly.

The school works on these principles:

- Good attendance is about a student's entitlement to education
- Good attendance is enabled when effective partnerships are built between school and home and there is clarity of expectation of the roles of each
- The school will support the attendance of its students by dealing with barriers to good attendance, drawing on the support of external agencies as necessary and implementing necessary interventions in-house
- Parent/carers are responsible for the regular and punctual attendance of students registered at the school and keeping the school informed about any reasons for absence or difficulties related to attendance.

### 2. AIMS

- To ensure student attendance and punctuality is excellent and there are no unauthorised absences
- To establish a clear system for maintaining full attendance and excellent punctuality which is clearly communicated to all staff, students and parents who are all working to agreed routines and standards
- To develop a learning environment for the school which students want to attend regularly because students feel valued members of the school community and are safe, stimulated and secure
- To put in place an effective and efficient administration system for monitoring and intervening with issues relating to attendance and punctuality

- To offer students and parents/carers excellent support, advice and guidance on the importance of good attendance and punctuality

### **3. OBJECTIVES**

All individuals within the school will play an integral part in establishing and maintaining high levels of attendance in all year groups. Missing out on school leaves students vulnerable to falling behind and students with poor attendance tend to achieve less at school.

#### **3.1 For Students**

- To maximise their learning potential by taking responsibility for achieving excellent levels of attendance and punctuality
- To attend school on time and be prepared for the day
- To follow the school procedures for dealing with attendance and punctuality eg after a period of absence or late arrival to School, parents inform the school via phone call or email
- To discuss promptly with their parent/carer or member of staff any problems that prevent them attending regularly and punctually so that they can be addressed quickly

#### **3.2 For Parents and Carers**

- To be aware of their legal duty to ensure their child attends school on a regular full time basis – Section Education Act 1996
- To be fully supportive of the school with regard to attendance and punctuality as part of signing up to the School Charter
- To support the School and their child(ren) by not taking them on holiday during term time and minimising where possible all other authorised absence, for example, dental appointments during the school day
- To ensure that their child arrives punctually and prepared for the day
- By making contact with the school by telephone each day when their child is absent
- To provide written confirmation from a GP or medical professional for any medical appointments for after 5 days of absence or more
- To contact the school if a problem occurs that may, or has resulted, in their child not wanting to attend school
- To read and follow the guide (Appendix 2) for parents/carers, which details our expectations and procedures regarding attendance and punctuality

#### **3.3 For Teachers/Form Tutors**

- To act as role models by being punctual to every lesson/registration and to be standing outside the door of their room to greet students upon their arrival
- To provide a welcoming and calm atmosphere for students
- To take the register at the beginning of every lesson/registration period
- To deal with any unauthorised absence from lessons, monitor the daily attendance statistics and deal with suspected truancy as detailed in this policy
- To encourage their students and tutees to take responsibility for their attendance and punctuality through monitoring and reinforcing the need for high levels of

attendance and excellent punctuality, for example, by publishing attendance statistics and ensuring that students receive rewards for 100% attendance

- To celebrate good and improved attendance in line with the rewards policy
- To support students who are returning to school from a period of absence and plan what actions to take after an absence even after one day
- Form tutors to work closely with students who have had a drop in attendance as directed by their Head of Year or Attendance Officer (90-95%)

### **3.4 Heads of Faculty**

- To raise the profile of good attendance and monitor the attendance of students allocated to their subject areas
- To be responsible for regular liaison with the Attendance Officer regarding poor attendance of students and issues related to poor punctuality
- To liaise with parents as appropriate in response to punctuality and truancy issues
- To ensure that teachers in their subject areas fulfil their duties regarding attendance and punctuality and take appropriate action when this does not occur

### **3.5 Head of Personalisation**

- To raise attendance of vulnerable groups of students
- To liaise with parents' of SEND students in response to poor attendance
- To ensure that teachers are fully aware of all issues relating to attendance / achievement of SEND students
- To liaise with Heads of Year and The Attendance Officer to ensure that all members of staff working with the students are aware of any attendance concerns

### **3.6 Heads of Year**

- To track and monitor the attendance of all students, in particular student attendance between 80 – 90%
- To celebrate excellent and improved attendance weekly and half termly
- To challenge poor attendance and liaise with the Attendance Officer and EWO to support families
- To work with the Deputy Head Teacher in implementing the attendance policy and raising the profile of excellent attendance and punctuality
- To analyse attendance data and implement strategies to ensure excellent attendance for all students with a particular focus on Pupil Premium students.

