Attendance Policy
Version 8.0

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Name and Title of Author:	Mitch Trainor Deputy Headteacher
Name of Responsible Committee or Individual:	South Hunsley School and Sixth Form Local Governing Body
Implementation Date:	June 2024
Duration:	To be reviewed annually
Review Date:	June 2025
Target Audience:	All Staff, Parents. Pupils
Related Documents:	

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Contents

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1. Aims

South Hunsley School is committed to ensuring all its pupils receive a full-time education which maximises opportunities and achievement for all. For pupils to gain the most from their time at school name, it is vital that they maintain excellent attendance and punctuality and we are committed to supporting pupils and their parents and carers in sustaining this throughout their time at school. In doing so, we will:

- Set high expectations for the attendance and punctuality of all pupils.

- Ensure that all students access full-time education which meets their needs and allows them to reach their potential.

- Strive to provide a welcoming, caring and safe environment where each pupil can engage in all opportunities offered

- Promote good attendance and punctuality and discourage unjustified absence

- Act early to address patterns of absence

- Commit to building strong relationships with families to ensure pupils have the support in place to attend school

- Continue to emphasise that it is everyone's responsibility to improve attendance and punctuality

2. 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 (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

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It also refers to:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

This policy also complies with our trust's funding agreement and articles of association.

3. Expectations

3.1 What you can expect from our school

To continually improve attendance, our school will:

- Promote good attendance and punctuality and investigate any unexplained and/or unjustified absence
- Encourage pupils to attend school regularly through the provision of engaging learning opportunities that are appropriate to their needs
- Support pupils to secure good attendance and punctuality
- Work hard to build supportive relationships with pupils and their parents/carers
- Provide parents/carers with a clear statement of attendance on pupil's reports
- Work closely with parents/carers where pupil absence is a cause for concern
- Support pupils returning to school following prolonged absence
- Work closely with the LA Education Welfare Service and relevant external agencies
- Only remove a pupil from the school roll when they have legally left
- Inform the Governing Body of attendance levels as part of each KPI report
- Where required, provide information for the prosecution of parents/carers whose children do not attend school and who do not have a substantive reason

3.2 What we expect of our pupils

Pupils are expected to:

- Attend every timetabled session on time
- Ensure all messages and notes from parents/carers regarding attendance are given to tutor/attendance office dependent on content

  For sixth formers

- Call the school to report their absence before their first lesson (or tutor meeting) on the day of the absence and each subsequent day of absence
- When reporting their absence students are expected to state the reason they cannot attend.
- For all absences it is the students responsibility to contact their subject teachers and catch up with work missed.

3.3 What we expect of our Parents/Carers

Where this policy refers to a parent/carer, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- 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 them)

Parents/carers are expected to:

- Ensure that their child attends the school punctually, dressed in full uniform and equipped to learn.

- Ensure their child attends every day the school is open unless they are too ill to do so.

- Avoid keeping their child away from the school for any other reason than illness or authorised explanation.

- Avoid arranging term time holidays

- Immediately inform the school Attendance Office if their child is unable to attend (by 8.30 on the day of absence, by contacting the Absence Reporting Line on 01482 631208 or using Parent Mail), including the reason for absence and expected date of return.

- Contact the school on each day of absence If no indication of a return date has been given

- Provide the school with more than 1 emergency contact number for their children

- Work with the school where support to improve their child's attendance is being offered

4. Specific roles and responsibilities

4.1 Form tutors

All form tutors are responsible for:

- 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.

- Accurately recording AM registers for all students.

- Informing Heads of Year where concerns or patterns of attendance are identified.

4.2 Subject teachers

All subject teachers are responsible for:

- Recording accurate details of attendance at the beginning of each session.

- Marking and challenging 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). Recording this in the pupils' planners

- 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

4.3 School Attendance Officer

The school Attendance Officer is responsible for:

- Ensuring registers are being completed and informing SLT link at appropriate stages (where there are persistent concerns of non-completion).

