



Attendance and Punctuality Policy

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Information for:		Parents and pupils	

Contents

1. Aims, rationale and principles
2. Promoting good attendance and punctuality
3. Responding to Non-Attendance
4. Supporting pupils with medical conditions
5. Punctuality and Lateness:
6. Roles and Responsibilities:
7. Attendance matters information for parents and pupils

Addendum

Attendance and punctuality Policy Covid 19 Addendum (September 2021)

1.

Aims:

The Governors of Queen Mary's High School are committed to providing a full and effective education for all our students. We will do all we can to ensure that all students attend to their fullest and that any problems which impede this are identified and acted upon as soon as possible.

Rationale:

Regular and punctual school attendance is essential to enable all students to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance and punctuality is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of students.

Principles:

We believe a positive attendance and punctuality culture is more likely to be achieved when all partners co-operate with each other.

	Expectations
Students We expect that all students will:	Attend school regularly and arrive on time by 8.45am <ul style="list-style-type: none">▪ Tell a member of staff (e.g. Form Tutor, Head of year, Attendance Officer) about any problem which is making it hard for them to attend school regularly and on time.
Parents/Carers We expect that all parents/carers will:	Encourage their children to attend school every day and on time <ul style="list-style-type: none">▪ Ensure that they contact school as soon as possible whenever their child is unable to attend school. This should be done via a phone call to our absence line on the first morning of absence. Please do this before 8.45am▪ We will then require a written note on the day your child returns to school. This should be given to their form tutor.▪ Ensure that their children arrive in school fully prepared for the school day and provide the school with up to date home, work and emergency contact numbers and not arrange family holidays during the school term.▪ Inform the school, in confidence, about any problem which might affect their child's attendance or behaviour.
School	Provide a good quality education appropriate to their child's needs via

<p>Parents/carers can expect that the school will:</p>	<p>a published timetable which necessitates regular and punctual attendance.</p> <ul style="list-style-type: none"> ▪ Accurately complete attendance registers at the beginning of each session using SIMS ATTENDANCE. ▪ Record late arrival accurately on SIMS and ensure that the school's sanctions policy is followed with regard to the allocation of negative behaviour points and tracking of time missed in school. ▪ Make every reasonable effort to contact the parent when their child fails to attend school without good reason. ▪ Deal discretely and properly with any problem notified to the school by the parent. ▪ Make every effort to encourage good attendance, punctuality and behaviour.
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2. Promoting Good Attendance and Punctuality:

Our policy is to place more emphasis on rewards rather than sanctions although we recognise that in a minority of cases effective sanctions are necessary. We will encourage good attendance by:

- following-up absence on the first day wherever possible
- undertaking attendance checks at appropriate times
- recording good attendance on students' records, e.g. school report
- acknowledging individual's improvements in attendance
- providing feedback on individual attendance data to students and, where necessary, parents
- encouraging informal liaison between the school, Education Welfare Officer (EWO) and other agencies wherever possible
- welcoming and supporting children returning to school after a long term absence and, where necessary, provide support via our Academic Support Mentor
- reward attendance for individual students on a termly and annual basis
- encouraging improvement
- collecting data on attendance for the whole school and by year group and making this available to governors and to parents
- emphasise the importance of punctuality and good attendance during the induction process for new students

3. Responding to Non-Attendance:

When a pupil fails to attend school without a satisfactory explanation, or if attendance levels fall below 95%* we will:

- contact the parent on the first day of absence wherever possible by telephone
- send a letter to the parent/carer or make a home visit if there has been no response and the unexplained absence has exceeded 3 school days
- send a letter home to the parent/carer of a student where attendance is a concern
- discuss the matter with school's Education Welfare Officer, with a view to a further home visit and possibly a formal referral if the pupil or parent/carer fails to respond
- record all holidays taken in term time as unauthorised absence and write to parents to express concerns (where such an absence is for more than 3 days a Fixed Penalty Notice will usually be imposed)

(* unless the school has been made aware of extenuating personal circumstances)

When a pupil's attendance falls below 90% this is classified as persistent absence.

4. Supporting pupils with medical conditions

If a student is unable to attend school for a period of time due to a long term illness or medical condition, the school will liaise with the family to ensure appropriate work is set. In some cases, this may need liaison with alternative educational providers.

The return to school and the reintegration of a pupil who returns to the school after a lengthy absence requires special planning. The Head of Year (HoY) will be responsible for deciding upon the programme for return and for the management of the programme.

Staff will be notified of the return of a long-term absentee and consult with individual staff as appropriate.

5. Punctuality and Lateness:

Registration times are 8.45am and 2.00pm and students must be in their form rooms by 8.45am and their teaching rooms by 2.00pm.

Students arriving after 8.45am should sign in at reception where they will be recorded as late and a negative behaviour point will be awarded.

Students arriving after 9.30am will be marked as having an unauthorised absence until a satisfactory reason is provided by parents.

Students who are persistently late for school will have a to make up the lost time during a time specified by the school. This could be for example, on an early closure day or a teacher training day. If the punctuality continues to be an issue they will need to attend a meeting with the school's EWO to identify any issues which need to be addressed.

