



Attendance and Punctuality Procedures

Last Reviewed	June 2024
Next Review Date	November 2026
Ratified by the Headteacher	July 2024

I. Aims and Context

At Horsforth School we are highly focused on the pursuit of excellent student attendance and punctuality. Everyday a child is absent is a lost opportunity. We expect all students to attend every day and on time. We know that excellent attendance is vitally important for attainment, life chances and employment prospects. We therefore, work towards a set school target of 96% or above for attendance for all students.

Reducing absence and persistent absence is a vital and integral part of the schools work to:

- Promote safeguarding
- Promote student welfare, social and emotional development
- Ensure every student has access to a full-time education
- Ensure that all students succeed by being exposed to a wide range of opportunities
- Ensure all students reach their full potential

DFE research illustrates there is direct link between attendance and attainment. Specifically, students with no absence are 2.8 more times likely to achieve 5+ CSE's 5-9 or equivalent including Maths and English, than students missing 15-20% of Key Stage 4 lessons.

But attendance is important for more than just attainment: Regular school attendance can facilitate positive peer relationships, which is a protective factor for mental health and wellbeing.

The school will use every opportunity to convey to students and their parents/carers the importance of regular and punctual attendance.

Attendance is a whole school matter and all members of staff have a responsibility to carry out their duties as outlined in this policy.

Parents/carers must carry out their duty and ensure that children attend school every day, on time. This is a parental responsibility and forms part of our home/school agreement.

The school works with a variety of external agencies including the Targeted Service Attendance Team at Leeds City Council and Horsforth Children's Services. This policy is written to reflect their guidance and that from the Department for Education: School Attendance.

At Horsforth School we aim to:

- To maintain the overall percentage attendance of our students to above 96%
- Highlight the importance of punctual attendance to all members of the school community
- Work within a set of staged and consistent protocols for all year groups 7-11, so as to support attendance intervention at every level
- Employ systems which raise awareness, challenge, intervene and support students with low attendance or poor punctuality
- Employ sympathetic systems for students with long term absence
- Employ systems to reward and praise excellent attendance
- Work in partnership with parents/carers and/or external agencies to prevent low or non-attendance and to support or promote excellent attendance.

Legislation and guidance

This policy is based on the Department for Education's guidance, [Working together to improve school attendance – GOV.UK 2024](#)

The Education Act 1996 states that:

- All pupils of compulsory school age receive a suitable full-time education by regular attendance at school or otherwise.
- The Local Authority must provide school places to parents who wish their children to be educated at school.
- The school must complete attendance registers at the beginning of the morning session and during the afternoon session.
- The school must report to the Local Authority pupils who are absent for more than ten days without explanation.
- The Local Authority has a duty to ensure that parents fulfil their legal responsibilities.
- Failure by parents to ensure the regular attendance at school of a registered pupil is an offence punishable by law.

[Education Act 1996 \(legislation.gov.uk\)](#) - Part 6

[Education Act 2002 \(legislation.gov.uk\)](#) - Part 3

2. Working to Improve School Attendance 2024:

At the end of February, the DfE announced a number of changes to the law relating to pupil registration and attendance which will come into effect on 19th August 2024 are set out in new regulations and the DfE guidance [Working together to improve school attendance](#), which will also have statutory force from that date.

Parent fines for unauthorised absences will also be brought under a national framework to help tackle inconsistencies in their use. A fine to parents must be considered if a child misses 5 days of school for unauthorised absence, this could be for holidays, lateness and unauthorised absences or a combination of all within a 10-week period.

Please be aware that Councils retain discretion to issue one before this threshold is met. These sessions do not have to run consecutively.

3. Evaluation

This policy/procedure will be evaluated every three years by the Headteacher to ensure it is still fit for purpose. Circumstances may require more frequent modifications. On 8th May 2019, the Trustee Board delegated responsibility to evaluate and ratify this policy/procedure to the Headteacher.

4. Authors

This policy is available on the school website and is reviewed and ratified annually by the senior leadership team and local governing committee or as events or legislation requires. Any deficiencies or weaknesses identified will be remedied without delay.

This policy was updated and reviewed and updated by James Maxwell, Whole School Attendance Lead and School Attendance Manager, Lesley Reid in June 2024.

5. Procedures

All procedures to support this policy are appended:

Appendix 1	Responsibilities linked to attendance & School Contacts
Appendix 2	Attendance Matters
Appendix 3	Procedures for Parents/Carers & Definitions of Absence
Appendix 4	Monitoring of Attendance and Punctuality
Appendix 5	Horsforth School Staged Attendance Procedures
Appendix 6	General Attendance Procedures for Staff
Appendix 7	Lateness to School Procedures and Consequences
Appendix 8	School Support & Interventions
Appendix 9	Further Information for Parents/Carers
Appendix 10	Application for Exceptional Leave of Absence
Appendix 11	Home Visits and Safeguarding procedures for Students Absent from Education
Appendix 12	Onset of illness and Emergencies - Staff Guide
Appendix 13	Procedures for Students Missing
Appendix 14	Student procedures for First aid

Appendix I: Responsibilities linked to Attendance/Punctuality

The role of the Trustees

Trustees have a responsibility to support, challenge and monitor all aspects of the schools work on attendance. Specifically, they will:

- Monitor the school's attendance data
- Hold those to account for management of procedures and interventions
- Will be available to attend an Attendance Panel meeting with parents/carers as appropriate

The role of the Headteacher

The Headteacher will provide:

- A safe environment that encourages good attendance
- A varied, broad, motivating and inclusive curriculum for all students
- School systems that meet statutory requirements

The role of the Deputy Headteacher: Pastoral - DHTP

The Deputy Headteacher is the designated member for the Leadership Team who has specific responsibility to lead and oversee attendance alongside The Whole School Attendance Lead. Specifically:

