

# **ATTENDANCE FOR LEARNING POLICY FOR THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE**



<b>NAMED PERSON:</b>	<b>M WARDLE</b>
<b>ATTACHED COMMITTEE:</b>	<b>Performance</b>
<b>REVIEWED:</b>	<b>November 2020</b>
<b>REVIEW CYCLE:</b>	<b>2 Years</b>
<b>NEXT REVIEW DATE:</b>	<b>November 2022</b>

**1.0** This policy links to the following school policies:

- **Behaviour for Learning**
- **Anti-Bullying**
- **Learning & Teaching**
- **Safeguarding Policy**

Further guidance can be found on the Buckinghamshire Council website

<http://www.buckscc.gov.uk/education/education-support/attendance/>

Advice on the law in relation to attendance, national guidance and approved absence codes can also be found at:

<https://www.gov.uk/schools-colleges/behaviour-attendance>

Regular school attendance is essential if children are to achieve their full potential. The Buckingham School believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

The Buckingham School values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

The Buckingham School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

## **2.0 Philosophy**

We believe outstanding attendance and punctuality are vital in enabling students to make the most of their learning opportunities and thus prepare them for the demands of their adult life. Regular attendance and punctuality makes learning easier. If students are not in school attending their lessons, they will have gaps in their understanding of subjects. With good attendance, students will achieve better results, greater confidence, have increased self-esteem and develop useful skills for the workplace.

As a school we will do all we can to maximise attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible.

It is the policy of the school to celebrate achievement. Attendance is a critical factor to a productive and successful school career. The Buckingham School actively promotes and encourages 100% attendance for all our students.

Our school will give a high priority to conveying to parents/carers and students the importance of regular and punctual attendance. We recognise that parents/carers have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is a concern about attendance and punctuality.

If there are problems which affect a student's attendance we will investigate, identify and strive, in partnership with parents/carers and students, to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times. At The Buckingham School, we believe early intervention is vital in ensuring poor attendance does not become a key contributor to poor learning.

### **3.0 Principles**

This policy is seen as an integral part of our school curriculum – we teach values as well as knowledge and skills. Our school's values – Achievement, Challenge and Enjoyment – are the basis for the principles underlying this policy.

Our vision as a school encourages students to demonstrate the key virtues; Ambition, Confidence, Resilience, Respect, Empathy, Integrity and Curiosity. Positive attendance is a vital ingredient in ensuring our students are able to fulfil their potential and actively be part of the vision during their journey through school

As a school we will ensure that attendance is promoted so students recognise its importance in being successful, that all groups of students are equally supported with attendance issues, and vulnerable students may need additional intervention during difficult times

### **3.1**

#### **Legal Framework**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- Present;
- Absent
- Or appropriately coded if they are not in school by the Attendance Manager

## 4. Expectations

### 4.1 We expect that all our **students** will:

- Attend school regularly and all lessons in the correct uniform
- Arrive on time to school and to all lessons
- Be properly prepared and equipped for the day's learning
- Be fully involved in all lessons
- Follow correct procedures for attendance and punctuality
- Carry out any work provided by the school during an extended authorised absence period

### 4.2 We expect that **parents/carers** will:

- Place a high priority on attendance and achievement
- Not take their child to have time off school unless it is really necessary
- Endeavour to keep health appointments out of school hours where possible
- Ensure family holidays are not taken in term time
- Inform a member of staff, usually the Student Welfare & Attendance Officer, Form Tutor or Head of Year, of any reason or problem that may hinder their child from attending school
- Work with the school, and other agencies if necessary, to resolve issues and ensure good attendance and punctuality
- Fulfil their legal responsibilities and ensure their child/ren attends school
- Ensure their child is punctual to school
- Contact school, on the first morning of absence, before 9.00am whenever their child is unable to attend school and send in a written note on their return (this can be done by calling the absence line, email or parent mail)
- Maintain contact with the school if absence is likely to be longer than 3 days, for example, due to illness
- Seek permission from the school for any leave of absence.
- Ensure any work is completed at home during an enforced period of absence
- Provide where necessary medical evidence for long term absence, and ensure no absence is unauthorised and provide reasons for any absence

***It is the school who authorises any absence and not parents/carers. The Headteacher has the right to refuse authorisation of absence in accordance with Local Authority (LA) guidelines***

### 4.3 The **school** will:

- Record accurately attendance and punctuality every morning and afternoon, as well as each lesson
- Make early contact when a student is absent without explanation
- Contact those students considered vulnerable first if they are absent
- Take action on any attendance problem notified to the school
- Make referral of specific attendance issues to supporting agencies where appropriate
- Provide early intervention on any students causing concerns with attendance
- Work together with parents/carers and students to resolve any attendance issues
- Work with students to provide an appropriate re-integration package to help return to school after long term absence
- Provide appropriate work for students who are absent from school for an extended period
- Include attendance registrations for each student when annual reports are sent home
- Acknowledge and reward students with good and improved attendance and punctuality
- Set school attendance targets and accurately complete the census when required.
- Report routinely to The School Governors.

