



Mayflower High School

**Attendance & Punctuality
Policy**

2017

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Attendance and Punctuality Policy

In line with the Government's commitment to reducing student absence in schools, the Persistent Absence (PA) threshold will be reduced from 15% to 10% with effect from September 2015. This means that the school will be tracking students at 95% attendance or below, rather than at the previous threshold of 90%.

Mayflower High School is committed to providing a full and efficient educational experience to all students. We believe that if students are to benefit from education, good attendance is crucial. As a school, we will organise and do all we can to ensure maximum attendance for all students. Problems that prevent full attendance will be identified and addressed as quickly as possible by the Home School Attendance Officer (HSAO) who tracks and monitors every student's attendance and punctuality.

The school sets challenging Attendance Targets annually and these are reported to the Governing Body. All staff at Mayflower High School, as well as parents and students, have a responsibility for maintaining good attendance and punctuality.

AIM

To ensure regular attendance and good punctuality, which are essential for successful learning so that every student can reach their full potential and to maximise their chance of success. There is a strong link between attainment and excellent school attendance

Rights and Responsibilities

Mayflower High School requires and monitors full attendance and punctuality, both for registration times and in lessons.

Mayflower High School will inform parents/carers if attendance has fallen below 95% or if punctuality is unacceptable.

Students will attend school regularly and arrive punctually for school and lessons.

Parents are legally responsible for ensuring that their child attends school punctually and regularly, and that they are properly dressed, equipped and in an appropriate condition to learn.

Parents are responsible for keeping absence to a minimum and providing school with appropriate medical evidence.

Parents are responsible for informing the school about all absences. Parents are responsible for informing the school every day that their child is absent.

Monitoring Attendance

- Parents are asked to contact the school by telephone by 08.00 am, on each day of absence to report their child is absent. Parents are required to give a brief reason

- as to why the child is absent from school
- The Home-School Attendance Officer will contact home for all unexplained absences. If there is a concern for the absence, a home visit will be arranged.
 - Form tutors and Heads of Year will monitor attendance and report unacceptable levels, patterns of absence, etc. The HSAO will monitor all student attendance and report and will report unacceptable levels and patterns of absence to Parents, students, Heads of Year and the pastoral team. Strategies will be put in place to improve attendance.
 - Issues identified concerning absence, illness or lateness will be addressed by the HSAO. Should the issues continue a further letter will be sent or meeting will be held and the matter will be dealt with by the HSAO.
 - If no reason can be obtained, the absence will be marked as unauthorised.
The absence will be authorised or unauthorised according to the student's level of absence and with the support of medical evidence, supplied by the GP or Dentist etc. Eg: Appointment card, letter from a hospital, prescription details.
 - It will be necessary for parents to supply medical evidence for all medical appointments.
 - Should a student have a medical condition, parents are responsible for informing the school and providing evidence from a medical practitioner.

APPLICATION FOR LEAVE OF ABSENCE FOR TERM TIME HOLIDAY

An application for leave of absence for a holiday during term time will be refused, in line with Government regulations. If the student is taken out of school on holiday during term time, it will be recorded as unauthorised and a referral to the Educational Welfare Service (EWS) may be completed. EWS may then generate a Penalty Notice of £60 per parent, per student.

Exceptional Circumstances

From September 2015, all holidays will be unauthorised and only a very few will qualify for the exceptional circumstances category. Parents are required to submit a form which can be found on the website at www.mayflowerhigh.essex.sch.uk following the link to Attendance.

The Local Authority (LA) has the right to issue Fixed Penalty Notices, which will mean that the parent/carer making a payment of either £60 or £120 dependent on when the notice is paid. If the parent fails to ensure that their child(ren) attends school, they may be liable under Section 444(1a) of the Education Act 1996 and be liable for prosecution. If convicted, a parent could be fined up to a maximum of £2500 per parent/carer and/or receive a custodial sentence of up to 3 months imprisonment.

The responsibility for authorising requests for term-time holiday lies with MHS. If parents/carers do not apply for leave of absence in advance of taking the holiday, the absence will be recorded as unauthorised. Following a period of absence, whereby the school is unaware of the whereabouts of the student, the school may remove the student from the school roll. Any absence following a school trip or school activity will be unauthorised until medical evidence is received to support the absence.

Punctuality

- Every student must be on the school site by 08.45
- Every student must be in their form by 08.50
- Any student arriving after 08.50 will be marked as 'late'
- Any student arriving after registration will have an unauthorised mark recorded
- If a student arrives late and has their name taken, they will receive a detention
- All form tutors will mark a student 'late' in the register if not in form at 08.50
- Lateness is monitored fortnightly and detentions are issued to any student with late marks:

2 lates – break time detention

3 lates – lunch time detention.

Failure to attend a detention will result in an after-school detention.

Rewards

- Every student that achieves 100% attendance within a term will be issued with a merit
- Best form attendance – one form in each Year Group will be awarded with a reward breakfast termly

The Legal Status of Registers

The register is a legal document and must be marked accurately, recording students attendance or absence and in the latter case if authorised or unauthorised.

A certified extract of the register can be used as evidence in legal proceedings against parents for failing to ensure their child's regular attendance or in seeking an Education Supervision Order in respect of a student.

Registers will be kept for a minimum of three years following completion at the end of the academic school year.

Registration System

Years 7 to 11

At Mayflower High School an electronic registration system is used to record all session and lesson attendance. The morning session is recorded by the Form Tutor and starts at 08.50 hrs. If a student arrives after the register has closed, they should report to reception to be entered into the late record book.

The afternoon session will be recorded by teaching staff at the beginning of Lesson 5.

Sixth Form

Electronic registration also operates for the sixth form. To allow greater flexibility of access, a biometric system also operates to show the daily attendance record for each sixth form student.

The following symbols are used in registers:

	CODE	MEANING
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/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Staff responsible for processes

The Attendance Officer is responsible for logging attendance information onto the computerised system and for ensuring that the information is available for inspection to relevant professionals.

The class teacher is responsible for taking the register during morning registration and every lesson they teach throughout the day.

Procedures for following up absence/lateness

It is the responsibility of the parent/carer to contact the school each day that a student is absent. A brief account of the reason should be given and 'unwell' is not sufficient and may lead to the absence being recorded as 'unauthorised' A member of staff may call the parent to ascertain the reason for absence.

If no contact is made by the parent/carer, a phone call will be made to all the emergency numbers held for the student until the reason for the absence has been confirmed.

If no contact can be made by telephone on the third day, a home visit will be made to the student's home by the HSAO.

A referral to the **Missing in Education & Child Employment Services (MECES)** may be made.

Strategies for promoting attendance / punctuality

- Attendance data will be regularly analysed to inform pastoral and curriculum practices. The Senior Leadership Team will be informed
- Fortnightly meetings will take place between the HSAO and pastoral leaders to review attendance within each Year Group and instigate strategies to improve attendance
- Individual letters will be sent to parents/carers for identified students regarding attendance
- Students with identified attendance issues will be asked to attend meetings to improve attendance. Failing to attend the meeting or failing to engage with the HSAO regarding attendance may result in a referral to MECES which could lead to legal intervention resulting in a penalty notice, prosecution or an educational supervision order

When there is no contact with the parent/carer or the student, the HSAO will complete a home visit.

Where a student is refusing to attend school, a home visit will be made by the HSAO to ascertain the issue and to support the family and the student.