- Clearing and entering absence notes, (ensuring correct codes are used) absence emails and phone calls regarding absence.

- Collating leave of absence/holidays forms for SLT.

- Updating and maintaining students' personal data/contact details, ensuring that the single central record remains accurate at all times.

- Providing daily attendance reports to the Senior Leadership Team.

- Conducting first day calling, as directed.

- Providing attendance data to the EWO as required.

- Providing data for the Governing Body (KPI cycle).

- Providing data for the LEA and DFE returns.

- Providing punctuality data for the EWO (weekly)

- Removing students from the school's roll, ensuring that this is only done within the guidelines outlined within Working together to improve school attendance

- Ensuring that students are entered for the half termly 100% attendance draw

- Providing 100% attendance certificates (termly)

The attendance officer is Jenny Drant and can be contacted via 01482 631208 Sixth Form attendance is monitored by the LRC Supervisors Mrs Berry and Mrs Thacker. They can be contacted on sixthform@southhunsley.org.uk .

4.4 School Education Welfare Officer

The school Education Welfare Officer is responsible for:

- Monitoring attendance levels of all students, including analysis of attendance and patterns of absence amongst different groups.

- Meeting on a regular basis with Head of Year and Senior Leadership Link to discuss students with under 90% attendance, including reporting on persistent absence patterns and Pupil Premium attendance.

- Feeding back to staff information as appropriate.

- Liaising with parents/carers to identify any problems which may be affecting attendance and offer support if appropriate to parents/carers/students.

- Supporting students with difficulties in school.

- Making home visits and welfare checks as appropriate to meet with parents/carers.

- Clearly informing parents/carers of their legal responsibility for regular attendance and possible sanctions.

- 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.

- Adopting a multi-agency working practice to ensure support for parents/carers/students.

- Liaising with the Local Authority Education Welfare Service where persistent or significant concerns arise regarding a child's attendance at school.

- Attending child protection conferences/core group meetings under the direction of Social Services or SLT.

- Referring to Home Tuition Service If a student's absence is supported by a hospital consultant or a specialist medical team

- Taking part in truancy sweeps under direction of the police or SLT.

The Education Welfare Officer is able to use a wide range of strategies to improve the attendance of all students, including but not limited to:

- Parenting Contracts

- Penalties

- Reintegration timetables

- Fast Track Procedures

- Prosecution

- Ensuring that those students identified by the school as being vulnerable are monitored closely to support high levels of attendance.

The Education Welfare Officer is Sarah Davis and can be contacted via 01482631208

4.5 School Student Support and Attendance Administrator is responsible for:

- Working in collaboration with the Attendance Officer and EWO to ensure daily absences, with a focus on disadvantaged students, are checked and followed up by liaising with pastoral colleagues, checking the school site, transport arrangements or by contacting parents.
- Undertaking follow up phone calls for any disadvantaged student on their second day of absence and following up with pastoral colleagues.
- Conducting welfare checks, in partnership with the EWO for children that have not been present in school for three consecutive days without valid and accepted reason.
- Supporting the EWO with monitoring students to identify attendance concerns and following up on agreed actions such as First Day Calling Groups and early morning call groups
- Assisting the attendance officer in answering calls on the absences line and removing messages from parent mail to ensure registers are accurate
- Assisting the EWO to maintain student records, complete paperwork and documentation and issue letters.
- Preparing reports, and monitoring these, on key groups of students to allow for effective interventions and to give recommendations based on these
- Preparing referral documentation for external agencies, to support the needs of young people.
- Undertaking off-site welfare visits accompanied by the EWO on those occasions where it is needed

The Student Support and Attendance Administrator is Emma Hathway and can be contacted via 01482 631208

4.6 Head of Year

The Head of Year is responsible for:

- Monitoring attendance on a weekly basis (more frequently, where concerns about a student's attendance persist) [Reasons for absence and absence codes for post 16 students are recorded on Arbor by the post 16 pastoral tutor]

- Ensuring, in conjunction with the Attendance Officer, that absence e-mails/notes are being provided and phone calls/emails from parents are logged.

