



HIGH WELL SCHOOL
Preparing for Positive Futures

Attendance

Policy Lead:	Attendance Officer
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Signed by Chair of Governors:	<i>Margaret Turner</i>
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1. Policy Statement

All staff at High Well School will work with pupils and their families to ensure that each pupil attends school regularly and minimise absence of any kind. Good attendance and punctuality is an essential life skill and central to High Well's ethos: Preparing for Positive Futures. Improving attendance is a key priority for High Well and we will achieve this through:

- Raising awareness of the effects of absence and lateness
- Ensuring effective systems are in place to monitor absence and to identify and address any underlying barriers that pupils and their families face
- Reviewing and enhancing systems for recognising and rewarding pupils who improve their attendance
- Providing challenge to pupils and parents/carers through partnership working where a lack of priority is given to good attendance leading to persistent levels of absence/ lateness

2. Reward System

Weekly

Every pupil who achieves 100% attendance, or has the most improved attendance is awarded with a certificate for them to take home. Parents/carers are sent a positive message home to offer thanks for their support. The class who achieve the highest attendance are awarded a trophy which is put on display in school.

Half-Termly

The class who achieve the best attendance over each half term are rewarded with a whole class treat where they can celebrate their achievement together on the school site.

A display board on the main corridor in school, displays pupils' achievements and is updated weekly.

Termly

Every pupil who achieves 90% attendance will be rewarded with a luxury hamper which they will take home to share with their family/carers.

3. Attendance and Punctuality

OFSTED regulate and inspect all schools and academies in order to achieve excellence in the care of young people in education. They regularly collate and analyse data regarding attendance from all education establishments.

The Department for Education (DfE) guidelines state that it is the responsibility of parents/carers to ensure their children attend school regularly. At High Well School each pupil's attendance is regularly monitored and the school will pursue all interventions available to promote good attendance.

Effective education can only take place if a pupil attends regularly. High Well School promotes through its ethos good attendance and punctuality and is committed to working in partnership to ensure that pupils arrive at school, on time and ready for the day ahead.

4. New for 2021-2022 - not attending In circumstancing relating to Covid-19

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19). In line with current legislation, and current guidance from PHE and DHSC

Pupils who are required to self-isolate as they, or a member of their household, has symptoms or conformed coronavirus (COVID-19)

Please see below the changes to self-isolation for anyone who has tested positive. The local public health advice remains in place for 5 days self-isolation for pupils who are in a household with someone who has tested positive.

Changes to the self-isolation period for those who test positive for COVID-19:

From Monday 17 January, people who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature. For example, if they test negative on the morning of day 5 and the morning of day 6, they can return to their education or childcare setting immediately on day 6.

The first test must be taken no earlier than day 5 of the self-isolation period, and the second must be taken the following day. All test results should be reported to NHS Test and Trace.

If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.

Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.

January 2022

Please see the local public health advice below if a relative/household member has tested positive:

If a relative or household member has tested positive for COVID-19 (on LFD or PCR), pupils should stay at home for 5 days. They should take daily lateral flow tests as per Government advice.

If they develop symptoms, they should get a PCR test straight away and continue to stay at home. If they have no symptoms after 5 days and daily lateral flow tests (if taken) are negative, they can return to school.

Testing for students after the holiday period **See the information below from the DfE as of 2nd January 2022:**

The DfE has asked that secondary school students undertake one on-site test, on return in January. This will help boost testing participation and reduce transmission after a period of social mixing during the holidays. Students should then be strongly encouraged to continue testing twice weekly at home and to report all results to NHS track and trace and to their setting. We strongly encourage all parents/carers to test their child before returning to school on Tuesday 4th January, to reduce the risk of transmission. On entry to school on Tuesday 4th January 2022 pupils will be offered a lateral flow test. Any parents/carers who do not wish their child to be tested on site need to test at home instead before attending school.