### **3.7 The Attendance Officer**

- To track and monitor attendance of all students and share with Heads of Year
- To coordinate the procedures for attendance and punctuality throughout the school
- To raise the profile and importance of attendance and punctuality
- To analyse and act swiftly in response to reported data on attendance and punctuality
- To analyse attendance data and implement strategies to ensure excellent outcomes
- To work with the Deputy Head Teacher in implementing the attendance policy and raising the profile of excellent attendance and punctuality

- To monitor attendance for all students with a particular focus on Pupil Premium students.
- To work closely with students and families with attendance below 80%.
- To send letters home where required, work collaboratively with the Head of Personalisation and Heads of Year as well as involving external agencies when needed
- To write and monitor action plans with the Heads of Year and Deputy Head Teacher for any students who are deemed as persistently absent

### **3.8 The Deputy Head Teacher**

The Deputy Head has delegated responsibility for attendance. Their responsibilities are:

- To coordinate and monitor the policy and procedures for attendance and punctuality throughout the school
- To raise the profile and importance of attendance and punctuality, for example, through the assembly programme and the reward systems that are put in place
- To analyse and act swiftly in response to reported data on attendance and punctuality
- Ensure a successful learning environment for all students, through the curriculum, personalised learning, behaviour policy and reintegration procedures, create the foundations for excellent attendance and punctuality and low levels of fixed term exclusions
- To ensure that school expectations with regards to this policy on attendance and punctuality are communicated clearly to all stakeholders
- To line manage the Attendance Officer
- To consider Leave of Absence requests on behalf of the Head Teacher

### **3.9 The Head Teacher**

- To address attendance issues of persistent absentees and school refusers
- To have overall responsibility for attendance and punctuality in the school
- To make final decisions as regards request for absence requests for both staff and students

### **3.10 The Board of Governors**

- To annually agree attendance targets
- To take a lead role in supporting the school in the implementation of its approach to attendance and punctuality especially in our response to parents in supporting unauthorised absence

## **4 PROCEDURES FOR REGISTRATION**

### **4.1 Registration**

Morning registration during tutor time sets the tone for the rest of the school day. Tutors should prepare to be in their classroom to meet their students and take the register at 8.30 am. The school is open from 8.15 am at which point students are allowed into the building. It is the teacher's responsibility to formally take the register and this task must never be delegated to students. As with any lesson, we expect teachers to ensure that students are

fully engaged in the daily routine. The register will formally be closed at 9.00am. Registers will be taken on a computer. Where there is a breakdown of this system paper registers will be available to teachers which will then be transferred back to the school office to be input on the computer system when it is next available.

Students who are late, up to 8.50 am, will have their names taken by the Attendance Officer. Any lateness will be challenged. Where there is a legitimate reason, for example, unavoidable transport problems, then no further action is required; but when there is no good reason, for example, oversleeping, then the student will be issued a same day 20 minute CURE detention by their Form Tutor. If a student is late for the second time that week, a 60 minute after school detention will be given by the Head of Year. This will replace the CURE detention. Persistent lateness will result in further steps being taken.

Students who arrive after 8.50 am must sign in at Reception. **Any absence after 9am is recorded as a "U" ie late after the registers closed and thus will be treated as an unauthorised absence for the morning session.**

SIMS is used to process registers and the codes to be used by tutors in completing the register are shown in Appendix 1. Reasons given for absence will also be stored in SIMS.

The register taken during Lesson 4 will act as the afternoon registration.

Where a student is late, the School Office / Attendance Officer will ensure the system is updated with the appropriate code and will send a text message to parents/carers informing them of their child's lateness to school.

An automated message will be sent to parents/carers of all absent and late students during lesson one where a reason has not been provided and parents are expected to respond to this message. Should this not be the case, then a letter will be sent home.