## 5.0 Specific Roles and Responsibilities of school staff

### 5.1 The **Director of Student Welfare & Attendance and Attendance Manager** will:

- Ensure they contact parents/carers on first day of student's absence, if not already informed, and log the information
- Send out standard letters as requested – see procedures  
Input information from late arrivals into Go4Schools which feeds into SIMS
- On weekly basis produce absence report for completion by tutor. Maintain a daily log on any registers that were inaccurate or incomplete and report to DHT and HT for them to action.  
Reward those students who have demonstrated 100% or consistently high attendance over weeks, half terms and terms through House Points and/or vouchers.
- Produce data each half-term as requested by Deputy Headteacher: Behaviour and Attendance
- Produce data and organise PCM meetings
- Produce registration certificates showing individual student's attendance to include in annual reports and as requested by Heads of Year
- Meet with Heads of Year to discuss individual attendance cases, identifying those causing concern and making interventions.
- Work together with referred students and their families, as well as the school, to resolve issues of poor attendance and punctuality
- Consider referring parents/carers to the Social Services/Family Resilience team for casework if other intervention strategies prove unsuccessful or if it deems it may bring about an improvement in the child's school attendance. This may result in Parenting Contracts, Penalty Notices or 'Fast Track' legal proceedings. These students will be given individual Attendance Action Plans that will be drawn up in liaison with the ATM & DWA, the students and the parents/carers
- Keep Heads of Year fully and directly informed about Education welfare specialist unit actions

### 5.2 The **Form Tutor** will:

- Set an example by having good attendance and arriving on time for registration
- Explain the need for and promote habits of regular attendance and punctuality with the group and individuals
- Accurately mark the register daily (**this is a legal requirement**) only using codes  $\wedge$  N or L
- Ensure absence notes are provided and are passed on to the Student Office. Determine whether the reason for absence is acceptable and record reason on absence sheet
- Follow up on any absence via the parents where necessary
- Alert Heads of Year regarding any concerns about absence and punctuality if action they have taken proves ineffective
- Use the rewards and sanctions system
- Welcome long-term absentees back to the Form Tutor group

### 5.3 The **Heads of Year** will:

- Promote good attendance and punctuality within his/her year groups to ensure targets are met
- Ensure attendance is a regular feature in assemblies throughout the term.
- Ensure all Form Tutors are familiar with and apply the policy consistently
- Provide support for Form Tutors as required and hold them to account for monitoring and following up on attendance
- Monitor and supervise the work of their Form Tutors in promoting and ensuring good attendance and punctuality
- Use weekly data analysis to identify individual and groups
- Follow up with students who truant lessons and respond accordingly
- Communicate with parents/carers of students who are experiencing attendance difficulties/require additional support and input
- Liaise with the Deputy Headteacher: SEN, Inclusion and Safeguarding, when appropriate
- Liaise, when appropriate, with outside agencies

- Devise, together with parents/carers and the student, individual attendance plans where necessary e.g. for persistent lateness (see letter 3b) and/or attendance (see letter B Appendix 4c)
- Organise work for students on long-term absence; maintaining communication between school and home
- Organise a re-integration programme for those returning from long-term absence to help catch up on missed work  
Take action following analysis of weekly attendance data
- Utilise the school's rewards and sanctions system as appropriate

**5.4 The SLT member of staff responsible for: SEN alongside the SEN manager will:**

Monitor the attendance of all students with Educational Health Care Plans

- Support the Heads of year in working with students who have very poor attendance
- Liaise with Heads of Year regarding strategies for specific students
- Support the attendance of SEN K students by working with all stakeholders

