



# **Attendance Policy**

## **September 2024**

Updated in line with Working together to Improve School attendance 2024, effective from 1st September 2024

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## **Vision**

In support of the School Mission Statement, we aim to “develop personal qualities of understanding of self and others, self-discipline and motivation and responsible maturity.”

All staff and governors recognise that education is the key to achievement for all young people and that irregular attendance can lead to educational disadvantage and can place young people at risk, possibly leading to disengagement and lack of educational progress.

This Policy has links with:

- The Safeguarding and Child protection policy
- The Behaviour Policy

## **Aims**

As a school, we aim to implement the expectations of the government by;

- Encourage parents/carers to recognise their legal responsibility to ensure regular attendance, understand the link between attendance and attainment, and work in partnership to encourage good attendance.
- Encourage students through the curriculum and the pastoral programme to recognise the importance of good attendance to achieve their full educational potential and to develop good habits in preparation for work.
- Work towards ensuring that all students feel supported and valued, sending out a clear message that they will be missed if a student is absent.
- Act early to notice absenteeism patterns and intervene appropriately using the school policy.
- Work with agencies such as the Education Welfare Service to encourage and monitor attendance.
- Ensure that all staff are aware of the requirements of the registration process and the Law relating to attendance.
- Implement a structured attendance monitoring system at all levels, especially for persistent absentees.
- Evaluate procedure regularly.
- Offer appropriate support within and out of school to students experiencing difficulties with attendance.
- Work with the Education Welfare Service to issue Penalty Notices to families with poor attendance after continued support is offered.

## Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) statutory guidance from the Department of Education (DfE) and draws from the following legislation and guidance:

- [The Education Acts 1996 and 2002](#)
- [The Anti-Social Behaviour Act 2003](#)
- [The School Attendance \(Student Registration\) \(England\) Regulations 2024](#)
- [Keeping children safe in education 2024 \(publishing.service.gov.uk\)](#)
- [The School Attendance \(Student Registration\) \(England\) Regulations 2024 \(legislation.gov.uk\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](#)
- [The Education \(Information about Individual Students\) \(England\) Regulations 2013](#)
- [The Children Act 1989](#)
- [The Crime and Disorder Act 1998](#)
- [The Education and Inspections Act 2006](#)
- [The Sentencing Act 2020](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024](#)
- [The Children and Young Persons Acts 1933 and 1963](#)
- [Advice: funding regulations for post-16 provision 2024 to 2025 - GOV.UK \(www.gov.uk\)](#)

## Statutory Duty of Schools

The Education Act 1996 requires parents/carers to ensure their children receive efficient, fulltime education, either by regular attendance at school or otherwise. Schools are responsible for recording student attendance twice a day, once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all students of Compulsory School Age who are on the school's admission roll. The Education Act 2002 and the Anti-Social Behaviour Act 2003 place a legal responsibility for enforcing regular school attendance on the LA. This responsibility is delegated to the Educational Social Workers (Attendance). Legal action can be instigated against parents/carers whose children fail to sustain an acceptable level of attendance and where parents/carers are failing to fulfil their responsibility.

## The Statutory Framework

Regulation of the Education (Student Registration) Regulations 2024 states that:

Every school must keep:

- An admissions register
- An attendance register

The admission register and the attendance register of every school must be available for inspection during school hours by:

- Any of Her Majesty's Inspectors of Schools appointed under Section 1(2) or 5(2) of the Education (Schools) Act 1992(a);
- Any Inspector registered under Section 10 of that Act; and In the case of a school maintained by a Local Authority (LA), any officer of the LA authorised for that purpose (usually Education Welfare Officers).

The Law requires regular attendance. Schools are required to take an attendance register twice a day: at the start of the morning session and once during the afternoon session. The register shows whether the student is present, engaged in an approved educational activity offsite, or absent. If a student at compulsory school age is absent, the register must show whether the absence was authorised or unauthorised. Authorised absence is where the school has given approval in advance for a student at compulsory school age to be away. All other absences must be treated as unauthorised.

**The register for the first session will be taken at 8:30am and will be kept open until 9:00am. The register for the second session will be taken at 12:00pm and will be kept open until 12:30pm.**

The register is marked using the codes as advised by the Department for Education (DfE) (see appendix 7)

## **Legal sanctions**

Parents/Carers have a legal duty to ensure that their child/children attend school. The Local Authority can fine/prosecute parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age. After 2 fines, the next option is prosecution.

If issued with a fine, the penalty is £160 per parent/carer if paid within 28 days reduced to £80 if paid within 21 days. Any subsequent fine will be £160 with no option to pay a reduced figure and any further enforcement action will be via prosecution under s4441/4441a Education Act 1996.

The governing body (which is legally responsible for the attendance register) must register with the Data Protection Registrar under the Data Protection Act 1998. Arbor is used for attendance registration, the attendance officer must print the attendance register at least once a month. At the end of each school year sheets must be bound into annual volumes and, like manual registers, kept for at least three years.

## **Leave of absence**

The Governors of Ursuline High school believe that leave of absence during term time should be avoided as it can have a damaging effect on a student's education and overall achievement. However, it is recognised that on occasions there may be extenuating or compassionate reasons that justify such leave.

**The Education (Student Registration) (England) Regulations 2024** state that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

With regard to the regulation outlined above the school policy is as follows:

1. Parents must request leave for exceptional circumstances as far in advance as possible.
2. The request should be made in writing using the leave of absence form (Appendix 1). (Available from the school office or Head of Year)
3. This must include the reason why you feel that it is necessary to take a leave of absence. This may include any extenuating or compassionate reasons, including evidence of circumstances such as medical certificate or letter from employers.