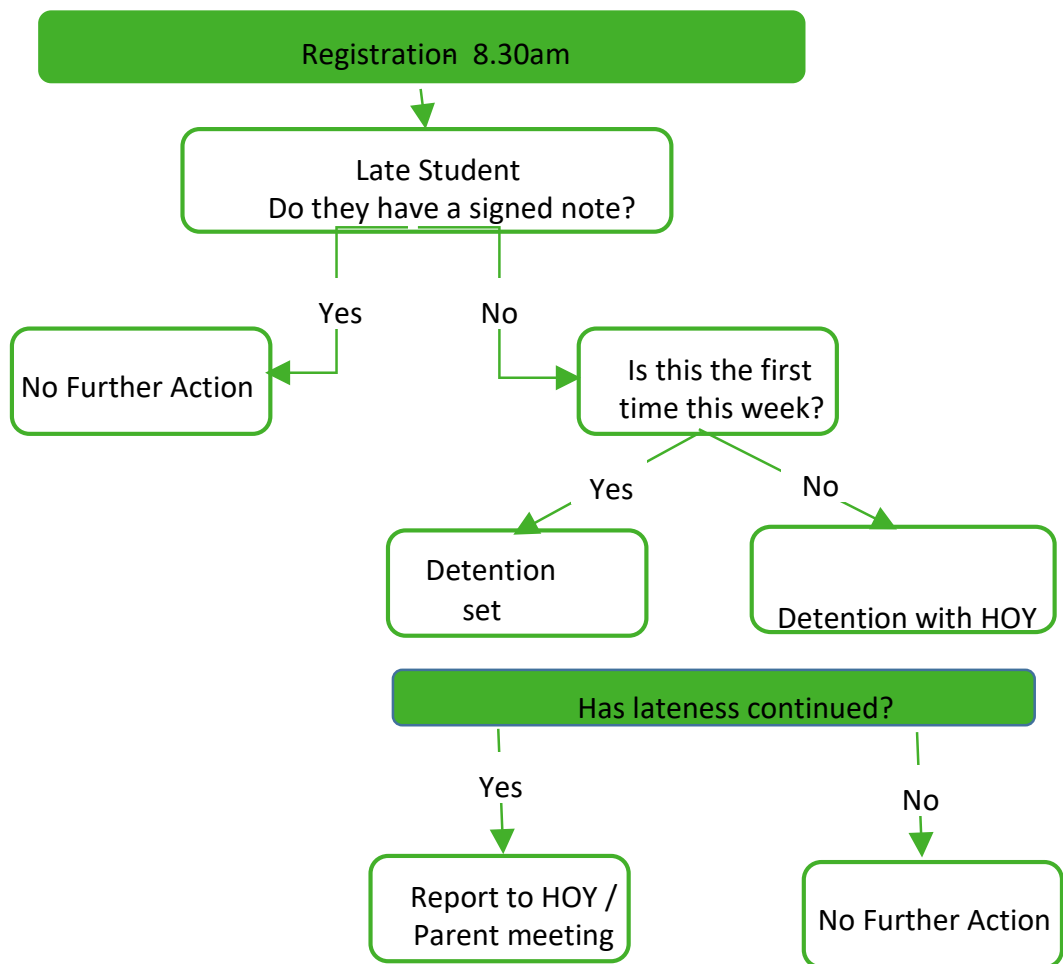
## **4.2 Punctuality**

Lateness disadvantages students as they miss the instructions for the morning; registration also sets the scene for them to have a positive and productive day.

Lateness to School causes disruption to that individual's learning and to that of the other students in the class.

It is vitally important teachers and Form Tutors are punctual to lessons/tutor sessions, otherwise this gives the impression to students that late arrival is acceptable. Tutors, teachers and Heads of Faculty must reinforce the importance of punctuality when communicating with students and parents.

HVS has strict statutory requirements to follow with regard to the maintenance of good punctuality for its students. Persistent lateness does not constitute full school attendance (section 444 of the Education Act 1996). Students arriving after 8.30 am will receive an L mark on SIMS. Students who arrive after 9.00 am will be coded as U (late after the close of registers) - this is an unauthorised absence. Persistent lateness, by a student, may be dealt with through the Deputy Head Teacher or Head of Year and may be referred to the Inclusion Service and Inclusion Officer. It may also lead to a fixed penalty notice.