- Lead and support the implantation of this policy and all procedures within it
- Line manage the Whole School Attendance Lead (WSAL)
- Hold those to account for management of procedures and interventions
- Monitor and evaluate the effectiveness of procedures
- Produce, analyse and track attendance data and reports

The role of the Attendance Manager - AM

The AM has specific oversight and responsibility for attendance and punctuality. Specifically:

- Ensure attendance is a high priority for all members of the school community
- Track, monitor and evaluate the school's attendance and punctuality data – report to WSAL
- Fortnightly intervention and data tracking meetings with the Pastoral and Behaviour Officers (PBO) for each group, Y7-11
- Coordinate interventions for students at Persistent Absentee level - liaison with home and home visits
- Lead on the white punctuality report
- Liaise with external agencies including the Leeds City Council Targeted Services Attendance Team

The role of the Pastoral and Behaviour Officers: PBO's Years 7-11

Each year group's attendance and welfare is managed by a Pastoral and Behaviour Officer (PBO)

Specifically, they will:

- Monitor and act upon attendance and punctuality data of their year group
- Contact parents / guardians if a pupil is absent from school
- Lead on interventions for their year group, liaise with students and home
- Action letters, hold parent meetings and liaise with Form Tutors and subject staff
- Prepare a support package on a student's return from long term absence

The role of the Year Co-ordinator Years 7-11

Each year group's academic progress is overseen by a Year Coordinator (YC).

Specifically, they will:

- Quality assure the early intervention of Tutors and to hold Tutors to account
- Work closely with the PBO and ASL, sharing information and concerns

- Liaise with Tutors and subject staff where long-term absence occurs; liaise with home over appropriate work, send work home and be part of a reintegration process

The role of Form Tutors Years 7-11

Tutors see their form group daily. They are ideally placed to assess a student's immediate wellbeing. They will analyse weekly attendance data, pick up early concerns and initiate early intervention. Specifically, they will:

- Use the SIMs register procedures with accuracy
- Monitor the individuals in their form and any attendance patterns that occur – liaise with PBO
- Have discussions with students in their form about attendance at every level
- Using the 1-hour non-contact time to Initiate early interventions (see staged attendance procedures appendix 5)

The role of Teachers and Associate Staff

- Be a positive role model in his/her own attendance and punctuality
- Create a safe and purposeful learning environment
- Report concerns to the Pastoral Team, liaise with PBOs, send work on request to YC
- Inform the data team of any class or set changes
- Follow urgent student missing protocols for safeguarding purposes
- Ensure correct red flagging procedures have been carried out for trips, activities and interventions

The role of Parents/Carers

Students are able to achieve success when parents /carers work in partnership with the school.

We specifically ask that you:

- Ensure your child is fully prepared for school each morning and has packed their bag the night before – this avoids unnecessary stress and lateness
- Ensure your child is in the building by 8.20am, moving on time to first lesson at 8.25am.
- Follow up late to school texts with your child. Check your child planner for late to school detentions.
- Do not allow your child to be absent from school for minor ailments
- Contact school on the first day of absence and any subsequent day of absence.
- Provide notes for absence and medical evidence of appointments and illnesses.
- Liaise with the relevant PBO if you have concerns or need support.
- Attend meetings and respond to letters or calls.

The role of students.

Students must:

- Aim for 100% attendance; only be absent through genuine illness
- Arrive at school no later than 8.20am, fully prepared and in correct uniform
- Pack school bags the night before
- Sign in at the late desk or main reception if late to school.
- Speak to their Tutor or PBO if they are worried, stressed and have concerns.
- Must not phone or text parent/carers if they are ill. They should go to the medical room where school staff will contact parents/carers if appropriate.
- Never leave the school premises without permission.

Contact Details of School Attendance Staff

Whole School Attendance Lead	James Maxwell	info@horsforthschool.org
School Attendance Manager	Lesley Reid	
Attendance Officer	Jasmine Findlay	
Year Group Contact Details		
Year Group	Year Coordinator	Pastoral Behaviour Officer
7	Chris Jacques	TBC
8	Sophie Lewis	Ruth Brotherton
9	Tom Hanna	Monique Harris
10	Amelia O'Dowd	Deepa Patel
11	Lee Bennett	Katy Byford
To contact our Year Coordinators/Pastoral Behaviour Officers: pastoralhub@horsforthschool.org		

Appendix 2: Attendance Matters

Promoting attendance is part of our commitment to raising high levels of achievement. Every lesson does count for your child; children fall behind quickly even if one day is missed. Good attendance at school is linked to achievement, strong peer relationships, social skills, a good work ethic and a safe lifestyle.

Some Key Facts:

- 90% Attendance seems to be pretty good, however what that actually means is that a student is absent from school for the equivalent of **one half-day every week**. If a student continues to attend for only 90% of the time, then over five years they will miss the equivalent of **one half of a school year**.
- 80% Attendance again seems very good, however what that actually means is that a student is absent from school for the equivalent of **one day every week**. If a student continues to attend for only 80% of the time, then over five years they will miss the equivalent of **one school year**.
- For every 10% drop in attendance, a student is likely to achieve 1 less GCSE
- At 95% attendance, student has 80% chance of achieving 5 GCSEs grade 5-9
- At 90% attendance, student has 60% chance of achieving 5 GCSEs
- At 85% attendance, student has 42% chance of achieving 5 GCSEs
- At 80% attendance, student has 24% chance of achieving 5 GCSEs
- Students have 13 weeks of school holidays. Please do not request exceptional leave of absence for a family holiday in term time. This will not be authorised.