- Swiftly identifying and providing support for poor attenders/students with problems in school likely to affect their attendance.

- Working with the Attendance Officer to explore with students, parents/carers the reasons for non-attendance and take appropriate follow-up action

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- 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

The school's Heads of Year can be contacted via school

Name	Role	Email
Karen Holtby	**Head of Year 7**	**Karen.holtby@southhunsley.org.uk**
Jess Lindsley	**Head of Year 8**	**Jessica.lindsley@southhunsley.org.uk**
Kirstin Ellis	**Head of Year 9**	**Kirstin.Ellis@southhunsley.org.uk**
Terri Cheesbrough	**Head of Year 10**	**terri.cheesbrough@southhunsley.org.uk**
Alice Brady/Jo Richardson	**Head of Year 11**	**Alice.Brady@southhunsley.org.uk** **Jo.richardson@southhunsley.org.uk**
Caroline Henderson	**Head of Year 12**	**Caroline.Henderson@southhunsley.org.uk**
Suzy Macdougal	**Head of Year 13**	**Suzy.macdougal@southhunsley.org.uk**

4.7 School administrative staff

School administrative staff will:

- 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

4.8 The designated senior leader responsible for attendance at each school

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

- Building relationships with parents/carers to discuss and tackle attendance issues

- Creating intervention and/or reintegration plans in partnership with pupils and their parents/carers

- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Mitch Trainor and can be contacted via the schools telephone number 01482 631208

4.9 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 pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices where they deem this necessary

4.10 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

5. Recording attendance

5.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every pupil is:

- 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

See appendix 2 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not

- The nature of the activity if a pupil is attending an approved educational activity

- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 0830 on each school day.

The register for the first session will be taken at 08:40am and will be kept open until 09:10. The register for the second session will be taken at 13:15 and will be kept open until 13:45

Session	Registers Open	Registers Close
AM	08:40	09:05
PM	13:15	13:45

Educational Visits & Sports Fixtures

The trip leader will carry a paper register which will be completed before leaving the school site. Any absences from the expected attendance will then be emailed or telephoned through to the EVC and Cover Officer who will ensure that SIMS is updated accordingly.

College Courses

Paper registers will be taken by link member of staff, before students leave the school site and returned to the Attendance Officer to be recorded on SIMS.

Signing Out

Any student (excluding KS5) who leaves the school premises during the day should go to the main School Reception where they will be given an 'Authorised Absence Pass' which gives permission for the student to be off the site. Parental/official verification for the reason for leaving the site will be sought/looked at before pass is given. The Authorised Absence Pass must be shown if a student is challenged outside the school by the police or Education Welfare Service.

5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08:30 or as soon as practically possible by calling the school's attendance line 01482 631208, option 1. By email to mail_absence@southhunsley.org.uk, via the school's website or through the Parent Mail app.

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.

5.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 6 to find out which term-time absences the school can authorise.

The following is a list of reasons for absence which would be authorised:

- A medical appointment
- A family bereavement and/or attendance at a funeral
- A religious observance
- A visit to a University / College, either to attend an open day or for an interview
- A careers interview
- An appointment with a Youth & Family Support Service personal advisor/CAMHS/MIND counsellor
- A work experience placement (although preferably arranged for during weekends or holidays)
- Moving house (1 day only)
- A job interview (Sixth Form only)
- Driving test (Sixth Form only)
- Sporting competitions
- Examinations
- Performing Arts examinations

For each of the above, evidence will be required (e.g. an appointment card or letter) which will need to be presented to the Attendance Officer, in order for the absence to be authorised.

5.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Punctuality is an important part of good attendance at school. The Student Support and Attendance Administrator will produce weekly reports for the EWO that identify lateness for students and those with persistent or patterns of lateness to lessons will be placed onto Punctuality Report with time missed being made up at a lunch time or after school (depending on the situation).

