



**KING EDWARD VI
CAMP HILL
SCHOOL FOR BOYS**

In pursuit of educational excellence for all

CAMP HILL SCHOOL FOR BOYS

Attendance & Punctuality policy	
<i>Responsible Board</i>	CHB – P&C
<i>Policy Officer</i>	DEPUTY HEAD (Pastoral)
<i>Date Adopted</i>	January 2022
<i>Last Review Date</i>	January 2022
<i>Next Review Date</i>	January 2024

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and we will promote and support punctuality in attending school and lessons. Regular attendance is defined as attending school every day the school is open. At Camp Hill School for Boys we strongly believe that regular attendance at school allows students to make good progress both academically and socially and is key to students being successful.

Any absence affects the pattern of a student's schooling and regular absence will seriously affect their learning. Any student's absence disrupts teaching routines so may affect the learning of others in the same class.

It is a parent/carer's legal responsibility to ensure a child's regular attendance and punctuality at school. Parents/carers who take their children out of school during term-time without the school's authorisation, or beyond an agreed date, risk:

- losing their child's place at this School
- being taken to court and fined, or being given a fixed penalty notice
- their child's future through missed learning and lower achievement
- their child feeling left behind or left out

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Student Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with the Academy Trust's funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of Form Period at the beginning of each school day (first session) and once at the start of Period 4 (second session). It will mark whether every student 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 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Students must arrive in school by 8.45 a.m. on each school day.

The register for Form Period (first session) will be taken at 8.45 a.m. and will be kept open until 8.55 a.m. The register for Period 4 (second session) will be taken at 1.35p.m. and will be kept open until 1.40p.m.

3.2 Unplanned absence

Parents/carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30 a.m. or as soon as practically possible (see also section 6).

Parents/carers can contact the school absence line by contacting 0121 444 3188 and selecting option 1, by sending an email to absence@camphillboys.bham.sch.uk

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents/carers to provide 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 parents/carers will be notified of this.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice of 48 hours is required for authorising these absences, alongside a copy of the appointment card or screen shot of email/text confirmation.

However, we strongly encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary and return to school after their appointment or attend school in advance of their being collected for their appointment.

Applications for other types of absence in term time must also be made in advance to the attendance officer. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed, but before the start of Lesson 2 (10:35am) will be marked as "Late", using the appropriate code.

A student who arrives after the beginning of Lesson 2 (10:35am) will be marked as "unauthorised absence", using the appropriate code.

Students who are in school, but arrive late for P4 (i.e. after 1:40pm) will be marked "late".

Lateness is monitored by the School Attendance Officer in conjunction with student's Progress and Well-Being Coordinator. Persistent lateness (more than 3 lates in one half-term) will result in the Attendance Officer contacting parents/carers to discuss concerns and put a formal action plan in place to address the reasons for lateness.

If a student has arrived late with no good reason, then they may be issued with a school detention.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents/carers

Parents/carers are able to view their child's attendance information by contacting the school.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

In line with Government and Local Authority Guidance, Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as the death or terminal illness of a close relative (defined as a member of the immediate family living in the same family home), and only if the Headteacher is satisfied that the circumstances are truly exceptional. Other out of school programmes such as music, arts and sports performance of a very high standard may also be considered as being exceptional circumstances. Documentary evidence will be required to support consideration for out of school programmes.

Service personnel and other employees who are prevented from taking holiday outside of term time are considered as "exceptional circumstances" but only if the requested holiday will have minimal disruption to the student's education.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student'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 students travelling for occupational purposes. 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 student is attending educational provision

Unauthorised absence

Unauthorised absence is where the school is not satisfied with the reasons given for absence.

Examples of unauthorised absence include:

- Family holiday or trip taken during term-time without Headteacher approval. Retrospective approval cannot be given.
- Not returning to school on the agreed date after permission has been given to not attend school due to exceptional circumstances. Retrospective approval cannot be given
- No reason provided for an absence from school.

Study Leave

Study leave is not granted by default and is granted to those students in Year 11 and 13 during formal exams and occasionally during Mock exams where the study leave would not have an impact on attendance to lessons. A student may be denied study leave due to their individual attendance at school, or concerns around educational progress. Where study leave is not permitted provision will be made to allow students to revise or be supported by specialist members of staff.

4.2 Legal sanctions

Schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. A parent means: all natural parents whether they are married or not, any person who has parental responsibility for a child or young person and any person who has care of a child or young person i.e. lives with and looks after the child.