Appendix 3: Monitoring of Attendance and Punctuality

Ongoing:

Form Tutors review and monitor absence of students on weekly /daily basis. Tutors report any concerns either directly to home or to PBO. Early interventions will be initiated (See appendix 5)

The ASL monitors and challenges students who are late to school on a daily basis. Consequences are actioned that day

The Attendance Admin Team will alert parents of absence and lateness to school via texts.

Fortnightly:

The PBO for each year group meets with the ASL to review the attendance and punctuality of the cohort and individual students and key groups. Discussion and employment of the actions on the staged approaches (See appendix 5)

The ASL meets with the Deputy Headteacher to monitor and review whole tracking and to discuss emerging issues and actions, with particular focus on students who are classed as Persistent Absentees and for those on a white punctuality report.

Monthly:

The PBO and YC for each year group meet with the Deputy Headteacher to discuss key students that are a concern and subsequent actions.

Half Termly:

The Attendance Committee Meeting. (Deputy Headteacher, ASL, PBOs and Admin Team)

This meeting is designed to bring everyone involved in attendance together to share information, best practise, key data with priorities and concerns. It is at this meeting we will quality assure our procedures and suggest ways in which keep attendance at the forefront of practice.

Termly:

The ASL and Whole School Attendance Lead prepare data, analyse trends and emerging issues for presentation to the Trustees Board Meeting.

Annually:

The Whole School Attendance Lead will prepare an annual report for Trustees and for the School Evaluation Process. Whole School Attendance Targets are set for the following year.

Appendix 4: **Parent/Carer Absence Procedures**

If your child is absent you must:

Contact the school on the first day of absence and each subsequent day before 8.50am

Call the main switchboard 0113 2265454 and dial 2 for the absence line; leave a message or speak directly to a receptionist.

Please explain the reason for absence and give an estimate of how long the absence will be.

Send a note or medical evidence in on the first day your child returns to school to explain the absence or see one of our receptionists in person to do this. You must do this even if you have telephoned.

It is vital that absences are reported; unreported absences are classified as unauthorised and will affect overall attendance targets and may trigger a home visit.

If your child is absent school will:

Telephone or text you, every day of absence if we have not heard from you.

We may do a home visit where appropriate.

You will be contacted by school to discuss your child's attendance if it falls below 97%, the school will apply its interventions and staged procedures thereafter.

If there are concerns, absence may not be authorised without relevant or medical evidence (for example, a medical appointment card or information from your practitioner).

Work with you and your child to support long term absence and reintegration into school.

If your child is late to school you must:

Contact the school on the main switchboard and leave a message immediately that morning.

If your child is late to school we will:

Text you to notify you that your child was late and to notify you of any same day detention.

Issue a Late to School stamp in the student planner.

Call you to discuss further consequences (as per late to school policy).

Medical Appointments:

Parents/carers will be expected to make medical or dental appointments outside of school hours wherever possible. Where this is not possible, parents/carers will be expected to provide evidence of the appointment & to inform school prior to the absence.

Without proof of appointment, we may not be able to authorise appointments.

Parents/carers will be responsible for ensuring their child misses only the amount of time necessary to attend the appointment. If the appointment requires the student to leave during the school day, the student must sign out at the school office and be collected by a parent/carer where possible. Students must attend school before and after the appointment wherever possible

Appendix 5

Horsforth School Staged Attendance Procedures

Attendance Stage	Action	Who	What this means
1. 100%	Form Tutor Verbal Praise Text home – ADMIN Attendance certificates Prize draws / assembly recognition	Tutor YC	Praise is essential to our PB policy and school ethos. Rewards motivate and encourage students.
2. 100-97%	Form Tutor Verbal Praise Form Tutor monitors fluctuation Tutor talks with student and/or contacts home Tutor logs intervention on SIMs Attendance award for best form Fortnightly monitoring of data <i>*This attendance target at the end of the year means a student qualifies for Rewards Day or Prom</i>	Tutor YC PBO	Early tracking and intervention is carried out by the Tutor and PBO as a preventative measure to identify early concerns and to make students and/or parents aware of attendance targets
3. 97%	Letter 1- Parent Notification issued by PBO Tutor to check and action fortnightly email from PBO: monitor and counsel student, call or contact home.	PBO Tutor	Early warning letter. Informal reminder. Parents are made aware that attendance is close to or at the minimum target expected of school which is 96%.
<95%	Letter 2- Parent Notification issued by PBO PBO to monitor/ counsel student. Contact home- request meeting where appropriate. Tutor supports daily welfare.	PBO Tutor	If attendance continues to decline, letter 2 is issued - the first formal letter. Parents are advised that school will no longer authorise any absence unless the relevant medical evidence is provided.
5. 92%	Letter 3- Parent Notification issued by PBO PBO to monitor/ counsel student. Contact home- request meeting Tutor supports daily welfare.	PBO Tutor	At 92%, letter 3 is issued – stating that the student is close to <u>Persistent Absenteeism</u> . School will no longer authorise any absence unless the relevant medical evidence is provided. That subsequent absence may result in legal action being taken by the Local Education Authority through the Magistrates Court.
The DFE directs schools to class attendance at 90% or below as Persistent Absenteeism			
6. 90%	Fast Track Process Started, Letter 1 Issued. This may also occur an improvement notice from Leeds City Council.	SAM PBO	Letter 1 issued, if more absence persist after this period, Parents / Guardians will be invited into a fast track panel meeting. Absences continued to be monitored, if no improvement, penalty notice issued. ;
7. < 90%	Parenting Contract Parents must attend a meeting at school, issues are addressed and the ASL will issue a Parenting Contract. Tutor/PBO wellbeing checks.	ASM PBO	Non-compliance will be recorded by the school or local authority as it may be used as evidence in a future legal attendance case. School will do all they can to support parents / the child.
8. < 85%	Attendance Panel Meetings Parents must attend a meeting at school. Issues will be addressed.	ASM	A wider team meeting with parents in which where targets are given. 20 Day Fast Track maybe initiated.