### 4.3 Subject Registration

It is essential that an electronic subject register is taken within the first five minutes of the lesson starting. This will ensure that the school is able to monitor and reduce truancy from lessons. If it is found that a student has been truanting then this will be formally recorded as an unauthorised absence. The procedures for dealing with truancy are stipulated in Section 6.

Lateness to lessons must be challenged and recorded on SIMS. Staff must take appropriate action against students who are late without a valid reason by setting a detention for ten minutes. If a student is late for lessons more than once that week, then the class teacher will set a school teacher detention. If the lateness still continues the subject teacher will inform the Head of Faculty who will contact home and place the student on a faculty report. (See Behaviour for Learning Policy for further details).

Teachers must ensure that they enter an "L" into the computerised register along with the number of minutes the student is late so that the school's SIMS system records are accurate.

Students who are late for a genuine reason must have a signed note from a member of staff or from the school office.

#### **4.4 Emergency Closures**

In the event of circumstances necessitating school closure or other special arrangements, parents will be contacted by text message or email. There will also be an answer phone message updating parents on the current situation. The information will also be on the school website.

**NB:** Separate guidelines are available outlining school procedures relating to enforced closures and lockdown incidents.

### **5 ABSENCE**

Under Section 7 of the Education Act (1996), parents/carers have a legal duty to ensure that their child(ren) attends the School on a regular and full-time basis. Every half day absence has to be classified by the school as either authorised or unauthorised. The school must record the reason for any half day absence. Unauthorised absence such as truancy will lead to sanctions being taken against students or, in exceptional cases, extended periods of unauthorised absence of more than ten days may lead to legal action being taken against parents.

Under normal circumstances, the only reason a student should miss any lessons is if they are too ill to attend. This is an example of an authorised absence, i.e. students have missed a morning or afternoon session for a valid reason. Unauthorised absences are those which the School does not consider reasonable and for which no permission has been given. This includes keeping students away from lessons unnecessarily, truancy and absences which the School considers to have not been properly explained.

When a student's attendance falls below 96% parents/carers will receive an attendance concern letter. This is a standard letter that is sent out to students that drop below the minimal expected level of attendance.

If a student has three separate occasions of illness a letter of concern will be sent to parents. This letter is to inform parents that from this point medical evidence will need to be provided going forward should a student miss school for illness. This can be evidenced with Dr's notes, prescriptions or medical appointment cards. If these are not produced within 10 days of the request the school may decide not to authorise the absence. The student will be marked as 'O' in the register.

#### **5.1 Medical Appointments**

Wherever possible medical appointments should be made outside of the compulsory school day. Parents should inform the school in advance and in writing of any medical appointments. Students use this note to show the Receptionist before signing out and leaving the premises.

If a parent/carer does not provide proof of the medical appointment that has caused their child to miss school it will be treated as Unauthorised. The student will be marked 'U' if they have started after registration and 'O' if they have missed the entire session. If there is no note, parental confirmation must be sought by the School Office or another agreed member of staff for the student to leave.

Students must return to School after appointments where practical. Students must sign in at Reception on return.

Where a student is being collected from school, parents are requested to report to Reception before the student is allowed to leave the site.

Where it proves impossible to make an appointment outside of school hours we would ask that they be made for Lunchtime and beyond to minimise disruption to learning.

## **5.2 Medical Conditions**

Parents are encouraged not to keep children off school for minor ailments and to limit time off for visits to doctors and dentists as far as it is reasonably practical.

If a student is unwell during the school day she/he must alert their class teacher who will get support from the First Aider.

The First Aider will assess the severity and make the decision either to return the student to lessons or telephone the parent to collect the student. Students must not use their mobile phones to contact parents themselves. If contact is not possible, the student will remain in the medical room and the First Aider will advise the School Office of this to enable correct registration.

The First Aider will alert the School Office and Tutor / Attendance Officer / Deputy Head Teacher to persistent visits or patterns of visits to the medical room.