The intention is that a strict line on punctuality will lead to improved attendance in the long term. It is also vital preparation for the working world.

6. Roles and Responsibilities:

In order for this policy to be successful, every member of staff must make attendance a high priority and convey to the students the importance of the education being provided.

Role	Responsibility
Governors	To ensure that the school has in place a whole school attendance and punctuality policy. To receive regular reports from the Head Teacher in respect of attendance data and trends. To monitor the effectiveness of the whole school policy.
Head Teacher	To oversee the whole policy. To have particular regard to the equalities aspects of the policy as they pertain to gender and ethnicity and to those students who are Looked After. To report to governors on attendance issues on a regular basis.
Assistant Head Teacher (Community)	To receive the analysis of attendance and punctuality data from the attendance officer. To liaise with the attendance office on rewards and sanctions to be put in place when monitoring attendance. To meet on a weekly basis with the EWO to identify any students that require further interventions or proceedings.
Heads of year	To ensure that form tutors are recording attendance and punctuality accurately and alerting any concerning patterns to them and recording this

	<p>on cpoms.</p> <p>To report to the Assistant Head Teacher on attendance and punctuality matters and trends as necessary.</p> <p>To be aware of any letters that are sent home by the AH and check that there are no extenuating circumstances.</p>
Attendance Officer	<p>To collate attendance and punctuality data for each year group.</p> <p>To oversee the registration process and ensure that registers are completed accurately and on time.</p> <p>To ensure that all reasons for absence are recorded in the register.</p> <p>To follow-up any unexplained non-attendance by contacting the parent/carer –first day call wherever possible.</p> <p>To initiate contact with parents/carers in the case of prolonged and unexplained absence.</p> <p>To liaise with the Education Welfare Officer on a weekly basis.</p> <p>To alert AH to any concerning patterns in attendance and punctuality.</p>
Class Teachers / Form Tutor	<p>To complete registers accurately and on time.</p> <p>To ascertain any reasons for a student who becomes regularly late to school.</p> <p>To collect written notes from students when they return to school following absence.</p> <p>To inform the Head of Year of any concerns.</p>

7. Attendance matters information for parents and pupils

We have an attendance matters leaflet that will be shared with parents as part of the induction process and when attendance and/or punctuality becomes a concern. There is also a student version displayed in form rooms.

HOLIDAYS IN TERM TIME

School holiday dates are published well in advance and parents are expected to plan and take family holidays at this time so as not to disturb their children's education.

With only 190 statutory school days in the year, this means there are 175 days (weekends and school holidays) left for family visits, non-urgent medical/dental appointments.

The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1 September 2013, states that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

At Queen Mary's High School we take school attendance very seriously and are committed to attempting to engage every child with the school environment and education. We consider ourselves a very supportive school, and will try and make considerations for students who need extra support. We are, however, bound by law to ensure that each student attends school.

As always, if your child is experiencing any difficulties at school, however big or small, please do not hesitate to contact us.

Your child can always talk to:

- their form tutor
- their head of year
- or pastoral support staff including Mrs Plimmer, Mrs York and Mrs White.

Celebrating Outstanding Attendance

The vast majority of our students regularly demonstrate an outstanding attitude to school with exemplary punctuality and attendance. We absolutely recognise this and celebrate it.





INFORMATION & ADVICE ON ATTENDANCE

This leaflet provides information and advice on attendance for parents. Our full attendance policy can be found at qmhs.org.uk/about/policies and then attendance.

WHY ATTENDANCE MATTERS

Regular attendance is essential to setting students up with the best opportunities in life. It enables them to learn, to make friends, to gain important qualifications and to develop a variety of skills which will prepare them for adult life. The best employers will look to employ the best people with a strong work ethic, and a strong punctuality and attendance record. Activities taking place in form time are a valuable and often statutory part of education. Attendance monitoring also forms a strong part of our commitment to the safeguarding of our students.

The school is required by law to record and publish rates of absence and include unauthorised absence. It is therefore imperative that registers are accurately marked and unexplained absences are investigated.

YOUR ROLE AS A PARENT/CARER

You play a very important role in ensuring the good attendance of your children. All parents/carers want the best start for their children, and a good education helps to ensure that children have the best start in life. School equips them for succeeding both academically and socially so that they can achieve in their examinations and learn how to make and manage relationships.

It is your responsibility to ensure that your child attends school regularly and punctually.

Parents should notify the school of the reason for an absence before 9.15am. This can be done by phoning 01922 721013. Parents are expected to contact the school qmhs.org.uk/absence when returning to school, written evidence of the reason for absence is required with medical evidence where appropriate.

9.15 am

PERSISTENT/SUSPICIOUS ABSENCE

If attendance is persistent or suspicious, contact will be made with parents/carers outlining the importance of good attendance and offering support. We will also use our education welfare service where appropriate.

1	<95%	Letter sent to parents.
2	<92 - 90%	Student meeting with EWO and/or a phone call to parents.
3	<90 - 85%	Classified as persistent absence. Warning letter issued by EWO.
4	Below 85%	Attendance panel and possible court proceedings.