	Tutor/PBO wellbeing checks.	WSAL	Non-compliance will be recorded by the school or local authority as it may be used as evidence in a legal attendance case.
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9.	Possible Case Transfer for fixed	ASL	The school will refer to Local
<72%	Penalty Notice /Prosecution		Authority for possible Legal
Major cause	Contact with home		Intervention
for concern	Student supported at school by	PBO	
	PBO		

***Parents/Carers may receive repeated notifications as attendance fluctuates through the year.**
***Attendance tracking and action starts in week of the Autumn Term. Or earlier if previous action has been taken.**

Appendix 6

REWARDS

Bonus Credits (Tutor and PBO)	Pastoral staff may choose to award bonus points for excellent attendance or most improved attendance
Tutor Praise PBO Praise	Tutors and PBO's will praise individuals in Form time, small groups or in assembly
Congratulatory Text home	These are to be decided by each PBO and YC Sent to praise 100% attendance or most improved
Best Form attendance	Year Coordinators will award prizes to the best form attendance in each year group – on going ASL celebrates all form groups attendance on display wall
100% Attendance	Celebrated in Achievement Assemblies Students entered into prize drawer Students with 96%+ attendance attend Rewards Day or Prom

SIMS Registers



First 5 minutes	All staff to take registers within the first 5 minutes for safeguarding reasons.
Codes Teachers and Tutors only use 3 codes: N / L	Student present: code with / Student late to lesson 1: check student has a LTS stamp for that day in their planner. If not, code with L , email the ASL: M Casey asap. Code with L even if they have the LTS stamp. Student late to periods 2-5 and pm reg: code with L and issue late comment in planner. Student absent: code with N
No missing marks	Do not leave any missing marks
Save and close register	Ensure you save and close the SIMs page within 5 minutes
Student Missing	If a student is not with you and was marked present in previous lessons, immediately email the URGENT STUDENT MISSING team. Give full name of student and your location.



Red Flag

Students absent from timetabled lessons or off site	English, Maths, Science, Drama, PE, Creative Studies, Music and Geography names/reasons to the HUB by Tues each week for red flagging on SIMs. L Squire as a reserve.
	All other departments, including the Pastoral Team names/reasons to reception staff for red flagging on SIMs.
Trips	Before leaving school, register students using a paper register and ensure these go to The Attendance Office for either am or pm reg.

Appendix 7: Late to School Procedures

Excellent Punctuality is vital in a child's education. This sets the tone for the day and prepares students for the world of work. Being on time is a basic expectation of all students. Lateness to lesson has a negative impact on the students learning experience. They miss the lesson objectives and key instructions for activities and it disrupts the teaching and learning of an entire class.

If a student is late 10 minutes each day, this equates to nearly 7 full days of absence over a school year!

The school recognises that there will be "one off" occasions where lateness to school was beyond student or parent/carer control and the following policy allows for this. However, persistent lateness will not be tolerated and it will be sanctioned in accordance to this policy.

Parents/Carers have a responsibility to ensure that their child is punctual to school and we expect parents/carers to support this policy by working in partnership with the school if their child is late.

<p>8.20am</p>	<p>Students should be on site and through the school gates by 8.20am. The gates shut at 8.20am. School advises that all students should be on site by 8.15am. At 8.20am a movement bell sounds to signal to staff and students they should be moving to Form Time.</p>
<p>8.25am</p>	<p>Lesson 1 starts (a second bell sounds). Teachers are opening the registers</p>
<p>8.25am - 8.50am Late to School (LTS)</p>	<p>Students who arrive <u>either</u> at the front student entrance or back gate after 8.20am are Late to School (LTS)</p> <p>Students must sign in at the LTS desk at the front main entrance. Students will be issued a LTS stamp in their planner. Students who fail to sign and try to by-pass the sign in desk in will be issued a full day in inclusion.</p> <p>Lesson 1 staff must: check the student's planner on arrival to class to check the LTS stamp or note from staff. If there is no LTS stamp or staff note, code SIMs as L for late and email SAM: L REID who will investigate.</p>
<p>8.55am</p>	<p>At 8.55am our morning registers close. This means that any student arriving after this time loses their authorised morning attendance mark. They are coded a U - unauthorised absence. This means that students miss a half day authorised attendance mark and this will affect overall attendance targets.</p>
<p>8.55am onwards</p>	<p>The LTS desk is closed and students must sign into school at the main reception. Students will be issued a LTS stamp in their planner. Students who fail to sign in will be issued a full day in inclusion. *Where students are late due to medical appointments – codes are changed to reflect this. Please bring evidence or notify us of medical appointments.</p>
<p>Late to Lesson (LTL) Periods 2-5</p>	<p>Class teachers will code SIMs with L for late to lesson and issue a comment in the student planner.</p>

Consequences: Lateness to School

Lateness to school is accumulated on a half term basis.

