



Attendance Policy

Ensuring High levels of attendance for every child to Believe, Achieve and Succeed.

Status:	Live
Policy Owner (Position)	Deputy Headteacher
Statutory / Recommended	Recommended
Date of Adoption	September 2024
Frequency of Review	Annually
Latest Review Date	September 2024
Advisory Group	
Linked Documents	Child protection and safeguarding policy Behaviour policy SEND policy

INTRODUCTION

Our aim as Trust is to shape positive futures for our learners and therefore learners need to attend school in order access the opportunities we provide. School attendance is vital in improving standards and outcomes. Being around teachers and friends in a school or college environment is the best way for learners to learn and reach their potential. Time in school also keeps children safe and provides access to extra-curricular opportunities and pastoral care. Face-to-face education is important in helping pupils to fulfil their potential. During school time we believe pupils should be in class with their teachers and peers and enjoying all the benefits that brings.

Evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level result. The data shows:

- Pupils with higher attainment at KS2 and KS4 had lower levels of absence over the key stage compared to those with lower attainment.
- Pupils who did not achieve the expected standard in reading, writing and maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard.
- Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths.
- Generally, the higher the percentage of sessions missed across the key stage at KS2 and KS4, the lower the level of attainment at the end of the key stage.
- Among pupils with no missed sessions over KS2, 83.9% achieved the expected standard compared to 40.2% of pupils who were persistently absent.
- Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.

Every moment in school counts, and days missed add up quickly. For example, a child in Year 10 who is absent for three days over a half term could miss 15 lessons in total. The higher a pupil's attendance, the more they are likely to learn, and the better they are likely to perform in exams and formal assessments.

AIMS

The overall aim of the attendance policy is to:

- Ensure the profile of attendance is prioritised in the school and everyone's business
- Keep children safe and ensure their welfare needs are met in accordance with safeguarding practice.
- Provide a stable environment in which our children can learn.
- Help our school gain an understanding of the barriers our learners face
- Support parents/carers to perform their legal duty by ensuring their children who are of compulsory school age and registered at the academy, attend school regularly.
- Maximise educational opportunities for all our pupils, ensuring there is a consistent and fair approach with equal opportunities for all.
- Encourage good habits of school attendance.
- Educate stakeholders on the importance of attendance.

WE DO THIS BY

- Having a clear school attendance policy on the school website
- Identifying a senior attendance champion on the school leadership team.
- Applying a robust attendance process
- Accurately completing admission and attendance registers.
- Sharing attendance data with local and national authorities.
- Notifying parents/carers at the earliest opportunity where attendance is below expected national standards.
- Ensuring pupils are punctual and attend school on time.
- Working with parents/carers to reduce illness and medical absence.
- Working in collaboration with partner agencies, such as health visitors, school nurses, youth offending teams and children's services across all levels of the needs assessment.
- Ensuring every pupil has access to full-time education to which they are entitled, which includes individual education plans
- Identifying vulnerable children who may have a specific area of need to enable them to attend school.
- Analysis of attendance data to highlight areas of concern, particularly amongst vulnerable groups, including the identification and tracking of persistent absentee pupils.
- Highlighting the importance of attendance with pupils through achievement and rewards.
- Having robust daily procedures and following up on absence.

Legislation and guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- Keeping Children Safe in Education · Mental health issues affecting a pupil's attendance: guidance for schools
- Children Missing Education
- Supporting Children with medical conditions at school
- Education for children with health needs that cannot attend school
- Suspension and Exclusion guidance
- Alternative Provision Guidance
- Summary table of responsibilities for school attendance- Department for Education
- Mental health issues affecting student's attendance: guidance for schools

EXPECTATIONS OF SCHOOL

Cottingham High School has a responsibility to proactively manage and improve attendance across our school community. We uphold that attendance is the essential foundation for positive outcomes for all pupils including their safeguarding and welfare and should therefore be seen as everyone's responsibility in our school.

Our senior attendance champion is Mr Aird who oversees attendance; however, all staff are trained to understanding the importance of attendance. All staff who during their employment have direct or indirect contact with the pupils and their families, or who have access to information about them, have a responsibility to safeguard and promote the welfare of the pupil. This includes effective joint working practice with external agencies and professionals that have different roles and expertise - ensuring attendance practice and record keeping reflects this responsibility.

As school we will:

Expect	<p>Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.</p> <p>Families will be updated regularly with attendance information for their child(ren)</p> <p>The importance of attendance will be highlighted through achievement and awards.</p>
Monitor	<p>When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.</p>
Listen & understand	<p>Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.</p>
Facilitate support	<p>Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.</p>
Formalise support	<p>Where absence persists and voluntary support is not working or not being engaged with, we will work with partners to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.</p>
Enforce	<p>Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.</p>

Methods of implementation will be outlined further in the policy.

ROLE OF PARENTS/CARERS

Where this policy refers to a parent this is the person the school has decided is the most appropriate adult to work with. Generally, parents include:

- all natural parents, whether they are married or not;
- all those who have parental responsibility for a child or young person;
- those who have day to day responsibility for the child (i.e., lives with and looks after the child).