5.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If we cannot reach any of the pupil'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 pupil's youth offending team officer

- Where appropriate, offer support to the pupil and/or their parents/carers to improve attendance

- Identify whether the pupil 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 as detailed in section 6.2 below

5.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels. This information will be included in the formal reports which are sent to parents during the year. Where a child's attendance is causing concern the school will contact parents/carers in order to make them aware of the attendance level and offer support to improve attendance.   Parents can access up to date attendance figures using the Arbor App.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils 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 pupil is authorised to be absent for.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence. An 'Exceptional Absence Request Form' should be completed which is accessible via school reception and website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Physical or mental illness and medical/dental appointments (see sections 5.2 and 5.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's 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 pupils 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 pupil is attending educational provision

6.2 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.

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 or not to issue a penalty notice may take into account:

- 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 a suspended pupil is found in a public place during school hours without a justifiable reason

As stated at the start of this policy, The Education Alliance Board of Trustees is committed to building strong relationships with families to ensure pupils have the support in place to attend school. With this in mind, they have agreed that headteachers will not issue penalty notices where they are of the view that:

- The parent/carer is working proactively with the school to improve their child's attendance

- Issuing a fine would be counterproductive.

7. Strategies for promoting attendance

To support high levels of attendance, the school will continually monitor and act to improve attendance. This will follow a staged approach as outlined below. Attendance data will be analysed on a fortnightly cycle by the Education Welfare Officer to identify trends in key groups, including vulnerable students, year groups and individual students. Following thorough data analysis, the following staged approach will be followed:

Stage 0 - Stage 0 refers to the approaches taken to promote high attendance for all students across school. Please see actions below:

- Continued monitoring of attendance to identify and intervene with attendance concerns early.
- Parents/ carers of all absent students, without reason provided, will be contacted by the school's Attendance Officer to ascertain reason for their absence on their first day of absence.
- Students with a second day of absence without valid and accepted reason will be contacted by the EWO.
- On a student's third day of absence without valid and accepted reason, a welfare check will be conducted at the home address.
- Weekly recording of student attendance in planners, during registration.
- Clear displays near Pastoral offices showing weekly attendance.
- Assemblies and tutor activities highlighting the importance of attendance and punctuality.

- Rewarding high levels of attendance in the following ways:
  - Here today, here tomorrow competitions
  - House Points/Reward Stamps
  - Form Prizes/Awards

South Hunsley School will recognise the achievement of students and groups of students with high attendance through the use of displays on the school site and communication home to parents/carers in addition to example rewards above.

Stage 1 - Where a student's attendance falls below 92% this will be investigated by the EWO and Head of Year. If there are unauthorised absences, the parent/carer and student will be issued with a Stage 1 Attendance Letter informing them that attendance will be monitored for improvement over a period of between two and six weeks (depending upon the situation). Where there are no unauthorised absences, this will be monitored for improvement internally for a period of two to six weeks (depending upon the situation). If attendance does not improve over this period,

parents/carers will be issued with a Stage 1 Attendance Letter, as above. If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage.

Stage 2 - If the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 2 Attendance Letter, informing them that their attendance has not improved and offering further support from the student's Head of Year. This will be monitored for improvement for a further two to six weeks (depending upon the situation). If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the student's attendance returns to a level below 90% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

Stage 3 – If the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 3 Attendance Letter and be invited into school to meet with the EWO to agree an Attendance Action Plan. This will be monitored for improvement for a further two to six weeks (depending upon the situation). If the attendance of the student improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the student's attendance returns to a level below 90% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

Stage 4 - If there is no response from the parent to the Attendance Action Plan meeting or if the attendance of the student does not improve sufficiently over the agreed period, the parents/carer and student will be issued with a Stage 4 Attendance Letter. This will invite them to an attendance panel meeting where progress and next step action will be explored. Where a student is on Stage 3 or Stage 4 of the above at the end of an academic year and has not improved their attendance to above 92%, they will remain on that stage at the start of the next academic year to allow for immediate action if attendance concerns persist.