**5.5 The Deputy Headteacher: Safeguarding, Behaviour and Attendance will:**

- Help create a school ethos which promotes excellent levels of attendance
- Maintain high profile of attendance amongst students, staff, governors and parents/carers by providing:
  - INSET for staff promoting why attendance is important
  - discussion time for attendance matters in Heads of Year meetings
  - inspirational assemblies for use by Heads of Year in Year group assemblies
  - Half Term attendance data to Governors
- Work with Heads of Year in reviewing and developing specific rewards for promoting good attendance
- Work with Heads of Year in creating, and using consistently, a clear system of early intervention strategies for students whose attendance and/or punctuality is beginning to show signs of concern
- Conduct half-term analysis of trends and patterns of attendance and punctuality for each tutor group, year group, Key Stage and whole school. This data will include □ types of absences e.g. Holidays, illness, medical etc.
  - authorised and unauthorised absences
  - analysis also shown by gender
  - analysis to show attendance and punctuality of students with SEN, Children Looked After and other groups as appropriate
- Keep the SLT informed on attendance matters, as necessary and provide report each half term to the Headteacher and Governors to include above trends analysis (benchmark and comparative data and action resulting)
- Conduct analysis of students' exam performance in relation to attendance percentage for publication in September. Provide report to Senior Leadership and Governors to include action resulting
- Ensure the attendance policy is implemented and that systems are operating effectively
- Review and update Attendance Policy, as necessary
- Hold staff accountable for accuracy of register taking

**5.6 The Governors will:**

- Review and endorse the 'Attendance for Learning' policy
- Appoint Governor with responsibility for attendance
- Review attendance data termly and annually
- Set school attendance targets to reduce overall absence in accordance with "The Education (School Attendance Targets) (England) Regulations 2005" and submit them to the LA
- Feedback to Heads of Year via Assistant Headteacher for Behaviour and Attendance) with responsibility for attendance annually

**5.7 The Subject Teacher will:**

- Record attendance to lessons accurately and if necessary, amend accordingly, using only codes A N or L
- Check for internal truancy and set detention according to policy, where appropriate
- Follow up lateness to lessons (see B4L policy)

**5.8 The Curriculum Leader will:**

- Monitor and react to internal truants within their department  
Support staff in their team in ensuring attendance-related detentions are set and served

## **6.0 REWARDS**

- Rewards are effective in motivating students and encouraging excellent attendance.
- Attendance displays in the main corridor showing the performance of each tutor/year group
- Year group assemblies each week, celebrate tutor group attendance with recognition and a small 'token' prize.
- Celebration of Achievement assemblies at the end of each term to present individual student certificates for 100% attendance
- Headteacher's letter home to students achieving 100% attendance for the year.
- Allow opportunities for those with 100% attendance or significant improvements to attend a rewards trip.

## **7.0 SANCTIONS**

- The DAW and ATM will monitor student's attendance and identify groups of students who are at risk of slipping under 90% e.g. Pupil Premium and SEN Support. Additionally, a warning letter (1a) will be sent when a student's attendance over a 3-week period is below 87%, informing parents that their child is at risk of becoming a PA (persistent absentee).
- Place students on an attendance/punctuality report for a further 3 weeks.
- Persistent lateness to school and registration for no valid reason will be monitored and will result in a letter sent home to parents informing them of our concern and for their support in resolving the situation.
- Students who accrue 3 lates to school in a week either to school or any lessons will have a formal school detention on the Friday for one hour
- Students, who truant lessons will be in violation of the school behaviour ladder (B5 see behaviour policy) and will instantly be placed in an intervention day.
- If the student leaves the site without authorisation parents/carers will be informed by telephone as soon as the student is identified as missing. The student's behaviour will be recorded as a 'serious incident' and confirmed to the parents/carers by the Heads of Year.

## **8.0 FIXED PENALTY NOTICES:**

- If a child's attendance is a cause for concern following a period of 3 weeks at 87% or under whilst on a parental contract or thereafter, the school will issue a formal written warning to parents. Inviting parents to a PCM. This will allow a period of 6 weeks or half a term to improve attendance. If there are any unauthorised absences in that time a fixed penalty notice can be issued. Additionally, if attendance is not improved in that period of time, a fixed penalty notice can also be issued.
- Penalty notices will be issued under the following circumstances: - Irregular school attendance;
  - Overt truancy (including pupils found during truancy sweeps);
  - Parentally-condoned absences;
  - Unauthorised holidays in term-time;
  - Being in a public place during the first five days of an exclusion
- The scheme will be controlled by the council; however, the day to day attendance issues will still remain within the school. Within Buckinghamshire, the responsibility for issuing Penalty Notices and managing arrangements for their payment and the collections will be with the Education Welfare Service Specialist Unit.

Fixed Penalty Notices will be issued when intervention has failed to bring about improvement and further unauthorised absence has occurred following written warning to improve.

A Penalty Notice gives the parent the opportunity to avoid a prosecution. A £60 fine per parent/carer, per child must be paid within 21 days. The fine increases to £120 per parent/. carer, per child if paid after 21 days but within 28 days of the date the Notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.