Updated guidance on the use of face coverings in education settings

From Sunday 2 January, it is recommended that face coverings are worn in classrooms where pupils in year 7 and above are educated. The advice is short term only, to support pupils and teachers as they return to school this term and builds on the existing proportionate guidance that recommends face coverings for all adults in communal areas of all settings. We are updating our guidance to reflect this. The advice on face coverings in classrooms will be in place until Wednesday 26 January, when Plan B regulations are currently scheduled to expire, at which point it will be reviewed.

Daily testing for close contacts of COVID-19

People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.

Information on the changes to the self-isolation period for individuals who test positive for COVID-19

Since Wednesday 22 December, the 10-day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason.

Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8.

5. Data Collection

Collection of school attendance data as part of the school census resumed in January 2022, collecting data for the autumn term 2021. From January 2022, the census will collect attendance codes in addition to absence codes.

6. The Attendance Team

The attendance Officer or a member of the Admin team will contact parents/carers by phone or text where a pupil is absent and the school has not received any notification regarding the absence. Any late arrivals and punctuality issues will be discussed on the day with pupils and if necessary parents/carers.

The Education Welfare Officer (EWO) works as a link between home, school and other agencies and the Local Authority, in order to address attendance issues and ensure that all pupils are receiving a full time education. This involves explaining to parents/carers their legal responsibilities, referring to other agencies and encouraging families to build good relationships with school. The EWO may conduct home visits with the school's Attendance Officer and may work with other agencies including the Police.

7. Attendance and Punctuality Procedures

High Well School has a special responsibility to reduce the number of pupils whose attendance is below 90% over the school year. This adds up to missing almost half a term. High Well school applies the following procedures in how to deal with individual absences:

- Pupils should arrive in school from 8.45am with registration from 9.00am to 9.15am
- Pupils missing from registration will be marked as absent and first day response will take place before 10am by the Administrative Team and/or Attendance Officer
- If a pupil is unable to attend school parents/carers should contact the school on 01924 572100 to explain the reason for absence

Punctuality

High Well is committed to ensuring all pupils arrive on time, in uniform and ready to start their day. Pupils who arrive late to school will be marked as late in the register and expected to make up the time missed at break or lunch times, unless there is a valid reason for late arrival to school.

Letters Home

Attendance and punctuality letters will be sent out to parents/carers when patterns of poor attendance or punctuality occur. This can include warning letters and notifications of the action that High Well is required to take if improvements are not made.

Each communication home will escalate where poor punctuality/attendance persists.

Persistent Absence – Fast Track Meetings

If a pupil's attendance falls below 90% this pupil is classified as '**Persistently Absent**'. A pattern of attendance approaching or falling below 90% will trigger involvement from the school's Education Welfare Officer (EWO). A meeting will be scheduled with parents/carers with the EWO and High Well's Attendance Officer. This will provide an opportunity to discuss barriers to good attendance and identify strategies/support which the school could provide to improve attendance. Where concerns exist, parents/carers will also be made aware of the possible actions if the pupil were to remain 'Persistently Absent'. It is important to note that High Well does take into account genuine reasons for absence including illness, family bereavement, regular medical appointments or other issues that may lead to attendance falling below 90%.

Persistent Absence – Penalty Notice

High Well may take the decision to prosecute where there is prolonged 'Persistent Absence'. This process can involve an initial Penalty Notice arising from any of the following circumstances:

- No improvements following Fast track review meeting
- Attendance falls below 90%
- Inappropriate condoned parental absence
- Unauthorised or excessive term time holidays
- Persistent late arrival to school
- Truancy or absconding from school
- A minimum of 10 school sessions lost to unauthorised absence

The cost of the penalty notice is £60 per parent/carer, per child if paid within 21 days of the receipt of the Notice, increasing to £120 if paid after 21 days but within 28 days of receipt of the notice. If the Local Authority does not receive payment they may then progress the matter to the Magistrates Court. High Well School does not receive any monies attributed to the penalty notice.

Persistent Absence – Parental Prosecution

Parents/carers are legally responsible for ensuring their child receives a full time education. Failure to do so may lead to a parental prosecution in the Magistrates Court and the possibility of receiving a Parenting Order or a fine up to £2,500 or a prison sentence for each parent/carer.