Cottingham High School encourages families to strive for 100% attendance and to achieve no less than 97%. The law requires parents and carers to ensure that their children of compulsory school age who are registered at school attend regularly and on time. The government expects Cottingham High School to promote good attendance, reduce absence and act early to address patterns of absence.

Parents are legally responsible for ensuring their children receive education in accordance with section 7 of the Education Act 1996 and if on a school roll that they regularly attend school.

This means that children must:

- Arrive at school on time
- Attend regularly
- Be suitably clothed
- And be in a condition to learn

We ask you to:

- ensure that your child(ren) comes to school every day and on time
- talk to us should difficulties arise so that we can help to ensure your child(ren)'s education is not interrupted and that they can continue to attend school regularly
- update us when emergency contact telephone numbers change for your child(ren) as it is essential, we maintain prompt and effective communication with home.
- support and celebrate our rewards for attendance and punctuality
- support us with our sanction methods for punctuality

PARENT INFORMATION - PUNCTUALITY

Our school day starts prompt at 8:30am and morning registration closes at 9:10am. Please note that any learner not marked present in tutor time will not have an official present mark unless medical evidence can be provided.

Your child will be marked 'late' if they arrive at school before registration closes (9:10am). If a child is late to school, they will be given a 20-minute same day lunchtime detention.

Our afternoon session starts prompt at 1.05 pm.

If your child has been taken out for an appointment, please ensure their prompt return to school.

Lateness to school can be a very upsetting and isolating experience for a child who may feel awkward arriving into a classroom when everyone else is settled. They also miss out on essential instructions given at the beginning of a lesson and are less prepared for learning.

PARENT INFORMATION – MEDICAL APPOINTMENTS

Please make every effort to book medical and dental appointments outside of school hours.

Where this is not possible, please ensure that your child is present for morning and afternoon registration.

Missing registration(s) may be recorded as an unauthorised absence(s) unless evidence of the appointment is presented prior or on the day of the appointment. This should be provided to the attendance team in student reception.

For children with medical conditions, we work flexibly with families in managing medical absence so that children are not penalised for their attendance record. Medical evidence will be required.

PARENT INFORMATION – ABSENCE

If your child is absent from school due to illness – or without prior permission – we request that you contact us by telephone or via the school app – by no later than 8.45am on the first day of absence and every day thereafter. If this is not done, then a member of our staff will contact you to find out why your child is not in school.

Without justifiable reasons, absence without prior notice and absence without satisfactory explanation or evidence is recorded as unauthorised.

Most children are fine to attend school with a cold or minor ailment. NHS guidance is clear and can be found at: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk).

With your authority and at the Headteacher's discretion staff can administer medication within school in line with policy.

For prolonged periods or persistent absence due to illness, or when the authenticity of illness is in doubt, you will be asked to provide medical evidence such as appointment cards, consultant notes, prescription medication or a medical letter. If this cannot be provided conversations with the school must be held.

PARENT INFORMATION – TERM TIME ABSENCE

Leave of absence during term time is not a parental right and can only be granted by the Headteacher under exceptional circumstances as determined by the Trust. It is also strongly discouraged to prevent a child missing valuable learning and falling behind.

Providing at least one month's notice, an application should be made to the Headteacher using the correct form available from the school reception or at the link below. All requests for leave of absence will be responded to within 10 working days of receipt.

ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES REQUEST FORM:

[Microsoft Word - PN - 2018 ASEC Request Form with information \(cottinghamhigh.net\)](#)

PARENT INFORMATION – EXTENDED ABSENCE

If a pupil is absent for 20 days or more the school and in line with LA Education Welfare Service protocols, the school reserves the right to remove a learner from school's pupil roll.

You must understand that the school could only re-admit a learner/s if a place was available.

PARENT INFORMATION – CONTACT INFORMATION

Attendance is a safeguarding priority and for those children not in school we have a duty to promptly establish their location. This is likely to include a home visit additionally we will alert external agencies and the police if necessary.

PARENT INFORMATION – CONSEQUENCES OF NON-ATTENDANCE

Cottingham High School will monitor the attendance of their pupils, we will work with children and families to improve attendance. If attendance does not improve, we will then refer to the education welfare service.

When a referral is made, an action plan will be devised for those pupils without justified reason for absence and those pupils whose authorised absence appears to be unreasonably extended. The action taken includes interviewing pupils in schools, telephone contact with parents, interviewing parents in schools, written correspondence and home visits.

As a school we will make referrals to the Education Welfare Service if:

- your child accumulates an unacceptable level of unauthorised absence due to being regularly late for school
- your child accumulates an unacceptable level of unauthorised absence due to being regularly absent from school without notice; where the authenticity of absence/illness is in doubt and where patterns of absence emerge
- you proceed with a term-time leave of absence that is taken without prior application to the Headteacher or the absence has only been partially/not approved.