PUNCTUALITY

8.45 Form tutors and students should be in their form rooms to register. Students who arrive after 8.45 must report to the main office and sign in as late.

3.40 School ends at 3.40. If leaving the premises before the end of the day, students must sign out at the main office or SFC if sixth form.

If a student is late and accumulates more than 30 minutes, they will make up this time after school.

A student will do the same again when they hit 60 minutes and 90 minutes.

Once a student hits at total of 90 minutes late, further sanctions will be applied which may include attending school on a teacher training day.

AUTHORISED AND UNAUTHORISED ABSENCES

AUTHORISED ABSENCES

Absence will only be authorised with sufficient evidence or in exceptional circumstances. Patterns of absence will be monitored and investigated if necessary. Some examples that will be authorised are:

- medical appointments, funerals,
- external examinations, study leave

It is at the discretion of the Headteacher to authorise absence in exceptional circumstances.

A leave of absence form must be submitted to Dr Bruton. These can be found on our website or collected from the school office.

UNAUTHORISED ABSENCES

Some examples of unauthorised absence include:

- holiday during term time, truancy,
- looking after younger children or sick relatives,
- birthdays, resting after a late night, visiting relatives,
- attending concerts or events, pilgrimage



Attendance and punctuality Policy Covid 19 Anendum (September 2021)

Contents

1. Rationale
2. Aims and scope
3. Guidance
4. Attendance expectations
5. Where 'non-attendance in relation to coronavirus' applies
6. Recording attendance
7. Following up absence
8. Monitoring arrangements
9. Monitoring punctuality

Appendix 1: pupil absence codes

1. Rationale

Regular and punctual school attendance remains essential to enable all students to gain the maximum benefit from the opportunities provided throughout their education. Improving attendance and punctuality is a vital element of school improvement and as research indicates, positively impacts on the levels of achievement of students.

Tracking and monitoring of attendance is a crucial element of Keeping Children Safe in Education.

If a child has an unexplained absence they could be at risk of harm. WE MUST ALL remain vigilant in ensuring the attendance register is completed accurately and on time.

Within the 2022-22 academic year there is still some anxiety and uncertainty surrounding Coronavirus (Covid-19). We MUST follow protocol to protect all members of our community from the virus whilst ensuring we meet our wider obligations to promote attendance.

2. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2021 until the end of the 2022/22 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to

apply. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

3. Guidance

This policy meets the requirements of the Department for Education's (DfE's) guidance on school attendance during the 2020/21 academic year.

4. Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with our normal attendance policy or;
- They cannot attend school due to specific circumstances related to coronavirus (see section 5, below)

5. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission.
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus.

5.1 Pupil develops symptoms or lives with someone who does

The pupil's parent/carer must notify the school on the first day that their child needs to self isolate. They should continue to stay at home if they remain unwell (i.e. with a different illness).

5.2 Pupil or a 'close contact' of theirs receives a positive test result

There is now no requirement for a child to self-isolate if a family member has tested positive. It is advised that they should get a PCR test. The child can continue to attend school but we advise they wear a mask and take measures to socially distance from other where they can.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms.

5.3. Pupil has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's exemptions list. The pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter. We urge parents to avoid any unnecessary travel that would result in their child needing to self isolate and miss any periods of time in school.

5.4 Pupil is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to qmhs@qmhs.org.uk or a photocopy to the school address. The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

5.5 Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education. Our approach and expectations regarding remote education are set out in our remote learning policy which can be found on the school website.

6. Recording attendance

We will record attendance in the same way as our attendance policy states.

If a child is unable to attend due to circumstances related to Covid-19 they will be coded as X and this will not affect their attendance figures. (see appendix 1 for the relevant absence codes and when we will use them).

7. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will: Arrange a phone call between the parent/carer and the relevant member of the Pastoral team to explain the protective measures the school is taking to keep pupils safe.

8. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

<p>Pupils are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)</p> <p>X1</p>	<p>If a pupil tests negative and they feel well enough they can return to school. If they test negative and are still ill they will then be coded with I (Illness) but do not change the previous X's.</p> <p>If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.</p> <p>If the member of the household tests negative, the pupil can stop self-isolating and can return to school. Code X should only be used up until the time of the negative test result when the pupil can return to school.</p> <p>If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.</p> <p>In all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. Schools should not require evidence of negative test</p>
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	results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
Pupils who are required to self isolate because they are a close contact of someone who has symptoms or confirmed Coronavirus X2	The <u>NHS test and trace</u> guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19)
Pupils who are required by legislation to self-isolate as part of a period of quarantine X3	If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register When a child returns they questions below should be asked.
Pupils who are clinically vulnerable in a future local lockdown scenario only X4	Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X
Local Lockdown X5	If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

X3 – When a child returns to school following quarantine the following questions should be asked and recorded on the Coronavirus related absence record:

- Where have you travelled from?
- Have you travelled through any other countries on your journey?
- Which countries?
- What date did you leave the UK on?
- What date did you return to the UK on?

If the travel has involved moving through any countries **not on the exempt from advice against all but essential travel list** they must quarantine from 14 days, from their return date.

Up to date countries list available here: [Foreign, Commonwealth & Development Office \(FCDO\)](#)