## **5.3 Leaving and Returning to School**

Students are not allowed to leave the school without prior permission. Students leaving with permission from the School must be issued with a note to this effect. Students must sign out at Reception and sign back in on their return. The School Office will then code the absence on SIMS appropriately.

If a student leaves the School site without permission their parents/carers will be contacted. Should the School be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the student as a missing person.

## **5.4 First Day Contact and Dealing with Absence**

At HVS we monitor attendance data in order to identify irregular attendance patterns. If a student is too ill to attend school the parent/carer should telephone and report their child's absence before 8.30 am.



The School uses a '1st day calling' system. If a child fails to register, or is absent and we have not received notification by 9 am an automated message will be sent. It is expected that parents will respond to the automated message, should this not be the case a letter will be sent home.

### **5.5 Ten Days Absence**

Any student who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Inclusion Service. This is a legal requirement. The school will include details of the action that they have taken.

Where a student is absent from school the following procedure will be followed for welcoming them back.

- After a one day absence, the tutor welcomes the student back and checks that they are ok
- After a few days absence, the tutor welcome back the student and phone home to check with parent / carer and put plan in place for student to catch up on missed work
- After a week or more absence a formal meeting will take place between the Head of Year, student and parent where a plan will be implemented to catch up. It is the responsibility of the student to catch up on all missed work

### **5.6 Exceptional Leave of Absence**

Current legislation makes clear that Head Teachers will not grant any leave of absence during term time unless there are exceptional circumstances.

The school holiday dates, external exam dates and INSET days are published well in advance.

As stated in Section 4, the School does not support any holidays requested during term time. If a request is made for a leave of absence and this is not approved and the student does not attend during the stated period then a fixed penalty notice may be issued as set out more fully in section 6 below.

In order for any leave of absence to be granted an application must be made, in writing, using the request for absence proforma. However, this will also only be authorised in exceptional circumstances.

### **5.7 Truancy**

If a student truants from school or leaves school without permission, this is regarded as an extremely serious matter. It may take up a great deal of staff time and it may be necessary to inform the Police that a student is missing. This is also a safeguarding issue.

Under no circumstances should students leave school without permission from a member of staff. If it becomes apparent that a student may have left the School site, staff will attempt to locate the student. If this is not possible, parents/carers will be notified by telephone.

Truancy is not tolerated at HVS and will be dealt with swiftly in line with the sanctions detailed in the Behaviour for learning policy. If one lesson is missed:

- A 60 minute after school detention will be issued by the class teacher
- The class teacher will telephone home and parents should be informed at least 12 hours in advance through a phone call/email by the class teacher. If the student does not turn up this will be referred to the Head of Faculty.
- The School Office, Deputy Head, Head of Faculty and Head of Year will also be informed and the truancy recorded on SIMS by the class teacher

Two or more lessons missed:

- Head of Year detention will be issued, the length of which will reflect the length of truancy
- Head of Faculty (if truancy is from one subject) or Head of Year to interview the student and place on attendance report
- Head of Faculty or Head of Year will contact parents

Persistent truancy will lead to an internal exclusion for breaching HVS's Behaviour for Learning policy and will also result in a referral to an attendance panel or Inclusion Service.

## **6 STRATEGIES FOR ENSURING HIGH ATTENDANCE AND EXCELLENT PUNCTUALITY**

### **6.1 Rewards and Incentives**

Students will be awarded five house points on a weekly basis if they achieve 100% attendance for that week. In addition to the house points, attendance certificates will be given to students who receive 100% and they will be entered into a prize giving raffle during their year group celebration assemblies at the end of each half term.

Tutors must take overall responsibility for encouraging and rewarding publicly the need for high attendance and excellent levels of punctuality. This will commonly be achieved through the House system, assemblies and encouraging a competitive spirit within the tutor groups, i.e. tutor groups will compete in having the highest attendance statistics and best levels of punctuality for which they will receive house points. Improved attendance will also be rewarded with house points and post cards home.

Informal praise and formal awards should both be used and supported by all HVS staff.

### **6.2 Displays**

Prominent noticeboard to be allocated for attendance promotion in public areas.

### **6.3 In the Classrooms**

Attendance information and related posters to be displayed.