We expect parents to work with us a school to help us understand your child's barriers to attendance and proactively engage with the support offered to prevent the needs for for more formal support

PARENT INFORMATION – FINES & LEGAL

Legal action can be taken, if it is considered that a parent or carer is not fulfilling their parental responsibility to ensure their child receives a full-time education. Failure to ensure regular attendance

may result in the matter being placed before the Magistrates' Court under Section 444(1a) of the Education Act 1996. Penalties can include fines up to £2,500 for each parent, consideration of a parenting order or a period of imprisonment.

The Anti-Social Behaviour Act 2003 introduced penalty notices as an additional sanction to address the problem of poor school attendance. This means that for pupils with unauthorised absence from school (i.e. any absence that the school has not given permission for) their parents or carers may be subject to a fine of up to £80 per parent for each child (increases to £160 if not paid within 21 days).

PARENT INFORMATION – SCHOOL ATTENDANCE CONTACT

Absence Line: 01482 847498 EXT – 1 (Y7-11) EXT 2 (Sixth Form)

THE ROLES AND RESPONSIBILITIES OF OTHER STAKEHOLDERS

Form tutors

All form tutors are responsible for:

- Accurately recording AM registers for all students.
- Marking pupils who arrive during registration as L (late) and those who arrive after the register has closed (30 minutes after the start of the session) as U (unauthorised absence)
- Building supportive relationships with students in their group and discussing with students the reasons for absence when returning to school
- Ensuring that all students update weekly attendance records in their planners.
- Using form time one day per week to discuss the importance of attendance and punctuality.
- Informing Heads of Year where concerns or patterns of attendance are identified.
- Use the school reporting system to help promote and monitor attendance.
- Make communication with home where required.
- Speaking to every pupil on returning to school about the reason for their absence to ensure they are supported and given the opportunity to catch up with missed work

Subject teachers

- Recording accurate details of attendance at the beginning of each session.
- Marking pupils who arrive after registration as L (late) and alerting patrol of missing students via the schools on call system.
- Monitor pupil attendance throughout the day and alert patrol staff via the on-call system if a pupil is absent from the lessons and previous marks indicate that the learner has been present in school.
- Passing information regarding absence to the administration office
- Speaking to every pupil on returning to school about the reason for their absence to ensure they are supported and given the opportunity to catch up with missed work

School Attendance Officers

The school Attendance Officer is responsible for:

- Monitoring attendance levels of all students
- Have an electronic tracking system
- Prioritise the attendance of our most vulnerable students

- Analyse the data and drill down into attendance data.
- Meeting on a regular basis with Pastoral Teams and the Senior Leadership Link to discuss students with under 95% attendance, including reporting on persistent absence patterns and Student Premium attendance
- Meeting with the SENCO, Safeguarding Team and LAC Coordinator to discuss attendance data.
- Sharing information with wider school staff as appropriate
- Liaising with parents or carers to identify any problems which may be affecting attendance and offer support if appropriate to parents or carers and students
- Supporting students with difficulties in school
- Implementing attendance plans
- Making home visits if appropriate to meet with parents or carers
- Informing parents or carers of legal responsibility for regular attendance and sanctions – via standardised letters where attendance has become a concern, penalty fines and prosecution
- Following up with the EWO's line manager where a decision is made to take action against parents/carers for the non-attendance of a student
- Monitoring attendance and implement Fast Track Procedure if appropriate
- Taking part in truancy sweeps under direction of the police or SLT
- Providing attendance information to form tutors for planner day and weekly attendance posters in form rooms
- Providing attendance data to the SLT link team (weekly)
- Providing punctuality data for the pastoral team (weekly)
- Ensuring that students are entered for the half termly 100% attendance draw
- Providing 100% attendance certificates (termly)

School attendance administrative staff

- Ensure registers are being completed and inform School Leaders (where there are persistent concerns)
- Clear and enter absence notes, (ensuring correct codes are used) absence emails and phone calls re absence
- update and maintain pupils' personal data/contact details
- Make necessary amendments to ABOR data
- Provide data to class teachers as required
- Provide data for Local Governing Body reports
- Provide data for the LA and DFE returns
- Provide individual attendance reports
- Provide data to the Headteacher as required
- Report any hardware difficulties to ICT systems managers
- Provide tracking data for attendance and punctuality as required

Progress Leaders and Pastoral Managers (overseen by the Head of Key Stage)

- The progress leader will monitor attendance on a weekly basis (more frequently, where concerns about a student's attendance persist)
- In conjunction with the Attendance Officer, pastoral managers will ensure absent e-mails/notes are being provided and phone calls/emails from parents are logged.
- Pastoral managers will make calls during period 1 for those learners missing from school.
- The pastoral team will swiftly identify and provide support for poor attenders/students with problems in school likely to affect their attendance.

- The pastoral team will work with the Attendance Officer to explore with students, parents/carers the reasons for non-attendance and take appropriate follow-up action
- Use the school reporting system to help promote and monitor attendance.
- Arranging for work to be sent home if a student is likely to be absent for a known period of time
- Developing a support package, including the consideration of a phased return, where a student is returning after a long absence from school
- Undertake home visits as directed by the Attendance Officer.
- Will promote and educate the benefits of good attendance
- Celebrate and reward good attendance in their year groups.