Prosecution: The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Additional information on the procedure of fixed penalty notices is in appendix 9 and also at the Buckinghamshire Council website:

[https://schoolsweb.buckscc.gov.uk/schools/childrens\\_services/social\\_inclusion/ews.asp](https://schoolsweb.buckscc.gov.uk/schools/childrens_services/social_inclusion/ews.asp)

## **9.0 PROCEDURES TO PROMOTE GOOD ATTENDANCE**

- 9.1** The register is taken at the start of the morning session at 8.35am (5 minutes.) and at the start of the afternoon session Period 5 at 2.10pm (5 minutes) every day. It is a legal requirement to register students both am. and pm: teachers must ensure it is taken accurately. There is also a class register taken at the start of every lesson.
- 9.2** Students will be marked either present or absent, depending on if they are in the room or not.
- 9.3** If a student arrives late, but the register is still open (DFE suggests a period of 30mins before the register is closed) they will get a late mark – L. If a student arrives after 9:30, they will be marked as – ‘U’ - and will require a reason from parents/carers. Students who arrive late can only gain access through the main reception, where they will sign in, their attendance mark will then be registered by ATM and notice entered on G4S.
- 9.4** Parents/carers of students who are regularly late will be informed and asked to take action to rectify the situation.
- 9.5** Students who need to leave school during the day, for example, to attend an authorised medical appointment, must sign out at main reception and, on their return, sign back in. Students must not leave the school without permission, or without notification from parent/carer.
- 9.6** If a student is unwell during the school day, they will need to go to the Student Office where they will be assessed by a member of staff first aid trained and a decision will be made if they will need to be sent home, and the Student Office will contact their parent/guardian to inform them and collect them if appropriate.
- 9.7** Parents/carers should contact the school, via the Attendance/Absent line, Parent Mail or email on the first morning of absence, before 9.00am.
- 9.8** Parents/carers should maintain contact with the school if the absence is likely to be longer than 3 days
- 9.9** In addition, when the student returns they should bring with them a written note confirming the absence.
- 9.10** If the school has not been contacted on the first morning, the Attendance Manager will text parents, in the first instance, to inform them of their child’s absence and phone, in the second instance, to request the reason for absence.
- 9.11** If no contact has been an email, will be sent requesting reason for absence at the end of the day. Absences can only be authorised by the school and not the parents/carers. Providing a note may not be sufficient if the reason given is not “unavoidable”. Please see Appendix 1 for list.
- 9.12** Students whose attendance falls below 90% will be monitored closely and if this pattern continues over a 3-week period, a 1a letter will be sent. Letters will be sent home to all those students, unless there is a validated medical problem which is being/has been treated. – see Appendix 4a Stage 4
- 9.13** Targeted students will be supported by the early intervention strategies – see Appendix 4.
- 9.14** Students who experience difficulties in attendance will be supported in helping them return to full time education.
- 9.15** Students whose attendance falls below 87% over a 3-week period will be monitored by the Student Welfare and Attendance Manager, prior to a formal referral if attendance fails to improve.
- 9.16** Students whose attendance and punctuality are good will be rewarded through HOY assemblies and through their parent’s evenings.
- 9.17** Government guidelines since September 2016 state a student who has attendance under 90% becomes a persistent absentee.
- 9.18** Any student who has not attended school for 10 days (2 school weeks) without adequate or any explanation, standard safeguarding procedures will apply and A Child Missing in Education form will be completed.

10.

### **Elective Home Education (EHE)**

If a parent indicates to the School that they are considering EHE, the school must inform the Local Authority (LA) that a student may potentially be educated by parents.

A meeting then must be coordinated between all parties ahead of the child being withdrawn from school and the parent confirming in writing that they are being electively home educated instead. During the meetings, LAs, schools and other relevant professionals such as social workers where appropriate, should work to help parents and carers understand exactly what EHE means, ensure it is a positive choice taken without pressure from the school.

The School will not advise parents to electively home educate their children. The best place for students to be educated remains in a school setting. The School will always inform social care if it feels that there are possible safeguarding concerns if a parent chooses to withdraw their child from the school roll, in order to educate at home.

The school along with the LA and other professionals has a responsibility to help parents fully understand the implications of withdrawing their child for EHE and their ongoing obligations, making clear that:

- Parents assume full financial responsibility,
- Their child may not be able to return to the same school if they change their mind,
- Support from schools will not continue, including any special educational needs support, and
- In cases where LAs are not satisfied a child is receiving a suitable education, the parent may be issued with a School Attendance Order and / or the court may make an Education Supervision Order.

## APPENDIX 1A

### ATTENDANCE GUIDELINES FOR:

A child can only be acceptably absent (authorised) if the reason is “unavoidable”. Allowing a child to be absent without good reason is against the law, and will be recorded as ‘unauthorised’. The school must take the register twice a day and show whether any absence is authorised or unauthorised. This is why information about the cause of each absence is always required.