Lateness Record	Consequence
1 st Late	1st LTS stamp recorded in planner by day of late Text home – parent notification
2 nd Late	2nd LTS stamp recorded in planner by day of late Warning given by Attendance Manager at LTS desk or at reception if after 8.55am. Text home – parent notification
3 RD , 4 th and 5 th Late to school in that half term	<p>Same Day Detention 30 minute detention after school. 2.50- 3.20pm with Pastoral staff.</p> <p>Schools can issue no notice detentions and are no longer required to give notice of detentions of this length. Please note however, parents/carers will receive a same day text which notifies of the detention.</p> <p>3rd and subsequent LTS stamps recorded in student planner with detention date. Text home – parent notification of LTS and same day detention. <i>*students who do not attend this detention will be sanctioned with a Headteacher detention</i></p>
Persistent Lateness 6 th and any subsequent Late to school in that half term	<p>Full length after School Detention 60 minute detention after school. 2.50- 3.50pm with Pastoral staff.</p> <p>6th and subsequent LTS stamps recorded in student planner with detention date. Text home – parent notification of LTS and same day detention. <i>*students who do not attend this detention will be sanctioned with a Headteacher detention</i></p>
Cause for Concern Over 12 late to school stamps in one half term	<p>One day Inclusion for the 12th late.</p> <p>For subsequent lates, Parent Meeting at school with SAM/PBO and/or Senior Leadership Team to address concerns and agree action.</p> <p>Possible referral to external agencies including Horsforth Children’s Services and NWAIP for family support or Early Help.</p>

Consequences:
Lateness to Class

Lateness to school is accumulated on a half term basis.

Lateness Record	Consequence
Up to 5 late to class comments in one half term	L comment on SIMs by teacher for each late to class. No sanction other than comment and reprimand by staff.
6 th , 7 th and 8 th Late to class in one half term	After School Detention for 60 minutes for each time late. Detention Logged in planner.
9 th and 10 th Late to class in one half term	Headteacher School Detention for 90 minutes for each time late. Detention Logged in planner.
Persistent Lateness 11 th and any subsequent Late to class in that half term	One day Inclusion and Parental Contact.

Appendix 8: Student Support & Interventions

Parents/Carers are encouraged to contact the Form Tutor or PBO at school as soon as possible if they have concerns about their child's welfare.

Within school, a range of support strategies are utilised to remove barriers to learning and improve attendance.

This list is not exhaustive but may include:

- A welcome ethos and a school which is safe and secure
- A sensitive approach to individual needs of our students
- Reintegration meetings
- Reintegration support plan
- Personalised timetables
- Twilight sessions
- In-school support from a variety of staff
- Small staff briefing
- Regular parent meeting/update
- Referrals for counselling
- PDP sessions
- Time out pass
- Medical pass / toilet pass
- Mentoring
- Peer Buddy
- Close working relationships with a range of external agencies such as Horsforth Children's Services
- Meeting with SENDCo if appropriate
- Learning Passport
- Referral to LINK room as respite/ catch up/1:1
- Library referral
- Medical Care Plan for school
- Management of medicines in school
- Risk Assessment
- Safety Plan
- Referral to alternative provision

Attendance intervention

In order to ensure the school has effective procedures for managing absence, the attendance and support officer and pastoral team, supported by the Leadership Team, will:

- Establish a range of specific, evidence-based interventions to address barriers to attendance.
- Monitor the implementation and quality of escalation procedures and seek robust evidence of the escalation procedures that work.
- Attend or lead attendance reviews in line with escalation procedures.
- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
 - Send letters to parents/carers.
 - Support to explore attendance barriers and accelerate reintegration
 - Engage with LA attendance teams.
 - Use fixed penalty notices.
 - Run attendance challenges.

The school will use attendance data, to develop specific strategies to improve attendance where patterns of absence are emerging. These strategies will be developed on a case-by-case basis, and will consider the particular needs of the students whom the intervention is designed to target.

The school will aim to improve attendance in the overall school cohort by acknowledging good attendance in the following ways:

- Rewards assemblies
- Rewards trip
- Letters home
- Attendance stamps

Persistent Absentee Support / Interventions

There are various groups of students who may be vulnerable to high absence and PA, such as:

- Children in need
- LAC
- Young carers
- Students who are eligible for FSM
- Students with EAL
- Students with SEND
- Students who have faced bullying and/or discrimination

The school will use a number of methods to help support students at risk of PA to attend school.

These include:

- Welcoming the student back following any absence and provide catch-up support to build confidence and bridge gaps in learning.
- Meeting with the student and their parent to discuss patterns of absence, barriers to attendance, and any other problems they may be having.
- Establishing plans to remove barriers and provide additional support.
- Leading weekly check-ins to review progress and assess the impact of support.
- Making regular contact with the student's parent to discuss progress.
- Assessing whether an EHC plan or IHP may be appropriate.
- Considering what support for re-engagement might be needed, including with regard to additional vulnerability.

The school will focus particularly on students who have rates of absence over 50 percent, and will work with the LA and other partners to engage all relevant services needed to identify and address the wider barriers to attendance these students are facing.

Appendix 9:

Further Information for Parents and Carers

Regular Attendance and Punctuality is important for Safeguarding:

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child encompasses: -

Attendance
Punctuality
Behaviour Management
Health and Safety
Access to the Curriculum
Anti- bullying

Failing to attend school on a regular basis will be considered as a safeguarding concern. Where we do not see students for a period of time and have not had any contact with families we will have to report and refer students to the LA as '**Children Missing Education**'.

The Law Relating to Attendance:

Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable: -

- (a) to age, ability and aptitude and
 - (b) to any special educational needs, he / she may have
- Either by regular attendance at school or otherwise'

The Law relating to Safeguarding:

Keeping Children Safe in Education, and preceding legislation places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18. Children with attendance issues can be (but are not always) at risk of concerns about safeguarding, health, domestic violence, forced marriage, child sexual exploitation, child criminal exploitation (County Lines) child trafficking, female genital mutilation, or behavioural issues.

Children Missing Education

The school will identify 'children missing education' to ensure that every child and young person has the opportunity to fulfil their potential. We also need to make sure that they stay safe from harm and do not 'slip through the net'. Children missing education can be (but are not always) at risk of concerns about safeguarding, health, domestic violence, forced marriage, child sexual exploitation, child trafficking, female genital mutilation, or behavioural issues.