Senior Attendance Champion

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Monitor the school reporting system to help promote and monitor attendance.
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention and/or reintegration plans in partnership with learners and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mr Aird and can be contacted via 01482 847498.

Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual learners
- Monitoring the impact of any implemented attendance strategies
- Where necessary, issuing fixed-penalty notices

The local governing body

The local governing body is responsible for:

- Promoting the importance of school attendance across the trust's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the school
- Making sure staff receive adequate training on attendance
- Holding the headteachers to account for the implementation of this policy

To support this, governors receive information about school attendance and absence rates at each local governing body meeting

ADMISSIONS REGISTER

Cottingham High School has electronic admissions register. All learners are placed on the admission register. This contains personal details of every pupil in our school with their start date, information regarding parents and details of the school last attended.

A learner will be removed from the register if the reason is set out in regulation 9 of the the School Attendance Regulations 2024 applies.

[The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

RECORDING ATTENDANCE

Attendance register

Cottingham High School will keep an electronic attendance register and place all learners onto this register. The school uses an electronic management information system to keep attendance and admission registers. The data is shared with the local authority and DfE.

Learners will not be deleted from the attendance register unless they have a reason (as set out in regulation) [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk) Learners will be deleted from the register at the same time as the school roll.

We will take our attendance register at the start of the first session (TUTOR TIME) of each school day and once during the second session (P4).

Learner should arrive in school by 8.30am. The register for the first session will be taken at 8.35am and will be kept open until 9.10am The register for the second session will be taken at 1.05pm and will be kept open until 1.35pm.

It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every learner

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

The school will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The codes used can be seen in the appendices.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

A learner will only be marked present if the member of staff completing the register has the learner physically present when the register is being completed. Staff will alert patrol staff via the on-call system if a pupil is not present.

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Unauthorised Absence

Unauthorised absence is recorded where the school is not satisfied with the reasons given for the absence. Parents/carers are expected to notify the school of their child's absence on the first day of the absence and every day thereafter.

Lateness

Code L: Late arrival before the register has closed.

Code U: Late arrival after the register has closed. (Registers close 30 minutes from the beginning of registration.

- For statistical reasons, arrival to school after this time is recorded as an unauthorised absence and will be subject to formal attendance processes.
- Afternoon registration closes after the register is taken).
- Regular school attendance is determined between the hours prescribed by the school.
- As part of a parent's/carer's responsibility to ensuring their child attends regularly at school, it is important for parent/carers to ensure their child is arriving on time to school.
- Cottingham High School will not tolerate a child being late to school and reasons will be contested. The staff in our school strive hard to ensure each pupil within their care is taught to good and outstanding national curriculum requirements. This cannot be achieved where a child is late to school and is not ready to learn. It is important that a child arrives to school on time.
- Once the school entrance is closed, the pupil will be required to sign in at the student reception, where the reason for lateness will be recorded.
- Lateness will be sanctioned with a 20-minute same day lunchtime detention. Escalation will occur when required.

Lateness to school can be a very upsetting and isolating experience for a child. Before the beginning of the school day, it is important for a child to have contact with their peers on the playground. This is one of the times during the school day where they can share quality time with their peers and are able to forge their friendships. Children who are late to school miss this opportunity and can quickly become anxious and withdrawn, lacking in self-esteem, and feeling left out.

Children who are late to school readily become identified amongst their peer group as a person who is unprepared for school and who disrupts the learning of others. This can leave the child feeling confused and unsettled, having to play catch up with their work without having had the appropriate instruction from the tutor. In turn, this may lead to the child becoming unhappy and disaffected with their learning and not wanting to come to school.

All the business of the school day is given to the pupil in the registration period. Where a child is late to school, they may miss vital information important to their learning or participation in other school activities, such as school trips.

Persistent lateness to school may be a safeguarding factor and is therefore monitored to identify pupils who may be vulnerable for welfare reasons or identified as not making progress in their learning. The minutes late are accumulated on each occasion a child is arriving late to school. Each half term the parent/carer is notified in writing of the amount of time which their child has missed from their learning, by arriving late to school. Following receipt of a letter, the expectation is for lateness to school to improve

Unplanned absence

The learner's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.15am or as soon as possible by calling the school absence line NUMBER on 01482 847498 ext 1.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised, and parent/carer will be notified of this in advance.

Planned absence

Leave of absence during term time is not a parental right and can only be granted by the Headteacher under exceptional circumstances as determined by the Trust. It is also strongly discouraged to prevent a child missing valuable learning and falling behind.

Providing at least one month's notice, an application should be made to the Headteacher using the correct form available from the school reception. All requests for leave of absence will be responded to within 10 working days of receipt.

The headteacher will only grant a leave of absence to learners during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the learners authorised to be absent for.

The school considers each application for term-time absence individually, considering the specific facts, circumstances, and relevant context behind the request.

The headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the learners parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart

Traveller learners travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the learner is attending educational provision

Parents/carers should make every effort to book medical and dental appointments outside of school hours.

Where this is not possible, they should ensure that your child is present for morning and afternoon registration.

Missing registration(s) may be recorded as an unauthorised absence(s) unless evidence of the appointment is presented prior or on the day of the appointment. This should be provided to the attendance team in student reception.

For children with medical conditions, we work flexibly with families in managing medical absence so that children are not penalised for their attendance record. Medical evidence will be required.

Following up unexplained absence

Where any learner we expect to attend school does not attend, or stops attending, without reason, the Cottingham High School will:

- Call the learners parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the learner’s emergency contacts, we may contact police and other relevant local authority agencies
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer
- Where relevant, report the unexplained absence to the learner's youth offending team officer
- Where appropriate, offer support to the learners and/or their parents/carers to improve attendance
- Identify whether the learner needs support from wider partners, as quickly as possible, and make the necessary referrals
- Where support is not appropriate, not successful, or not engaged with consider further action

MONITORING ATTENDANCE

An audit of registration is undertaken by our Trust to quality assure our attendance practice. Cottingham High School expects all pupils, at any one time throughout the school year, to be attaining at least 97% attendance. This equates to no more than 5 days (10 sessions) absence within the school year. This requirement is in accordance with Ofsted guidance which rates attendance as follows:

100%-99%	Attendance is Outstanding
98% - 97%	Attendance is Good
96%-95%	Attendance is Satisfactory
94% - 91%	Attendance is Inadequate
90%-86%	Attendance is a Cause for Concern

85% or below	Attendance is a Serious Concern
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Cottingham High School will monitor the attendance of their pupils, we will work with children and families to improve attendance. If attendance does not improve, we will then refer to the education welfare service.

When a referral is made, an action plan will be devised for those pupils without justified reason for absence and those pupils whose authorised absence appears to be unreasonably extended. The action taken includes interviewing pupils in schools, telephone contact with parents, interviewing parents in schools, written correspondence, and home visits.

As a school we will make referrals to the Education Welfare Service if:

- your child accumulates an unacceptable level of unauthorised absence due to being regularly late for school
- your child accumulates an unacceptable level of unauthorised absence due to being regularly absent from school without notice; where the authenticity of absence/illness is in doubt and where patterns of absence emerge
- you proceed with a term-time leave of absence that is taken without prior application to the Headteacher or the absence has only been partially/not approved.

Persistent Absence

A pupil who has 10% or more absence is classified for statistical purposes as being a 'persistent absentee'. This is measured in sessions missed from school and could be owing to either authorised or unauthorised absence. These are pupils which the school considers to be particularly vulnerable and, in most cases, will be subject to an Improved Attendance Plan, to ensure they are supported in attending school regularly. Throughout the school year, persistent absence is calculated as follows, where 1 day equals 2 sessions:

This table shows how many days and sessions missed each half-term will make your child a PA student:

HOW MANY DAYS OFF WILL MAKE YOUR CHILD A PERSISTENT ABSENCE STUDENT?		
Half-term 1	3 ½ days off school from September until October half-term holiday will make your child a PA student.	7 sessions or more
Half-term 1-2	7 days off school from September until the Christmas holiday will make your child a PA student.	2-14 sessions or more
Half term 1-3	10 days of absence from September until February half-term will make your child a PA student.	3-20 sessions or more

Half-term 1-4	12 ½ days of absence from September until the Easter holidays will make your child a PA student.	25 sessions or more
Half-term 1-5	15 ½ days absence from September until May half term will make your child PA.	31 sessions or more
Half-term 1-6	19 days of absence for the full academic year (September to end of summer term in July) will make your child a PA student	38 sessions or more

Our approach to support our persistently absent (PA) students:

Each half term our Attendance and Pastoral Teams will be monitoring student absence. If a student becomes 'at risk' they will be picked up by the team. During this time, they will be set a target for the half term to avoid becoming 'PA'. This will be motivational and rewarded should students attend daily to avoid becoming 'PA'.

Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels. This will be done fortnightly unless a child's attendance is causing concern, and the school will contact a parent by letter to make them aware of the attendance level and offer support to improve attendance.

Pastoral teams may speak to learners regarding their attendance and encourage 100% attendance.

Legal action to enforce school attendance

Local authorities and schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent/carer must pay the local authority £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If a second penalty notice is issued within three years of the first penalty notice, then this will be at a fixed rate of £160 per parent per child, with no reduction for early payment.

A third penalty notice cannot be issued within the three-year period; therefore, the local authority will deal with any further unauthorised leave through prosecution.

In line with statutory guidance ([working together to improve school attendance](#)) headteachers will decide whether it is appropriate to issue a penalty notice for any student where their attendance meets the national threshold for issuing a penalty notice

The decision on whether to issue a penalty notice may consider:

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

Unauthorised Absence

Unauthorised absence is recorded where the school is not satisfied with the reasons given for the absence. Parents/carers are expected to notify the school of their child's absence on the first day of the absence and every day thereafter.