#### **Accepted absences – foreseen in advance**

- Medical appointment which cannot be arranged outside school hours
- Occasional care for a person if a student has definite caring responsibility – the school would already have been made aware of this fact
- A religious holiday
- Visit to another school, a career related interview or audition
- Work experience/college placement arranged by/in conjunction with school
- Occasional extra-curricular activity giving significant personal achievement, including field trips and visits related to areas of study; sports fixtures and expeditions
- Attendance at a family wedding or funeral
- Severe disruption to transport with no alternative means to get to school
- A driving test
- A probation meeting; court hearing
- Study leave

#### **Accepted unforeseen absences – if school notified on the day**

- An emergency family situation
- Transport problems with no alternative solution
- Isolated short periods of genuine sickness

#### **Absences not generally accepted**

- Holidays\*
- Part or full time work, which is not part of the student’s programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons
- Lateness exceeding 30 minutes

\* These are **not** being taken in term time as they seriously disrupt the continuity of the student’s learning and could result in a fine. **The school will not authorise term time family holidays.** Term dates are set two years in advance to help plan holidays to avoid missing school. If parents/carers do not have this information they can contact the school reception to obtain them. If a holiday is taken during term time, the Student Attendance Team will contact BC and the issuing of a fine is possible.

## The Buckingham School - Attendance Procedures 2019/20

### **Students arrive at school:**

As of September 2020 there will be a new three bell system that follows the following timeline: 8:25am  
- A first 5 minute warning bell.

8:30am - A second bell indicating the gate will be shut and all students need to arrive and sign in late - via front reception.

8:35am - A third bell to indicate the start of form time where all students will be present

### **Absent/Missing Students:**

#### **Every Monday updated fire drill registers are produced**

- 7:30am – 9:00am - ATM to pick up all messages, absence emails, Parent Mail and phone calls.
- 8:35am Registers to be completed by staff for registration until close 9:00am.
- 9:00am ATM to personally call all students considered vulnerable first.
- 9:30am ATM to send 'First Day Response' text to all other students not accounted for.
- 9:30am if there has been no response from vulnerable families' ATM to make aware to those staff in the team around the family e.g. DSL/MHL.
- For families where no response has been received and there are serious concerns, ATM to raise the need for a home visit from HOY/SFT.
- 11:00am - No response from all other students, ATM to make phone calls home.
- 3:10pm – Parent Mail online electronic form for absence is raised and sent by ATM

#### **Incomplete Registers**

- ATM to allow 10 minutes for the accurate completion of registers periods 1-5.
- ATM to visit class room to remind staff to complete the register accurately

#### **Repeated Offences:**

- Following an informal visit by the ATM on the first incomplete/inaccurate register, a second offence is followed by a formal email from ATM to the member of staff, identifying the second concern and the safeguarding issues this raises.
- A third offence results in the HT being informed who will subsequently meet with the member of staff to raise the issue further.
- Summary of weekly inaccurate registers are sent to HT and MWR as a safeguarding concerns
- Weekly summary of incomplete registers sent to DHT

### **Missing Students:**

- For every lesson, any register anomalies or inaccuracies are identified by the ATM and/or are alerted to by staff.
- Staff will alert/inform ATM if a student is absent after previously being marked present via email.
- If ATM is aware of the absence the register will be completed/amended accordingly.
- Unless these students can be accounted for, they immediately become the focus of the ATM/SFT to locate.
- Missing students are raised on the radio on channel 1

### **Persistent Absenteeism/3 Week Concerns:**

- Report produced every Monday for students 87% (2 days off in a 3-week period) and below within previous 3 weeks
- 1a letter sent with registration certificate to offer help/support and warning of implications. Monitor for further 3 weeks.
- Further poor attendance – Parent Contract Meeting (PCM) time and date set up with DWA and ATM.
- If further poor attendance after PCM (3 weeks). Penalty Notice is applied for.
- Improved attendance the case is closed

### **Abbreviations Key**

- ATM – Attendance Manager
- DWA – Director of Welfare and Attendance
- MHL – Mental Health Lead
- SFT – Student First Team
- PCM – Parent Contract Meeting
- HT – Headteacher
- DHT – Deputy Headteacher



Headteacher: Mr A McGinnes

# THE BUCKINGHAM SCHOOL

## A SPECIALIST SPORTS COLLEGE

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«salutation»  
«address\_block»  
07 May 2020

Dear «salutation»

«forename» «surname» «year\_reg»

«forename» was absent from school on:

«periods\_of\_absence»

I would be grateful if you would let me know the reason for the absence by replying on the slip below and returning it to me as soon as possible. I would also like to take this opportunity to remind you that parent/carers are requested to contact the school on the first morning of absence preferable before 9.30am

Should you fail to reply or give a satisfactory reason, «forename»'s absence will be recorded as unauthorised (truancy) in accordance with Council Guidelines and registered as such.