The law requires us to know where our children are and ensure they attend. We will track and report if we suspect a child has left the country. We work with the local authority and report concerns to them. Clause 4 of the Education and Inspections Act 2006 places a duty on the local authority to identify children missing education and section 436A of the Education Act 1996 (school attendance) requires all local authorities to make arrangements to establish (so far as it is possible to do so) the identities of children in their area who are not receiving a 'suitable education'.

It is the responsibility of school to act when they are aware of or believe that a child is missing from education. Reasonable enquiries will be made in the first instance and as much basic information will be collated including names, addresses, contact details, emails, details of other family members, friends etc. before the Children Missing Education Team in the local authority is notified.

School will act quickly to make all reasonable enquiries to try and ascertain the child's whereabouts to prevent the child becoming CME. If the child's whereabouts are still unknown, the school will complete a child missing education referral form and email to the CME Team within four weeks of being aware that the child is missing from school. School will include information about any specific concerns they might have about the child.

Parents must tell the school if they no longer need the child's school place (whether leaving the school, local area or the UK), even if leaving for a short period of the time.

Understanding types of absence

Every half-day absence from school has to be classified by the school (not by parents/carers), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to legal proceedings, and include:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- looking after other children, shopping or birthdays
- day trips and holidays in term time

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

Definitions of Absence

The school defines "absence" as either:

- Arrival at school after the register has closed (after 08.55am).
- Not attending school for any reason.

The school defines an "authorised absence" as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave. Parents/carers should always aim to arrange appointments out of school hours.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

- Sporting events, music assessments and competitions (dependant on assistant headteacher's approval via request in writing)
- Please note: authorised absence has a negative impact on a child attendance.

The school defines an “unauthorised absence” as:

- Parents/carers keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences that are unexplained shall be recorded as unauthorised. The correct code will be inputted as soon as the reason for absence is ascertained, but no later than 5 days after the session
- Arrival at school after registration has closed (after 08.55am).
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.
- 5 days or more absence without written medical evidence e.g. GP sick note
- If a student is on Fast Track due to concerns regarding their attendance, any further unavoidable absence will not be authorised.
- Please note: any form of absence has a negative impact on a child attendance.
- The school defines “persistent absenteeism (PA)” as:
- Missing 10 percent or more of schooling across the academic year for any reason

Persistent Absenteeism (PA) & Severely Absent (SA)

A student becomes a ‘persistent absentee’ when they miss 10% or more time across the school year for whatever reason. Absence at this level is doing considerable damage to any child’s educational prospects and we need the fullest support and co-operation of parents / carers to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this. PA students are tracked and monitored carefully and we also combine this with academic mentoring where absence affects attainment.

All our PA students and their parents/carers are subject to our staged interventions/procedures. We will work with parents to ensure any support that is needed is put in place. Referrals will be made to the appropriate agencies.

Please be aware, if parents do not attend any school attendance panel meetings, these will be held in your absence, with the process continuing. These meeting have to be held within a timely manner. These meetings can be rearranged once. To be rearranged, a new meeting date needs to be communicated before the original date.

15 Days Absent

The school inform the local authority if a pupils has missed 15 days of school. Schools are expected to work with parents and put packages of support in place. School can also refer to the Pupil tuition team if the need is met. If there is CAMH’s involvement and with their agreement, we could refer to the Medical Need Service Team.

The Local Authority do not provide any further resources than mentioned above.

Leave of Absence in Term Time

We expect parents/carers not to knowingly affect their child's progress by taking them out of school during term time. Please remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education. There is **no** automatic entitlement in law to time off in school time to go on holiday/visit.

In a situation where taking your child out of school during term time is unavoidable, you must apply for Leave of Absence. All applications must be made in advance, using a standard form which can be obtained from Student Reception or on Horsforth School's web-site. At our discretion, leave of absence may be authorised in exceptional circumstances. In making these decisions, the school will consider the circumstances of each application individually, including any previous pattern of leave in term time.

It is important that you understand the circumstances when leave in term time will **not** be agreed by us:

- any time in September, when students are just starting the school or just starting in a new year group. This is very important as your child needs to settle into their new environment as quickly as possible
- immediately before and during any assessment period
- when a student's attendance record already includes any level of unauthorised absence

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and will attract sanctions such as a Penalty Notice.

Appendix 10: Application for Exceptional Leave of Absence During Term-Time

If you would like to apply for permission for your child to be absent from school you must complete this form and return it to the school for authorisation **AT LEAST 10 DAYS IN ADVANCE** of the proposed leave.

Parents / carers do not have the right to take their child out of school during term-time. By law, you must ask permission for exceptional leave of absence during term-time. If you take your child out of school without authorisation you risk receiving a fixed penalty fine.

Penalty Notices are requested by schools and academies and issued by the Local Authority to the parents/carers of statutory school age children, per parent, per child. For example: two children in a family absent from school for a leave of absence may result in each parent receiving a Penalty Notice for each child at the below rates.

First offence - The first time a Penalty Notice is issued the amount will be: £80 per parent, per child paid within 21 days. This increases to £160 per parent, per child if paid after day 21, until day 28. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Second Offence (within 3 years) - the second time a Penalty Notice is issued the amount will be £160 per parent, per child paid within 28 days. Any non-payment of the Penalty Notice may be referred to the Magistrates Court.

Third Offence and Any Further Offences (within 3 years) - the third time an offence is committed a Penalty Notice will not be issued, and the case may be presented straight to the Magistrates' Court under s.444 of the Education Act (1996) or other legal interventions considered. The Magistrates' Court can order fines up to £2500 per parent, per child.