All unexplained and unexpected absences will be followed up in a timely manner, preferably within 2 days of absence. Every effort will be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended, with the appropriate code. The school has a responsibility to follow up all unexplained and unexpected absence. Further information can be found in the daily procedures section.

Illness (not medical or dental appointment)

Parents/carers are advised to notify the school as soon as possible when a child is to be absent for illness. If the authenticity of illness is in doubt, the school and Trust will advise parents/carers to provide medical evidence to support illness. The school can record the absence as unauthorised if not satisfied as to the authenticity of the illness and will advise parents/carers in writing of their intention to do this. In such cases, a prescription notice, medical letter, appointment card, or similar, will suffice.

The school will ensure that pupils at school with medical conditions are supported to enable them to have full access to their education. In such cases an individual healthcare plan may be initiated, in consultation with the parent/carer and pupil and relevant healthcare professional. The plan should consider the management of absence from school. It is unacceptable practice to penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments. (Supporting children at school with medical conditions, December 2017)

Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Parents/carers are therefore encouraged to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment, returning to school immediately after the appointment.

It is important to ensure effective Health & Safety practice is in place. A pupil arriving at school after being at a medical appointment, who has not been marked present for that session, must be signed into the school at the student services. Evidence of the medical appointment will need to be produced, otherwise a child arriving at school will be recorded as late, which may be an unauthorised lateness, depending on the time of arrival into school. The school seeks to work flexibly with parents/carers in managing medical absence, so as not to penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments. (Supporting children at school with medical conditions, December 2017)

Children Missing from Education

A child who is absent from school for 10 consecutive school days without notice from home is regarded as a 'child missing from education'. As a major safeguarding concern, the school seeks to identify the location of a pupil through engagement with external agencies (such as but not limited to the Education

Welfare Service, Police and the Immigration Service). Before doing so, the school will have made all necessary enquiries to trace the pupil, through any additional contact numbers. It is important that all absences are notified to the school on each day of absence and a change to contact information is updated. Otherwise, a missing child could be removed from the Cottingham High School register requiring a parent/carer to re-apply for a school place. (Keeping Children Safe in Education)

Leave of Absence in Term Time

The parent/carer who has responsibility to ensure the regular attendance of their child at school, should make application to the Head of School for any leave of absence in term time. Using the appropriate application form, the request should be made providing at least one month's notice. A separate application is required to be completed for each child. Leave of absence in term time is not a parental right.

ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES REQUEST FORM:

[Microsoft Word - PN - 2018 ASEC Request Form with information \(cottinghamhigh.net\)](#)

The Headteacher will not grant leave of absence in term time. However, there may be exceptional circumstances, for granting leave of absence in term time, which will be determined by the Headteacher.

The exceptional circumstance criteria will focus on:

- arrangements for access determined by a Court Order
- Service personnel and other employees where annual leave is dictated by an employer
- acute family crisis
- religious observance

Each parent will be informed in writing within 10 school days of the application being received. Where the decision is made not to grant leave of absence in term time and the leave is taken without prior approval, or without application, each parent will be informed in writing of the decision to refer the matter to the local authority.

Where this is the case, the matter will be referred to the Local Authority for consideration of the issue of a penalty notice. In doing so, Cottingham High School adheres to the Local Authority Penalty Notice Code of Practice in making the recommendation for the issue of penalty notices.

A penalty notice may be issued to each parent/carer in respect of each child who has been absent. Further information on the code of practice can be found at: [Holidays during term-time and authorised absence from school \(eastriding.gov.uk\)](#) The penalty is £80 if paid within 21 days, rising to £160 to be paid within 28 days. Payment is made to the Local Authority. In line with Local Authority protocols, parents/carers have the right of appeal against a penalty notice. If the penalty is not paid in full by the end of the 28-day period, the Local Authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

To enhance safeguarding practice, the Trust requires an application for any leave of absence in term time to be completed (with the exception of medical absences). This includes where a child is participating in a sporting activity, performance, or where the absence is for religious observance. In such cases, the academy will make enquiry as to the safeguarding arrangements of any external provider, before agreeing to the absence. Evidence will be requested to support an application. The Consortium Academy Trust ensures there is a consistent approach from all the academies within the Trust in determining exceptional circumstances or considering absences for other reasons. By adopting a universal approach, fairness and proportionality is assured in applying the policy.

Travelling children

Where a child is to be absent from school to travel in the course of a parent's business, written confirmation is required from the parent giving details of the duration of the period of absence and the expected date of return. With this information, for short periods of absence, the academy will consider authorising the absence. Where this information is not provided and the period of absence is in excess of 20 school days, the academy will remove the child from the school roll. Whilst travelling, ideally the child should be registered at another school. This will ensure that a child's learning continues. In such cases, the child will remain on the academy roll as a dual registered pupil. If required, the school can help the parent/carer to identify a school in another area.