However, obviously we are concerned about «forename»'s health, safety, welfare and happiness and if there is a problem please let us know so we can work together to help resolve it.

Thank you for your support.

Yours sincerely

Mrs M Whitbread  
Attendance Manager  
01280 812206  
Ext: 232

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**PLEASE RETURN TO: ATTENDANCE MANAGER – ATTENDANCE AND WELFARE CENTRE (M7) WITH REASON FOR ABSENCE**

«forename» «surname» «year\_reg»

«periods\_of\_absence»

## APPENDIX 3a

### **LETTER ALERTING PARENTS/CARERS TO PERSISTENT LATENESS**

To be sent if there are 2 or more late arrivals per week over a 2-week period or if there is a pattern of late arrivals emerging

School address

Date

Dear

I am writing to inform you that I am concerned about \_\_\_\_\_'s punctuality. I have attached his/her registration certificate which shows the number of occasions s/he has been late over this period.

We expect students to be punctual, recognising that their commitment to punctuality also indicates a commitment to make the most of their learning opportunities. In addition, punctuality is highly valued by employers too, who will want to know that their workforce is reliable. Thus it is an important quality which we try to develop in our students.

\_\_\_\_\_ has been spoken to about our concerns about his/her punctuality. I ask that you also take some action to improve the situation.

However, obviously we are concerned about \_\_\_\_\_'s health, safety, welfare and happiness and if there is a problem please let us know so we can work together to help resolve it.

We will continue to monitor the situation and if there is no significant improvement over the next four weeks' further action will need to be taken.

Thank you for your support

Yours sincerely

Head of Year



# THE BUCKINGHAM SCHOOL

## A SPECIALIST SPORTS COLLEGE

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Website: [www.buckinghamschool.com](http://www.buckinghamschool.com)

Headteacher: Mr A McGinnes

«salutation»  
«address\_block»  
«date\_of\_printing»

Dear «salutation»

«forename» «surname» «year\_reg»

I am writing to inform you of the concern I have regarding «forename»'s attendance. Over the past 3 school weeks «forename»'s attendance had dropped to «percentage\_attendance»%. I enclose a copy of «his\_her» registration certificate. This equates to **NNN** lessons.

We expect students to attend fully, recognising that their commitment to full attendance also indicates a commitment to make the most of their learning opportunities. In addition, attendance, together with punctuality, is highly valued by employers too, who will want to know that their workforce is reliable. Full attendance is a quality that we aim to encourage in our students.

You may have already given a reason for all these absences and we may have authorised them. However, we are anxious that «forename»'s attendance improves and «he\_she» does not miss any more time from school. Of course, we are concerned about «forename»'s health, safety, welfare and happiness at the school.

We will continue to monitor «forename»'s attendance and if there is no significant improvement over the next two weeks we will contact you to offer further assistance.

Thank you for your support

Yours sincerely

Mrs M Whitbread  
Attendance Manager  
Ext: 232



**INTERVENTION STRATEGIES TO PROMOTE BETTER ATTENDANCE AND RECUEE  
PERSISTENT ABSENTEEISM**

A stepped approach to aid early identification of attendance issues

Stage	Action	Person Responsible	Next Step
1	Every week, Form Tutors and HOY's are provided with student's weekly and cumulative attendance figure and unexplained absences, which identifies students with irregular attendance.	Attendance Manager, Director of Attendance and Welfare, HOY, Tutor.	
2	Student is absent. Exclude from this student with known and validated reasons and/or medical problems who require no further action. Otherwise first day text and/or telephone call home.	Attendance Manager	
3	Student returns. Despite Tutor chasing, no reason is given for absence. Follow up call from Attendance Manager to parents/carers. If no reply received, Absence Clearing Letter is sent (Letter 1.)	Attendance Manager, Tutor	
4	Weekly attendance check carried out.	Attendance Manager	
5	Any issues to be highlighted to appropriate member of staff to follow up. However, attendance has remained irregular. Parent/Carer(s) are invited in for an informal supportive meeting with Attendance Manager and HOY to set up an Attendance Action Plan (Letter 2.)	Attendance Manager, Head of Year	
6	Letters logged on monitoring sheet.	Attendance Manager	
7	Students' absences are unauthorised and attendance remains irregular. (Letter 3.)	Attendance Manager	
8	Monitor student's attendance for a further three weeks.	Attendance Manager	
9	Referral to Director of Attendance and Welfare if student's attendance remains at below 85% and there has been no significant improvement during monitoring period.	Director of Attendance and Welfare	
10	Director of Attendance and Welfare takes on referral and works with the student, family and appropriate external agencies to improve student's attendance.		Parenting Contracts, Penalty Notices.
11	Referral to the Local Authority Enforcement Team if casework or other intervention strategies prove unsuccessful or if the Director of Attendance and Welfare deems it may bring about an improvement in attendance		'Fast Track' legal proceedings.