8. Attendance monitoring

8.1 Monitoring attendance (see appendix 3)

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the local governing body

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers/form tutors, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

8.4 Reducing persistent and severe absence

A student will be defined as a Persistent Absentee when their attendance at school is below 90%. Persistent Absence is a serious problem for students, leaving students at a considerable disadvantage. Students who fall below a 92% threshold will be monitored and supported to improve their attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

9. Sixth Form attendance arrangements

Sixth Form students are responsible for ensuring that the Sixth Form is informed about any absence.

If absence is known about in advance, the online Absence Notification Form should be used for pre-planned absences. This should be completed in advance of any absence with supporting evidence (where possible) attached. https://forms.office.com/r/QeMKLpQ8ET

For all other absences:

Students should inform the Sixth Form if they are ill or unable to attend by emailing before first lesson (or CP/tutor meeting) on each day of absence. The address to send a message to is sixthform@southhunsley.org.uk Students or parents can also call the LRC on 01482 631208 ext. 2333. Please note that this telephone extension number is in the Sixth Form Learning Resource Centre and will not always be answered. Please leave a message clearly stating student's name and reason for absence, as the messages are checked on a regular basis.

When reporting an absence please ensure that you state a reason why you cannot attend. For all absences, students should also contact subject teacher(s) and catch up on any missed work.

Students can only self-certify absences up to a maximum of three days in any term, or six days per year. Once this limit has been met, a parent/carer must confirm all absences.

In cases of long-term illness ensure that the Sixth Form team is informed and updated so that appropriate arrangements can be made.

Checking of Sixth Form Attendance

Students with an unexplained absence will be emailed each day. It is crucial that all students check their attendance and respond to these emails to ensure that their attendance record is accurate.

Students can also check their attendance record via the Arbor Student Portal.

It is the student's responsibility to keep their attendance record up-to-date and any absence is considered unauthorised until the correct notification is received.

Attendance of all timetabled lessons is compulsory. Any student whose attendance falls below 90% will be closely monitored.

Students must attend all progress meetings and CP sessions with their tutor and Personal Development sessions as directed.

All cover lessons will be posted on Teams. Students must complete and upload work as required on the day of the lesson, but do not need to be on site to complete this work, unless they have other lessons that day.

In response to persistent attendance problems, students will be placed on the Sixth Form Attendance Monitoring Referral Route (see Appendix 4).

If Sixth Form students leave the site at any point when they have timetabled lessons, they must sign out with a member of the Sixth Form team in the LRC or Sixth Form office.

Further information on expectations for Sixth Form Students can be found in the Sixth Form Learning Agreement. All students are given a copy of this at the start of term and a copy can also be found on the school website.

10. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum yearly by the Headteacher/Senior Leader with responsibility for attendance. At every review, the policy will be approved by the full local governing body

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- SEND policy

Appendix 1: Key School Contacts

Name	Role	Email
Mitch Trainor	Deputy Headteacher	Mitch.Trainor@southhunsley.org.uk
Sarah Davis	Education Welfare Officer	Sarah.Davis@southhunsley.org.uk
Jenny Drant	Attendance Officer	Jenny.Drant@southhunsley.org.uk
Emma Hathway	Student Support and Attendance Administrator	Emma.hathway@southhunsley.org.uk
Karen Holtby	Head of Year 7	Karen.holtby@southhunsley.org.uk
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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

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		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: • 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: Stage of attendance monitoring

STAGES OF ATTENDANCE MONITORING 23/24

0
Stage 0 refers to the approaches taken to promote high attendance for all pupils across school. Please see actions below:
- Continued monitoring of attendance to identify and intervene with attendance concerns early.
- Parents/ carers of all absent pupils, without reason provided, will be contacted by the school's
- Attendance Officer to ascertain reason for their absence on their first day of absence.
- Pupils with a second day of absence without valid and accepted reason will be contacted by the
- EWO.
- On a pupil's third day of absence without valid and accepted reason, a welfare check will be
- conducted at the home address.
- Weekly recording of pupil attendance in planners, during registration.
- Clear displays near Pastoral offices showing weekly attendance.
- Assemblies and tutor activities highlighting the importance of attendance and punctuality.
- Rewarding high levels of attendance within school.