Tutors to continually promote excellent attendance and punctuality by example and encouragement.

#### 6.4 Irregular Attendance

- Attendance and punctuality will be monitored by the Deputy Head Teacher with the Attendance Officer through the following computerised processes: Daily lists of absences
- Follow up procedures on the first day of absence
- Subject registrations
- Weekly statistics
- Rewards and sanctions statistics for attendance and punctuality as outlined above
- If a student is absent for 5 days or more, the school will not authorise absence without medical evidence

If there is prolonged ill health, or there is forewarning of hospital treatment, the school will take the necessary steps to ensure an education plan is in place for the period of absence. This may include referral to external agencies to provide alternative education. If referrals to other agencies are necessary eg CAMHS, School Nurse, Behaviour Support, these are made by the Deputy Head Teacher or the Head of Personalisation.

Alongside the Attendance Officer the Deputy Head Teacher has the major responsibility for identifying persistent poor attendance and punctuality. The Head of Personalisation will also analyse attendance data and look for patterns of absence and poor punctuality in relation to students with Special Educational Needs.

Where there is a significant pattern of absence, the School Office will:

- Contact the parents/carers by telephone to investigate absence and then notify the relevant members of staff.
- If there is little/no improvement then the Deputy Head Teacher will contact the parents/carers again in writing. At this time medical evidence may be required to authorise future absences. It may be necessary for parents/carers to attend a meeting in school to discuss attendance concerns.
- Involve the Inclusion Service in developing strategies for intervention including a letter being sent home to parents/carers informing of the cause for concern and the negative impact on student learning and/or home visits. The Inclusion Officer will take steps to engage with the family in order to address the matter and avoid legal action being taken. The Deputy Head Teacher and Head Teacher will be kept informed of the steps being taken by the Inclusion Service.
- If attendance falls below 90%, work with the Inclusion Officer in convening a "Persistent Absence" (PA) attendance panel meeting, involving parents, in establishing targets for attendance and punctuality along with strategies for support in successfully reintegrating students back into HVS.
- Students with attendance between 90% and 95% will also be tracked and the appropriate intervention taken, for example, a meeting with parents. Patterns will also be analysed to detect any condoned absence or suspected periods of truancy.
- For attendance between 90% and 95%, we expect tutors to play an active role in advocating the importance of full attendance to both students and parents/carers.
- If the attendance is longer than a period of ten continuous days and is treated as unauthorised absence then the Inclusion Service must be informed.
- All steps will be taken by the Inclusion Officer to ascertain the student's whereabouts and documentation should be kept on this process.

Referrals may be made to the Inclusion Service where attendance has fallen below 90% and no improvements have been made, despite contact from school through either letters, telephone calls or meetings. This may lead to the issue of a fixed penalty notice and possibly court action being taken if the Inclusion Service does not lead to the student returning to HVS.

### **6.5 Persistent Absence (PA)**

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is considerably damaging a student's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

Parents will be notified by a letter if their child becomes a persistent absentee and be invited to discuss the matter and set appropriate targets.

### **6.6 Penalty Notice**

The Education Welfare Service, acting on behalf of Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days, but within 28 days.

If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 of the Education Act 1996.

### **6.7 Circumstances where a Penalty Notice may be issued**

A Penalty Notice can only be issued in cases of unauthorised absence and careful consideration should be given as to whether the issue is likely to secure an improvement in attendance.

Use of Penalty Notices will be restricted to three per student per academic year.

If two Penalty Notices have been issued and paid in relation to a particular child and poor attendance is an on-going problem, except in exceptional circumstances, information will then be gathered to support a prosecution under Section 444 of the Education Act 1996 rather than a further Penalty Notice being issued.

In cases where families contain more than one poor-attending student, Penalty Notices may be issued for more than one child. This may not necessarily be simultaneously but the

procedural timescales may overlap. Careful consideration will always be given to multiple issues within the same family.