If issued with a penalty notice, parents/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

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

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for promoting attendance

The very large majority of students and parents/carers at Camp Hill School for Boys have excellent attendance and they understand the benefits of attending school regularly. Where we have concerns about a student's attendance we will work closely with parents/carers and the student concerned to understand any barriers to achieving high rates of attendance. As a school where there have been previous concerns about attendance we recognise and celebrate improvements that are made to attendance.

6. Attendance monitoring

The Attendance Officer monitors student absence on a daily basis.

Parents/carers are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). Parents/carers are expected to call the school every day that their child is unwell offering an update. This is to aid the successful transition of the student back into school after illness/absence

Student absence will be reviewed and discussed using the staged approach in Appendix 2

The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.

Student-level absence data is 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. We compare our attendance data to the national average, and share this with the Board of Trustees.

Attendance reports are updated every two weeks. The school uses SIMS to generate attendance reports, alongside the use of MyConcern to track and monitor concerns. These reports allow us to track and monitor specific groups of students e.g. SEND and Pupil Premium. These reports once produced are stored electronically in a secure area of the school IT network. These reports will allow us to look at trends and patterns and ensure early intervention where appropriate.

7. Roles and responsibilities

7.1 The Board of Trustees

The Board of Trustees is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy. Attendance is discussed at Full Trust Board Meetings.

7.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

The Deputy Headteacher with responsibility for attendance meets regularly with the Headteacher to discuss concerns.

7.3 The attendance officer

The attendance officer:

- Monitors attendance data at the school and individual student level

- Reports concerns about attendance to the Deputy Headteacher Pastoral

- Works with the Local Authority Inclusion Unit to tackle persistent absence

- Arranges calls and meetings with parents/carers to discuss attendance issues

- Advises the Headteacher when to issue fixed-penalty notices

7.4 Class Teachers

Class teachers are responsible for recording attendance on a daily basis and every lesson, using the correct codes, and submitting this information via SIMS. Registers must be completed within 5 minutes of a lesson starting.

8. Monitoring arrangements

This policy will be reviewed annually by the Deputy Headteacher Pastoral in conjunction with the Headteacher. At every review, the policy will be shared and approved by the Trust Board.

9. Links with other policies

This policy is linked to our Safeguarding policy.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody

Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Staged Attendance Process

School Attendance Support Process:

All students understand that 100% attendance is the expected rate of attendance. Students are aware of the value of attending school every day the school is open

Attendance is a shared responsibility between: parents/carers, students, teachers, form tutors, support staff and senior leaders

Attendance is tracked through SIMS. A monitoring spreadsheet is also maintained for each year group. Attendance monitoring data will be produced and reviewed every two weeks.

If there are immediate concerns about the safeguarding of a student related to attendance then a home visit will be conducted by the Attendance Officer and another member of the pastoral team.

Stage 1

Tutor led Intervention (information supplied by Attendance Officer) (95-90%)

- Conversations with individual students to discuss attendance and any potential barriers to attending school
- Phone calls to parents as required
- Use of Tutor Time to promote good attendance

Stage 2

Head of Year (and Attendance Officer where appropriate) Intervention (89.9% - 80%)

- Conversations with student
- Intervention to remove barriers to attending school
- Working with relevant external agencies
- Meeting with parents/carers to discuss concerns (half-termly basis until attendance improves)
- Targets set around punctuality and attendance
- Formal letter of concern from Attendance Officer
- Medical evidence (doctors note or equivalent) required in order to authorise further absence

Stage 3 (Once a student has been through Stage 1 and Stage 2)

Attendance Improvement Meeting (AIM) – attended by Head of Year (and Deputy Head Pastoral where appropriate), Attendance Officer, parent, student, relevant external agencies and Local Authority team where appropriate. *Timeframe between AIM1 and review should be no longer than 6 weeks*

- Parents and child are invited. Meeting will go ahead regardless of family involvement
- Attendance target and timeframe is set and agreed by all stakeholders (no longer than 6 weeks)

- Frequent contact between home and school (at least once a week)
- Collation of relevant evidence
- Further support to remove any additional barriers to attending school

Stage 4 (No improvement as a result of Stage 3 AIM)

Attendance Improvement Review Meeting (AIM) – attended by Deputy Headteacher Pastoral (and Head of Year where appropriate), Attendance Officer, parent, student, relevant external agencies and Local Authority team where possible.

- Parents and child are invited. Meeting will go ahead regardless of family involvement
- Review of targets and progress relating to AIM
- If there is no progress or % attendance is not significantly improved: collate all evidence and invite Local Authority to review and proceed with a prosecution under section 444 of the 1996 Education Act