Prosecutions at this level would only be sought in exceptional circumstances, where the school felt all strategies had been used in seeking to improve attendance and that parents/carers were failing to cooperate.

Persistent Absence – Education Supervision Order

An Education Supervision Order can be used in order to work with families and schools, often with the support of external agencies, to secure a return to regular attendance. An application to secure an Education Supervision Order is heard by the Family Proceedings Court where Magistrates have the power to grant the order.

8. Absconding from School

When a pupil has been seen to leave the school site or cannot be found on site then school will promptly notify parents/carers about the situation. Parent/Carers can then, if they wish, inform the police. If the pupil comes back to school then school will notify the parents/carers and the pupil will be expected to make up the time missed through break, lunch and/or after school detention. Parents/carers should also notify school if and when the missing pupil arrives home or their whereabouts is known. If the Police have become involved parent/carers should also alert the Police that the whereabouts of their child is known.

9. Holidays in Term Time

Families who would like to take their child on holiday during term time should be aware that the law does not grant parents an automatic right to take their child out of school during term time.

Whilst it might be considered that a holiday will be educational, pupils will still miss out on the teaching that they would normally have received during the holiday.

The DfE allows a Headteacher the discretion to consider authorising a holiday in term time only in “exceptional circumstances”. If you consider that your request for a holiday is exceptional you will need to write to the school explaining your circumstances. The request will be given full consideration with a response provided as soon as possible. If the holiday is not considered to meet the criteria for exceptional circumstances, and the holiday is still taken in term time, the absence will be recorded as unauthorised and a Penalty Notice issued.

Please note that a Penalty is issued to each parent/carer for each child taken out of school. The cost of the penalty notice is £60 per parent/carer, per child if paid within 21 days of the receipt of the Notice, increasing to £120 if paid after 21 days but within 28 days of receipt of the notice. If the Local Authority does not receive payment they may then progress the matter to the Magistrates Court. High Well School does not receive any monies attributed to the penalty notice.

All holiday requests must be completed by the parent/carer who resides with the pupil and submitted to the school at least 4 weeks prior to the start of the holiday.

In considering the decision whether to authorise, the following factors will be taken into account:

- Reasons given for the holiday
- The time of the year/term
- Whether the pupil would miss any preparation for examinations/tests
- Whether the pupil would miss any examinations/tests
- The previous attendance/punctuality record of the pupil

Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents/carers should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

As guidance for parents/carers it is important to note that holidays **will not** be authorised for the following reasons:

- Availability of cheap holidays
- Availability of the desired accommodation
- Holidays booked as surprises by family members
- Poor weather experienced in school holiday periods
- Overlap with the beginning or end of term
- Only time available due to work (unless documentation is provided by employers which clearly states restrictions)

- Holidays will not be authorised in any circumstances during formal examination periods

Any exceptional request for holiday absence will be considered very carefully.

1. Policy Review

This policy will be reviewed by the school and Governing Board annually or in light of any relevant changes to legislation.

Appendix 1

Attendance Codes

The recommended codes are grouped under the following 5 statistical categories:

- Present;
- approved educational activity (treated as present);
- authorised absence;
- Unauthorised absence;
- Not required to attend.

Code Meaning Statistical category

∧	Present at registration present
L	Late but arrived before the register closed present
B	Educated off-site (not dual registration) approved educational activity
D	Dual registered (i.e. present at another school or at a PRU) approved educational activity
P	Approved sporting activity approved educational activity
V	Educational visit or trip approved educational activity
J	Interview approved educational activity
W	Work experience (not work based training) approved educational activity
C	Other authorised circumstances (not covered by another appropriate code/description) authorised absence
F	Agreed extended family holiday authorised absence
H	Agreed family holiday authorised absence
I	Illness authorised absence
M	Medical or dental appointment authorised absence
S	Study leave authorised absence
E	Excluded but no alternative provision made authorised absence