The issuing of a Penalty Notice may be considered appropriate in the following circumstances:

- Students identified by Police and Inclusion Officers engaged on Truancy Patrols.
- A parent who is failing to ensure their child's regular school attendance, and is failing to engage with any supportive measures proposed by the school or Education Welfare is liable to receive a Penalty Notice. Before a Penalty Notice is issued, the parent will be sent a formal warning of their liability to receive such a notice.
- Unauthorised holidays in term time (5 days or 10 sessions or more). In the case of separated parents, the penalty Notice will only be sent to the parent requesting for leave of absence and/or taking the student on holiday.
- Late arrival after the close of registration, on 10 occasions during a six week period.

To ensure consistent delivery of Penalty Notices the following criteria will apply.

- At least 10 sessions lost to unauthorised absence by the student during a half term period and where attendance falls below 90% for the academic year.
- Except in cases of unauthorised holidays, the liable parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. During this period the child should have no unauthorised absence.

### **6.8 Late for the School Day (after registers have closed – use the O code)**

Students who arrive at the School after 9 am are registered as "late after the registers have closed" and this is recorded as a 'U', which is an unauthorised absence for the a.m. session. Any parent/carer of a student who is persistently late after the register has closed will be issued with a fixed penalty notice. This will be preceded by a warning letter to the parent/carer.

### **6.9 Legal Proceedings**

If a child of compulsory School age fails to attend regularly at a School at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority. Lateness after close of registration constitutes unauthorised absence and where a student continually arrives late under these circumstances legal proceedings may be considered.

Local authorities have the power to prosecute parents who fail to comply with a School attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996).

The only statutory defences are:

- Illness with medical evidence
- Religious observance
- Authorised leave of absence

- The student is registered to a School not within reasonable walking distance and the Local Authority has failed to provide suitable transport arrangements

The following is an additional defence in respect to “traveller families”:

- The child is of no fixed abode and it can be proven that the parent was engaged in a trade *or* business that requires them to travel from place to place.
- The child has attended School as regularly as the nature of the trade permits and has made at least 200 attendances in the last 12 months.

## **7 MONITORING, EVALUATION AND REVIEW**

The School will monitor the effectiveness of this policy through the Deputy Head Teacher who will oversee the generation of attendance data and report to the Head Teacher where there are any key issues. The SLT will analyse the data to look for patterns and generate the required plans of action, for example, reviewing any related policies and procedures such as student voice in working with students to generate strategies to improve punctuality. Comparisons will be made with similar schools and action to continue to improve attendance and/or punctuality will feature in the School Development Plan.

**APPENDIX 1  
ATTENDANCE CODES**

For use with the am and pm register.

<b>Code</b>	<b>Description</b>	<b>Statistical meaning</b>	<b>Attendance official meaning</b>
/	Present (AM)	Present	In for whole school
\	Present (PM)	Present	In for whole school
@	Do not use	Unauthorised Absence LATE FOR SESSIONS	
B	Educated off site	Approved educational Activity	Out for the whole session
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence	Out for the whole session
D	Dual registration	Approved Educational Activity	Out for the whole session
E	Excluded	Authorised absence	Out for the whole session
F	Extended family holiday agreed)	Authorised absence	Out for the whole session
G	Family holiday (not agreed)	Unauthorised absence	Out for the whole session
H	Family Holiday agreed	Authorised absence	Out for the whole session
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	Out for the whole session
J	Interview	Approved Educational Activity	Out for the whole session
L	Late	Present	Late for session
M	Medical/Dental appointments	Authorised absences	Out for the whole session
N	No reason yet provided for absence	Unauthorised absence	Out for the whole session
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	Out for the whole session
Q	Working with another member of staff	Present	Present

P	Approved Sporting Activity	Approved Educational Activity	Out for the whole session
R	Religious Observance	Authorised absences	Out for the whole session
S	Study Leave	Authorised absences	Out for the whole session
T	Traveller Absence	Authorised absences	Out for the whole session
U	Late after registers closed)	Unauthorised absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for the whole session
W	Work experience	Approved Educational Activity	Out for the whole session
X	DCSF: School closed to Students	Attendance not required	Out for the whole session
Y	Enforced closure	Attendance not required	Out for the whole session
Z	Do NOT USE	Authorised Absence	Out for the whole session
!	DCSF X: Non-compulsory school age abs	Attendance not required	Out for the whole session
#	School closed to Students and staff	Attendance not required	Out for the whole session
*	DCSF Z: Student not on roll	Attendance not required	Out for the whole session
-	All should attend/No mark recorded	No mark	No mark for session