Intervention Tracking Sheet

lastName	firstName	yearGroup	% attendance																			
				Identification through weekly report	Discussion with student	Parental contact tel or stage 1 letter issued	raise issue with HOY/EWO	Concerns identified early with EWO	Stage 2 letter issued to parents raising concern	Meeting with parent HOY/EWO	Action plan identified	Increased EWO involvement	Stage 3 letter issued	Half termly meetings with EWO/AHT	Layered Action plan created	LEA involvement	Others					

**APPENDIX 4B LETTER A**

**Alerting parents of concern for students whose attendance is between 85 and 92.9%**

School address

Date

Dear

I am writing to inform you that I am concerned about \_\_\_\_\_'s attendance. I have attached his/her registration certificate which shows the number of times s/he has been absent/late over this period.

We expect students to attend fully, recognising that their commitment to full attendance also indicates a commitment to make the most of their learning opportunities. In addition, attendance, together with punctuality, is highly valued by employers too, who will want to know that their workforce is reliable. Full attendance is a quality that we aim to encourage in our students.

You may have already given a reason for all these absences and we may have authorised them. However, we are anxious that \_\_\_\_\_'s attendance improves and s/he does not miss any more time from school. Of course we are concerned about \_\_\_\_\_'s health, safety, welfare and happiness and if there is anything we can help you with in ensuring this, please let us know.

We will continue to monitor \_\_\_\_\_'s attendance and if there is no significant improvement over the next four weeks we will contact you to offer further assistance.

Thank you for your support

Yours sincerely

Heads of Year



# THE BUCKINGHAM SCHOOL

## A SPECIALIST SPORTS COLLEGE

London Road  
Buckingham  
MK18 1AT  
Tel: 01280 812206  
Fax: 01280 822525

Email: [office@buckinghamschool.org](mailto:office@buckinghamschool.org)

Website: [www.buckinghamschool.com](http://www.buckinghamschool.com)

Headteacher: Mr A McGinnes

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«salutation»  
«address\_block»  
«date\_of\_printing»

Dear «salutation»

«forename» «surname» - «year\_reg»

Following the attendance plan meeting «forename»'s attendance at school still remains a concern at, «percentage attendance». I am sure you will agree; this is unsatisfactory compared to an average attendance of 96%.

I will continue to monitor «forename»'s attendance for a further three weeks, during which time no further absences will be authorised without medical evidence.

Should «forename»'s attendance not reach an acceptable level 87% during this time, further action will be taken which will involve, in the first instance, a meeting with the Director of Attendance and Welfare.

Yours sincerely

A handwritten signature in black ink that reads "M. Whitbread".

Mrs M Whitbread  
Attendance Manager  
01280 812206  
Ext: 232

## APPENDIX 4D

### LETTER C – praising progress made in improving attendance and/or punctuality

To be sent to parents/carers of students who have significantly improved their attendance following the 4 week monitoring period set at Stage 4 & 5 or following the 4 week monitoring period set for improving punctuality if treated separately

School address

Date

Dear

I am writing to inform you that I am very pleased with the significant progress \_\_\_\_\_ has made in the last 4 weeks in improving his/her attendance and/or punctuality. Attached is his/her registration certificate which shows the improvement made.

We will continue to monitor \_\_\_\_\_ 's progress and look forward to further improvements being made.

If \_\_\_\_\_ continues to make such good progress and manages to sustain it s/he will receive further recognition through the school's attendance rewards system.

We will continue to work with you in ensuring \_\_\_\_\_ 's regular attendance and/or punctuality. Please let us know if we can be of further help.

Yours sincerely

Heads of Year

## APPENDIX 5

### NEW ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS (Effective September 2006)

Staff should only enter **A, N or L**

CODE	DESCRIPTION	MEANING
/	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 <u>or</u> 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 (No longer used)	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	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

## APPENDIX 6

### Fixed Penalty Notice Letter

#### PENALTY NOTICE

#### SECTION 103 OF THE EDUCATION AND INSPECTIONS ACT 2006

If an excluded child of compulsory school age is found, during school hours, in a public place the parent/ carer is guilty of an offence under s103 of the Education and Inspections Act 2006. To: Parent/Carer Name Of: Address Child's Name:

Child's School:

Penalty Notice Number:

You are the parent/ carer of xxxxx who is a registered pupil at xxxxx school.