Education off site

Some of our pupils may be absent from our school site for certain educational activities or to attend other schools or settings:

- To attend an offsite approved educational activity. (For full details see Code B)
- To attend another school at which the pupil is registered (dual registration). (For full details see Code D)
- To attend provision arranged by the local authority. e.g. alternative provision or as part of an education, health and care plan. (For full details see Code K)
- To participate in an approved sporting activity. (For full details see Code P)
- To attend an educational visit or trip arranged by the school. (For full details see Code V)
- To attend work experience. (For full details see Code W) 42.

As these circumstances are part of delivering a full-time education they are not classified as absences for statistical purposes.

Day to day processes

Line Ups

Learners are expected to be at their line up locations for 8.50am prompt. Form tutors will take the register and alert Pastoral Managers to any absences.

Our school day starts prompt at 8:30am and morning registration closes at 9:10am.

Your child will be marked 'late' if they arrive at school before registration closes at 9.10am. If a child is late to school, they will be given a 20-minute same day lunchtime detention.

Our afternoon session starts prompt at 1.05 pm and registration closes immediately. If your child has been taken out for an appointment, please ensure their prompt return to school.

Lateness to school can be a very upsetting and isolating experience for a child who may feel awkward arriving into a classroom when everyone else is settled. They also miss out on essential instructions given at the beginning of a lesson and are less prepared for learning.

First Day Absence Procedure

Vulnerable students will be priority for absence checks.

Vulnerable students will be highlighted in red or yellow on the risk register. The risk register is in place to support the Attendance Team with the actions required, following no contact on the first day of absence.

Tier 1 students are on a CIN or CP plan

Tier 2 students are classified as Vulnerable

Step 1 – day 1 of absence Students have not been marked in and parent/carer have not informed us of an absence		
Tier 1 student procedure	Tier 2 student procedure	All
<ul style="list-style-type: none"> Form tutor / period 1 teacher will have marked the student absent. Attendance Team will request the Pastoral Team asking them to go and check that the student is not on site. 	<ul style="list-style-type: none"> Form tutor / period 1 teacher will have marked the student absent. Attendance Team will request the Pastoral Team asking them to go and check that the student is not on site. 	<ul style="list-style-type: none"> Form tutor / period 1 teacher will have marked the student absent. Attendance Team will request the on-call patrol asking them to go check that the student is not on site.

Step 2 – day 1 of absence Student is not on site and parent/ carer have not informed us of an absence		
Tier 1 student procedure	Tier 2 student procedure	All
<ul style="list-style-type: none"> Phone call made to parents/carers and the Safeguarding Team are alerted. HOY/ a member of the Safeguarding Team alert the Social Worker of absence and they are also asked to follow up. 	<ul style="list-style-type: none"> Truancy text is sent – if there is not response after 15 minutes than a call is made to parents/carers. 	<ul style="list-style-type: none"> Truancy text is sent – if there is not response then within the following hour the Pastoral Team will be sent a list of first day absence calls.

Step 3 – day 1 of absence Unable to make contact with the parents/carers of the absent student		
Tier 1 student procedure	Tier 2 student procedure	All

<ul style="list-style-type: none"> Where no contact or there are concerns surrounding the contact, the Social Worker will be asked to complete a home visit and the Attendance Team/Pastoral Team will continue to call parents/carers. Where the Social Worker is unable to complete a home visit the HOY/Safeguarding Team will determine whether a home visit needs to be carried out that day or the following day, in line with the student risk register. 	<ul style="list-style-type: none"> Where no contact has been made or there are concerns surrounding the contact, the Attendance Team/Pastoral Team will continue to call parents/carers. Where contact has not been made the HOY/Safeguarding Team will determine whether a home visit needs to be carried out that day or the following day, in line with the student risk register. 	<ul style="list-style-type: none"> Where no contact has been made, this is logged on CPOMS so that the Attendance/ Pastoral Team can monitor this and continue to make phone calls on day 2 of absence. This will determine whether a home visit is required on day 3.
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Step 4 – day 1, 2 or 3 of absence Home visit		
Tier 1 student procedure	Tier 2 student procedure	All
<ul style="list-style-type: none"> Home visit is carried out on day 1, 2 or 3 of absence (dependent on the level of concern or risk register instructions. This is decided by the DSL and the Attendance Team). 	<ul style="list-style-type: none"> Home visit is carried out on day 1, 2 or 3 of absence (dependent on the level of concern or the risk register instructions. This is decided by the DSL and the Attendance Team). 	<ul style="list-style-type: none"> Home visit is carried out on day 3-5 of absence.

Tier 1 student procedure		Tier 2 student procedure	All
Contact made	No contact (check student risk register)	Contact made	No contact (check student risk register)
<ul style="list-style-type: none"> Welfare check and logged on CPOMS. Parents/carers reminded of the importance of communicating with the school. 	<ul style="list-style-type: none"> Letter left requesting contact to be made. Social worker informed. LA notified. Possible MASH referral. Possible CME 	<ul style="list-style-type: none"> Welfare check and logged on CPOMS Parents/carers reminded of the importance of communicating with the school 	<ul style="list-style-type: none"> Letter left requesting contact to be made Possible PCSO visit request LA notified Possible CME

Home Visits

Staff may be required to undertake home visits to support pupil attendance. The school is committed to ensuring all home visits are effective and procedures are in place to minimise potential risks to staff and pupils.