**During lesson registration**, subject teachers will record only present (P), absent (N) or late (L).



## **APPENDIX 2**

### **ATTENDANCE INFORMATION FOR PARENTS**

In order for students to reach their full potential, it is essential that they aspire towards 100% attendance. This is paramount for students to achieve. Attendance without punctuality is also unproductive. Consequently, it is compulsory for students to arrive at school by 8.30am. School finishes at 4.00 pm each day, although it is expected that all students participate in at least one after school enrichment class per week.

Any unauthorised lateness will result in an immediate ten minute detention with their tutor after school the same day. If this happens more twice in one week, this will become a HOY detention after school on a Friday for one hour; 4.00pm-5.00pm. In this instance the HOY will contact you 24 hours in advance.

If your child is too ill to attend school you should telephone and report your child's absence before 8.30am. If a child fails to register, or is absent and we have not received notification by 9.00am an automated message will be sent. It is expected that you will respond to the automated message by phone call; should this not be the case we will follow emergency procedures as the students' whereabouts will be unknown.

HVS will not authorise holidays during term time. Please also avoid booking non-urgent medical appointments between the hours of 8.30am-4.00pm.

The Local Authority will be notified of any student who is absent without an explanation for 10 consecutive days. This is a legal requirement and HVS will inform the Welfare Team of the actions that have been taken. .

#### **Latest information from the Local Authority**

The following information about fixed penalty notices for unauthorised holidays in term time and poor attendance has been put into action by the local authority and is now in place.

#### **Penalty Notices to Address Poor Attendance**

A Penalty Notice may be issued as an alternative to the Prosecution of a parent/carer for their child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances.

1. Students identified by the police and Inclusion Officers in Truancy Patrols who have incurred unauthorised absences.
2. Unauthorised holidays in term time (five days or 10 sessions or more). In such cases the Head Teacher/ Board of Governors will request the local authority issue a penalty notice. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.
3. The issue of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. If you believe at any stage that your child's absence from school may leave you liable to prosecution, it is extremely important that you take action without delay to secure their regular attendance. Before a

Penalty Notice is issued, the parent will be sent a formal warning of their liability to receive such a notice.

4. Late arrival after the close of registration on 10 occasions during a half term.

### **Amount Payable for a Penalty Notice**

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within 21 days of receipt of the Notice, rising to £120 if paid after 21 days. If the Penalty notice is not paid after 28 days, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was issued.

If you require further information please contact the school and we will put you in contact with our Education Welfare Officer from the WPA.

**APPENDIX 3**

**APPLICATION FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES**

***Please read the following guidance carefully***

As parents, you have a legal responsibility to ensure your child’s attendance at school.

**Please be aware that The Education (Student Registration) (England) (Amendment) Regulations 2013, which became law on 1st September 2013 states that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Head Teacher is also required to determine the number of school days a child can be away from school if leave is granted.**

**If you decide to go ahead with your proposed leave of absence without the approval of the school you will be liable to receive a Penalty Notice for failing to ensure your child’s regular school attendance. Each parent will be liable to receive a Penalty Notice for each child who is absent.**

Please complete and submit this form if you want the Head Teacher to consider your request for your child’s leave of absence for exceptional circumstances. We may ask for proof to verify your request.

The Head Teacher will consider the reasons for the request carefully and will notify you of the decision.

For further information, please refer to our School Attendance Policy.

Name of Student:	Tutor Group:
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First day of Absence:	Date returning to School:	Total number of days out of school
The exceptional circumstances for which leave is requested:		
Has your child already had leave of absence in this school year?		YES / NO
If YES, please give dates and details:		

I also have children at (please include other school)		
Signed: (Parent/Carer)	Parent/Carer Name:	Date:

**For Office Use:**

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**Attendance Certificate Attached** **YES / NO**

**Date Letter Sent:** .....

**Current Attendance:** .....%

**Permission Granted / Not Granted**

**Signed:** ..... **Date:** .....