The circumstances alleged to constitute the offence are as follows: - (delete as necessary) a.

The excluded pupil, of compulsory school age, was unsupervised in a public place during school hours.

- b. The excluded pupil, of compulsory school age was accompanied by a parent/ carer in a public place during school hours without reasonable justification.
- c. The excluded pupil was apprehended during school hours by a truancy sweep.
- d. The excluded pupil was apprehended during school hours by the police, anti-social behaviour officers or PCSO's.

This notice covers the apprehension of the excluded pupil (pupils name) on (date), having been found unsupervised in a public place namely (place where found) during school hours. This Notice gives you the opportunity to pay a financial penalty as an alternative to prosecution contrary to section 103 of the Education and Inspections Act 2003. The amount of the penalty is £120.00. However, if you pay within 21 days of the date of this notice, payment will be £60.00 per parent and you will discharge any liability from Prosecution.

If paid between 21 and 28 days of the date of this Notice, the full amount of £120.00 is payable. Late or part payments will not be accepted and no reminders will be sent.

This Notice is sent by first class post on the date of issue and is deemed to be received by you on the second working day, following the date of issue and posting.

If your payment has not been received by Buckinghamshire Council by the dates shown below, this Notice will be withdrawn and you may be prosecuted, contrary to Section 444 Education Act for the offence and could be subject to a fine of up to £2,500.00 and/or receive a term of imprisonment not exceeding 3 months.

Date	Maximum Days	Amount Payable
DD/MM/YYYY	21	£60.00
DD/MM/YYYY	28	£120.00

This Notice is issued by xxxxxxxxxx of the Education Welfare Service Specialist Unit Date of Issue xxxxxx

## Appendix 7

### Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

#### **Absence will be categorised as follows:**

Illness: In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments: Parents are advised where possible to make medical and dental appointments outside the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances: This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package.

Excluded (no alternative provision made): Exclusion from attending school is counted as an authorised absence. The child's class teacher/form tutor/Head of Year will make arrangements for work to be sent home.

Late Arrival: Registration begins at 8:35am. Pupils arriving after this time will be marked as present but having arrived late (L). The register will close at 8:45am. Students arriving after the close of register will be marked late (L).

Students arriving late can only gain entry through main reception and must sign in as so, to ensure that we can be responsible for their health and safety whilst they are in school.

The lateness will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. (Code M)

The absence will be recorded as unauthorised, after 9:30am. If the pupil has arrived late after the registers close without justifiable cause, for example if they were waiting for their uniform to dry, overslept etc. This will be marked as (code U) as they would now be 55 mins late for school, missing at least 30mins of period 1.



## Appendix 8

### Buckinghamshire Council Intervention Flow Chart

School will notify parent of the child's irregular school attendance and offer them the opportunity and support to improve.

If you receive a letter informing you of concerns regarding your child's attendance you should speak with your child to see if there are any reasons why they are reluctant to attend.

Contact the school to discuss any difficulties you or your child may be experiencing.

Ensure your child attends school regularly

If there is no improvement and the parent has not provided a good reason for the absence, the school may invite parents in for a Parental Contract Meeting (PCM)

The Schools Centre for Attendance and Welfare will monitor attendance and if there is no improvement may issue a Warning of a Penalty Notice through BC.

A Parenting Contract is a voluntary agreement between you and the Local Authority aimed at supporting you in improving your child's school attendance.

Whilst your involvement in Parenting Contract is voluntary, if you fail to engage with the support offered and your child's attendance remains irregular, the School may issue a Penalty Notice or begin legal proceedings in the Magistrates' Court

If you are issued with a Penalty Notice of £60 must be paid in full within 21 days otherwise the Penalty will increase to parent/carer, per child this £120 per parent/carer, per child. If you fail to pay the Penalty by the 28<sup>th</sup> day, the Education Welfare Service may instigate legal proceedings against you.

If you are found guilty of this offence, you can be fined up to £2500 and/or be imprisoned for a period of three months.

# THE BUCKINGHAM SCHOOL – A SPECIALIST SPORTS COLLEGE



## ATTENDANCE FOR LEARNING POLICY

Reviewed: November 2020  
Review Cycle: 2 Years  
Next Review D: November 2022

Mr Matthew Watkins  
Chairman  
Governing Body

Signed:  
Date:

A handwritten signature in black ink, appearing to read 'M. Watkins', with a horizontal line underneath.

November 2020