Home visits will be undertaken for several reasons. This will include, but is not limited to, the following:

- To establish the welfare of a pupil, e.g. in response to an unauthorised absence.
- To work with parents to support and improve their child's attendance.
- To deliver tutoring.
- To hold discussions with parents where it is in the best interests of the pupil to be held at their home, or the parent cannot attend school, e.g. due to a disability.
- To collect or drop off a pupil in certain circumstances, or to collect or drop off work or equipment for a pupil.
- To maintain contact with a pupil who is absent from school for a long period of time, e.g. due to an illness.

Home visits will be in line with our home visits policy.

All attendance officers will work in partnership with the SLT, the LA's School Attendance Support Team and any other relevant partners.

After a visit, any agreements made between an attendance officer and parents will be recorded and kept in the pupil's attendance record. Reminder letters will be sent to the pupil's parents if the pupil fails to adhere to the agreements made during the home visit. Continued failure to adhere to the agreement will result in a follow-up visit.

If the pupil's attendance falls below **70 percent** over the course of **three months**, the appropriate authorities will be notified in order for legal proceedings to be considered.

Rewarding Attendance

Cottingham High School has incentives for encouraging pupils to attend school regularly. These include raising points for achieving good attendance which collectively contribute to a learner's positive points. It is important that all pupils are given the opportunity to contribute to this success by attending school regularly.

Everyday Counts – Attend to Achieve

As few as 19 missed days over the school year reduces a child's chances of success. Their GCSE results could drop by one number grade across all subjects.

Education is important to all children regardless of ability. It builds a child's resilience and offers a safe and nurturing environment in which a child can learn lots of exciting new skills and knowledge every day, as well as learning to work with others and forging friendships which will support them through their childhood, with some friendships lasting well into adulthood.

Being organised the night before with appropriate bedtimes is an important and common-sense approach to ensuring a child attends school and is ready to learn. Once established, this is a habit which will follow them through life.

Attendance in the latter years of a child's education can significantly impact on their opportunities when leaving school, with further education providers and prospective employers requiring references, for which the academy is legally bound to provide an honest and accurate account.

*Ensuring High levels of attendance for every child to
Believe, Achieve and Succeed.*

Appendix 1: Key School Contacts

Name	Role
Charlotte Nicholls	Deputy Headteacher
Claire Cassidy	Designated Safeguarding Lead
Brian Aird	Senior Lead for Attendance
Joanna Alexakis	Attendance and Welfare Officer
	Attendance and Welfare Officer
Head of KS3	Annabel Etheridge
KS3 Pastoral Teams	Year 7- Mrs Wolverson & Mrs Mounks Year 8- Miss Bishop and Mr Whelan Year 9 – Mr Joseph & Ms Phillips
Head of KS4	David Clement
KS4 Pastoral Teams	Year 10- Mrs Hall & Mr Wright Year 11- Mrs Clucas and Miss Cuthbert

Sixth Form Team	Terena Bell Danny Clinton
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Appendix 2: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered

Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school

Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		

Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 3: Attendance Procedure

100%-97%

Step 1 - Using previous data - HOY and AOs to speak to pupils and encourage 100% attendance after first instance of absence

Step 2 - HOS to keep high profile in assemblies and form time - rewards given for 100% weeks and promoted in form time



97% to 95%

Casual chat with HOY/AO and pupil, check for any issues - log conversation. Encourage pupil to catch up on missed learning

Text to go home to all parents/carers to inform them of their child's attendance every two weeks



95%-90%

Step 1 - HOY/AO to call parents if pattern emerges to discuss absences

AO - will challenge parents when taking attendance call and let them know when unauthorised marks will be given

Step 2 - HOY/AO to direct parents to learning platform/GCSE pod to help with catch up. Discuss missed lesson time and concerns

Step 2 - Formal letter to be sent home to share concerns and warn parents that their child will be soon become a persistent absentee should any more absences occur



90% - below Stage 1

Formal letter sent from HOY to alert parents of concerns and to offer a meeting to discuss. Parents/carers warned that their child's attendance will be tracked over three weeks and if attendance does not improve they will receive a further letter from HOS



Stage 2

Formal letter sent from HOS - stating concerns and meeting arranged. HOS begin first attendance plan - AO will continue to track over three weeks, if attendance does not improve they will receive a further letter from Attendance Team

AO to check that referrals have been made if needed/CWP/YFS/CAMHS/SEN/Medical help/Home tuition - Attendance plans put together and tracked every three weeks



Stage 3

Formal letter sent from Attendance team

Attendance team to track and take on meetings with parents. HOI to take on cases of no improvement

Attendance plans monitored and discussed with LA - panel meetings to go ahead if required