Parent fines for unauthorised absences will also be brought under a national framework to help tackle inconsistencies in their use. A fine to parents must be considered if a child misses 5 days of school for unauthorised absence, this could be for holidays, lateness and unauthorised absences or a combination of all within a 10-week period. Please be aware that Councils retain discretion to issue one before this threshold is met. **These do not have to be consecutive.**

An example of this would be:

Four sessions in term time (1-day unauthorised absence & 1-day holiday) plus six instances of arriving late (U Code), would result with a fine. 1 day = 2 sessions (AM & PM)

TO BE COMPLETED BY PARENT / CARER					
Surname of child:		First name:			
Year Group:		D.O.B.:			
Surname of parent / carer:		First name of parent / carer:			
Address of child:		Telephone number(s):			
Postcode:					
Please state the exceptional circumstances that require you to apply to take your child out of school during term-time instead of making arrangements for the proposed activity to take place during the school holidays. The cost, convenience or availability of a particular holiday will not be taken into consideration.					
<u>Reason:</u>				Information provided by parent / carer will be checked by school	
Would (s)he miss any national tests of examinations?				Yes	No
Is her / his attendance already below 96%?				Yes	No
Is the requested absence during the month of September?				Yes	No
Would (s)he be absent for more than 10 school days?				Yes	No
Has (s)he already had leave during term-time this academic year?				Yes	No
Has your son/daughter already had a leave of absence request authorised this academic year?				Yes	No
Does your child have any siblings at Horsforth School for which you are requesting leave of absence?				Yes	No
Does your child have any siblings at another school for which you are requesting leave of absence?				Yes	No
If you have answered 'yes' to the previous question, please state which school(s) your other children attend;.					
If this request is approved will his / her absence exceed 10 days in this school year?				Yes	No
Is the request for a religious observance?				Yes	No
Length of absence (school days):		From (date):		To (date):	
Parent / carer signature:					
TO BE COMPLETED BY SCHOOL					
Further information required:				Yes	No
<u>Headteacher's comment:</u>					
Signed:	Name:	Designation:	Absence Approved:	Yes	No

Appendix II: Home Visit Procedures – Horsforth School

Regular attendance is essential to the successful academic development of pupils. Home visits are a useful way of addressing the problems that lead to poor attendance. This policy has due regard to relevant legislation and guidance including, but not limited to, the following:

Education Act 1996

DfE (2023) Keeping Children safe in education.

DfE (2018) Working together to safeguard children.

DfE (2022) School attendance

Home visits can be conducted by a member of the Attendance, Pastoral, CP, SEND or SLT teams. These will either be conducted at agreed times with parents, or as ad hoc drop in's when staff are already in the vicinity of student's homes, or for safeguarding purposes it maybe a random time when staff feel it is appropriate. School staff will make the decision.

Parents can expect home visits if parents do not liaise with school on absences, or if a child is missing or absent from school for some time (consecutive days or sporadic days), if we suspect your child is on holiday, for welfare visits, for safeguarding purposes and where there is long term absence. If your child absence drops below the schools target we make unannounced visits.

For safeguarding purposes for cases where there is a prolonged substantial absence from school, as a minimum school staff will need to home visit every week. Where this is not possible, parents may bring the child to school, the bungalow, or Brownlee stone centre for staff to speak with and keep contact with the child for the weekly check.

Home Visit Definition: A home visit is a visit that requires member(s) of staff to visit the home and have a 'doorstep' meeting external to the home, or it will involve entering the home of a parent, carer, or guardian.

Aims:

At Horsforth School we recognise that parents and carers are children's first and most enduring educators and we value the contribution they make. The aim of a home visit is:

- To establish a partnership and positive connection between home and school so that all parties share their knowledge about the child to enable the individual needs of the child to be met.
- As part of safeguarding procedures to ensure the safety or welfare of a child.

Reasons for home visits:

- Home visits allow the school to learn the underlying reasons behind poor attendance or support with congou issues, referrals and keep the school connected to the student. By opening a dialogue with pupil's parents' school can offer the required support. Home visits are important in helping the school to contact new or hard to reach students.

Benefits:

Home visits can have many benefits. For parents, carers, guardians and children, a home visit gives the opportunity to meet a key person in a setting that they are familiar and comfortable with.

Other opportunities are to:

- Establish a positive contact with a key member of staff who is supporting the child and family members to have a link to school.
- Meet family members that are important to the child.
- Talk about the child, or to the child and assess their needs.

Appendix 12: Onset of Student Illness or Emergencies During the School Day

Procedures for staff

MEDICAL EMERGENCIES OR IN CASES WHERE A STUDENT IS NOT WELL ENOUGH TO MAKE THEIR WAY TO STUDENT RECEPTION UNAIDED

- If the student is not well enough to go un-aided to the Medical Room, a First Aider should be alerted and they will attend to the student
- The First Aider will assess the student's needs. If the student cannot be moved, further medical assistance will be sought and parents informed
- In extreme circumstances an ambulance may be called and the student accompanied by a member of staff or parent/carer/nominated contact
- Students will be regularly monitored whilst awaiting the arrival of the ambulance or the parent / carer / nominated contact

The Staff Notice Board and Student Reception First Aiders' Notice will be kept up to date by the medical team.

First Aiders will log all details in the medical register including date/time of arrival, nature of illness and action taken and/or accident form if appropriate.

Trained First Aiders are: -

Our school's first aiders and the School's Appointed Person will be displayed prominently around the school. An example of the first aider list displayed around school.

The First Aid Room

The First Aid Room is at the back of Student Reception in order that students may easily contact an adult should the need arise.

The First Aid Room is equipped with a bed/chair and basic emergency equipment with cleaning regularly taking place during the school day.