R	Day set aside exclusively for religious observance authorised absence
T	Traveller absence authorised absence
N	No reason for the absence provided yet unauthorised absence
O	Other unauthorised (not covered by other codes or descriptions) unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement) unauthorised absence
U	Late and arrived after the register closed unauthorised absence
X	Untameable sessions for non-compulsory school-age pupils not required to attend
Y	Partial and forced closure not required to attend
Z	Pupil not on roll yet not required to attend
#	School closed to all pupils not required to attend

Recording non-attendance related to coronavirus (COVID-19) We have defined a set of sub codes for schools to use to consistently record nonattendance related to COVID-19 and help them to complete the educational settings status form. The set of sub codes to record non-attendance related to COVID-19 are:

Code X01: Non-compulsory school age pupil not required to be in school This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms This code is used for pupils who are self-isolating because they have symptoms of COVID19 but they have not yet had a positive test.

Code X03: Not applicable for this academic year

Code X04: Not applicable for this academic year

Code X05: Pupil required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory) This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK. Department of Health and Social Care (DHSC) red list rules.

Code X06: Pupil who is clinically extremely vulnerable if shielding is advised Clinically extremely vulnerable people are no longer advised to shield. However, this code is used if shielding is advised nationally or in a

local area by DHSC, Public Health England (PHE) or UK Health Security Agency. In this scenario, pupils who are clinically extremely vulnerable may be advised not to attend school. DHSC / PHE Guidance on protecting people who are clinically extremely vulnerable from COVID-19. 2 © Crown copyright 2021

Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in government advice This code is for pupils who as part of local or national restrictions to education settings are specifically advised not to attend school for public health reasons related to COVID-19.

Code X08: Pupil not attending school in line with advice from Directors of Public Health as part of outbreak management This code is for pupils who are advised not attend school, for public health reasons, as part of formal contingency planning (sometimes called outbreak management) advice related to COVID-19. This code can only be used to record restricted attendance where this has been advised by the relevant public health authority.

Code X09: Pupil or student required to self-isolate as a close contact of a confirmed case. This code is for pupils or students who are advised to self-isolate by NHS Test and Trace because they are not fully vaccinated and are over the age of 18 years and 6 months. There is no requirement for children or young people under the age of 18 years and 6 months, regardless of their vaccine status, to self-isolate whilst awaiting the results of their PCR test where they have been a close contact.

Code I01: Illness This code is used for pupils who are absent because of non-COVID-19 related illness or sickness.

Code I02: Illness confirmed case of coronavirus (COVID-19) This code is used for pupils who are absent because they have tested positive for COVID19. Management information software suppliers are implementing these changes at their earliest convenience. Where schools are using these sub-codes they will still need to consider on an individual basis whether Code X is the appropriate code for a given non-attendance. They will need to ensure that Code X is only used where a pupil does not attend school because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of COVID-19 from either Public Health England (PHE), the UK Health Security Agency (UKHSA) or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19 Where a pupil's non-attendance does not meet these requirements it should not be recorded as Code X and schools should consider whether another code can be used.

Appendix 2

Leave of Absence Request Form

Taking your child on holiday in term time can be disruptive to both the child's learning and to the school. The school is only able to consider holidays in term time where both:

- The application is made to the Headteacher 4 weeks in advance of the holiday by a parent the child normally lives with.
- There are **exceptional** circumstances.

Applications should be made as far in advance of the holiday as possible and you should speak to the class teacher before you book.

High Well School will not ordinarily grant permission for leave of absence for holidays during term time. Families can expect to receive a penalty notice if they choose to take children out of school without permission from the Headteacher. The penalty is currently £60 per parent, per child. If the penalty notice is not paid within 21 days, the amount will rise to £120 per parent, per child.

However, if you feel that there are exceptional circumstances around the holiday request, please submit your reasons in writing in the space below.

Name of Child	Class	Dates To/From	Reason for leave of Absence request

Total number of days not including weekends / Holidays / Inset Days:

Parent / Carer Signature: _____

Date: _____

FOR OFFICE USE ONLY

Attendance year to date:	
Authorised year to date:	
Unauthorised year to date:	
Absence classed as:	
Headteacher Signature:	
Date:	
Copy to Parent / Carer:	