1
Where a pupil's attendance falls below 92% this will be investigated by the EWO and Head of Year. If there are unauthorised absences, the parent/carer and pupil will be issued with a Stage 1 Attendance Letter informing them that attendance will be monitored for improvement over a period of between two and six weeks (depending upon the situation).

Where there are no unauthorised absences, this will be monitored for improvement internally for a period of two to six weeks (depending upon the situation). If attendance does not improve over this period, parents/carers will be issued with a Stage 1 Attendance Letter, as above.

If the attendance of the pupil improves and is above 92% again, they will no longer be monitored under this stage and will return to Stage 0.

4-6 weeks

2
If the attendance of the pupil does not improve sufficiently over the agreed period, the parents/carer and pupil will be issued with a Stage 2 Attendance Letter, informing them that their attendance has not improved and offering further support from the pupil's Head of Year. This will be monitored for improvement for a further two to six weeks (depending upon the situation).

If the attendance of the pupil improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the pupil's attendance returns to a level below 92% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

4-6 weeks

3
If the attendance of the pupil does not improve sufficiently over the agreed period, the parents/carer and pupil will be issued with a Stage 3 Attendance Letter and be invited into school to meet with the EWO to agree an Attendance Action Plan (see appendix 4). This will be monitored for improvement for a further two to six weeks (depending upon the situation).

If the attendance of the pupil improves over the agreed period, they will no longer be monitored under this stage and will return to Stage 0. If at any point the pupil's attendance returns to a level below 92% the school retains the right to restart them at the stage of the process that they were previously on, rather than restarting at Stage 1.

4-6 week action plan

4
If there is no response from the parent to the Attendance Action Plan meeting or if the attendance of the pupil does not improve sufficiently over the agreed period, the parents/carer and pupil will be issued with a Stage 4 Attendance Letter. This will invite them to an attendance panel where the school will put forward a recommendation to the Local Authority for prosecution for non-attendance at school.

Where a pupil is on Stage 3 or Stage 4 of the above at the end of an academic year and has not improved their attendance to above 92%, they will remain on that stage at the start of the next academic year to allow for immediate action if attendance concerns persist.

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STAGES OF SIXTH FORM ATTENDANCE MONITORING 23/24

Ongoing support/monitoring by tutor, subject area & Sixth Form

0
Students with unexplained absences will be emailed daily by LRC staff

1-2-1, CP and lesson attendance checked fortnightly

1
Students with under 90% attendance identified

Stage 1 communicated to student via email

Target set to improve to 90% over the next 2-3 weeks

2-3 weeks

2
Students attending over 90% overall removed from Stage 1

Students improving over monitoring period but still under 90%, frozen at Stage 1

Where there is no improvement, student moved to Stage 2 and both student and parent/carer emailed

2-3 weeks

3
Students attending over 90% overall removed from Stage 2

Students improving over monitoring period but still under 90%, frozen at Stage 2

Where there is no improvement, student moved to Stage 3 and meeting held with student and parent/carer to agree Attendance Action Plan

2-3 weeks

4
Students attending over 90% overall removed from Stage 3

Students improving over monitoring period but still under 90%, frozen at Stage 3

Where there is no improvement, student moved to Stage 4, issued with a Stage 4 Attendance Letter inviting them and parent/carer to attend an attendance panel

Students may not be entered for an exam in a subject where their attendance is below 85%

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