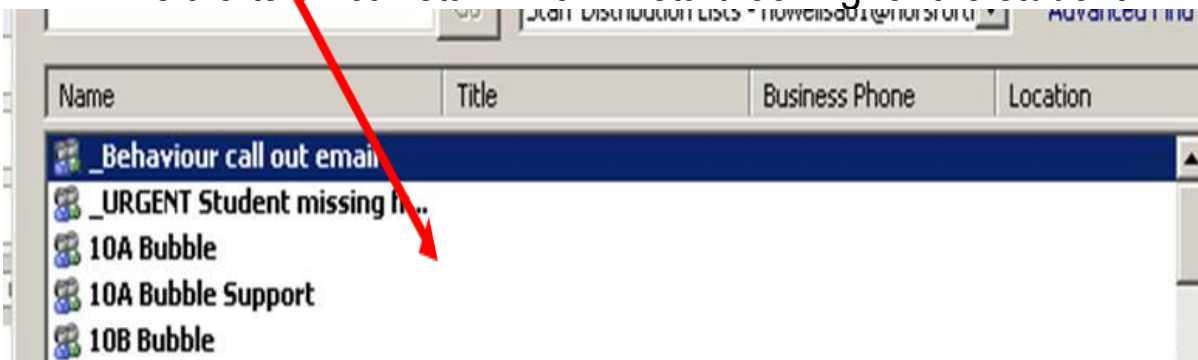
Students will be regularly monitored.

Children Missing Procedures: Staff

Students missing from a class

If a student is not in your class and has been marked present in a previous class, they could be missing or truanting in school. This is a safeguarding concern. You must follow this procedure:

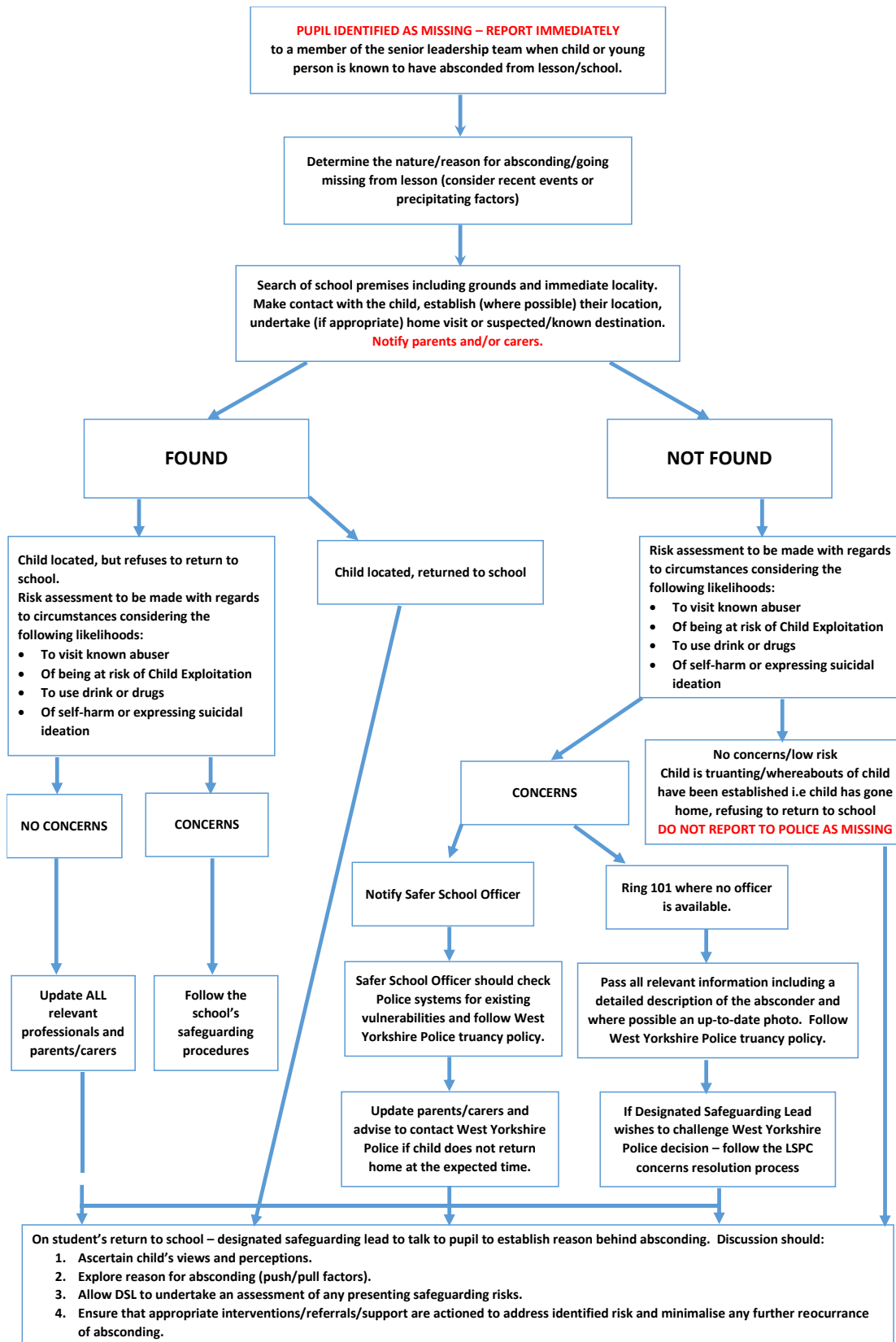
- Email the on call team by using the staff distribution list **urgent student missing**. Click in distribution list and it will appear at the top of your list. Click on this.
- Send student name and class missing from with room.
- This alerts on call staff who will start looking for the student



Students wondering corridors without permission

- Challenge students, escort to class
- Report on SIMs leave as unresolved
- Alert on call staff if student runs off or refuses to move

Student missing around school or from school site (For PBO, DSO, SLT, reception)



Appendix 14: Student procedures for First aid