On receipt of an application for leave on the appropriate form together with any supporting documentation, consideration will be given to the circumstance. A letter outlining the decision of the school will be sent to you within 7 days.

Any leave of absence that is not authorised is very likely to result in a Penalty Notice being issued and/or prosecution under S4441 Education Act 1996, by the London Borough of Merton. The Penalty Notice carries a fine of £160.

## **Attendance Contracts (see Appendix 6)**

An Attendance Contract is a formal written agreement with the School, Parent(s)/Carer(s), student(s), and School Education Welfare Officer (EWO). An Attendance Contract is not a punitive tool and is designed to provide a support framework. Parents can't be compelled to enter into a contract, and they cannot be agreed in the absence of the parent/s.

A letter in stage 3 will be sent to the parents/carers to invite them to a meeting to discuss the concerns regarding attendance and/or punctuality with a time and date of the appointment and details of who to contact if this is not convenient.

Attendance Contracts should be in place for a minimum of 3 months and a maximum of 12 months. The aim is to offer support by listening to the reasons for absence and difficulties that prevent regular school attendance during a meeting with the parents,

child, School staff and EWO in the school where appropriate. It should set out an action plan to address the poor school attendance of the student with realistic achievable targets to be made within a reasonable time. Any issues raised by the parent/carer or student on the school's side are addressed with specific solutions. Everyone attending should be asked to score the level of concern as per the scale shown on the Attendance Contract. A review date should be set at the initial meeting. Everyone attending the meeting will be invited to sign the contract at the end of the meeting. Everyone at the meeting will receive a copy of Attendance Contract and a copy will be placed on the student's file.

If there have been no improvements to attendance, the school will consider any further support or action that may be required i.e. completing an Early Help Assessment (EHA) to explore the needs of the whole family and take a Team Around the Family (TAF) approach. Where there is a whole family plan in place, an attendance contract is not required.

### **Procedure for reporting absences**

Key Stage 3, 4 and 5 students should arrive for morning registration by 8.30am. The register will be taken and any students arriving after this time will be marked absent and asked to sign in using the late book in Student Services. If a student is absent, their parent/carer should telephone the school by 9.00am to report the absence or email [Bernadette.young@uhsw.com](mailto:Bernadette.young@uhsw.com).

If any sixth form student is absent, their parent should call the school to report the absence or email [sixthformadmin@ursulinehigh.merton.sch.uk](mailto:sixthformadmin@ursulinehigh.merton.sch.uk).

### **KS3 and KS4 Attendance below 96%**

The attendance expectation is above 96% and any student that falls below this the following steps are followed. This is monitored by the attendance office, Head of Year and Assistant Headteacher.

#### **Stage 1**

**Students' attendance is between 94-90%.** A Letter is sent to the Parents/carer warning their child's attendance is low and to avoid any time off school if possible. The students tutor calls home to find out any reasons and look at support needed.

#### **Stage 2 (1 month at this stage then moves to stage 3)**

**Student attendance is below 90%** and are classed as a **Persistent absentee**. A letter is sent home to inform they are on a PA plan (see appendix) sent by tutor. The form tutor to arrange a meeting to agree plan with the parent and the student.

The Head of Year monitors the students at stage at stage 2 to move to stage 3 if no improvement in a month.

**Stage 3(1 month continued % below 90% then move to stage 4)**

**Student attendance between 90-85%** The Head of Year will send letter to arrange meeting face to face with the parent/carer to look at possible support and discuss continued barriers. A home visit maybe necessary at this point. An Attendance Contract is agreed at the meeting and will be in place for 3 months.

**Stage 4(1 month from meeting move to stage 5)**

**Student attendance continues to decrease below 85%**-The Head of Year and SLT lead for the year group arrange meeting with parent/carer and review the Attendance Contract. A referral to the education welfare team is made. The Head of Year may also arrange for the student is picked up from their house in mornings by the PSA, social worker, or police. The Head of Year now takes over the PA plan weekly meetings.

**Stage 5**

**Student attendance is still below 85%** -Headteacher meets with the student and parents/carers. Education welfare officer grants a warning letter and attendance is monitored for 6 weeks.

**Stage 6**

**Student continues below 85%**-Assistant Headteacher with responsibility for inclusion and the Headteacher discuss, and penalty fines are given by education welfare.

At each stage we will ensure that students are supported to catch up with missing work with their subject teachers and overseen by their tutors.

**KS5 Attendance below 96%**

**Stage 1**

**Students attendance is between 94-90%**-A Letter is sent to the Parents/carer warning their child's attendance is low and to avoid any time off school if possible. The students tutor calls home to find out any reasons and look at support needed

**Stage 2 (under 90%)**

**Student attendance is below 90%** and are classed as a **Persistent absentee**- A letter is sent home to inform they are on a PA plan sent by tutor. The form tutor to arrange online meeting to agree Plan with the parent and the student. If attendance increases above 90%

### **Stage 3(under 85%)**

**Student attendance under 85%** Students under 85% to be placed on Head of Year action plan. Head of Year to communicate with parents. If there is no improvement after 14 days, there will be a face-to-face parental meeting and attendance will be reviewed again 14 days later. Student loses any early finishes.

### **Stage 4 (no improvement on stage 3 after two weeks)**

**Student still under 85% after stage 3** Attendance report and face-to-face meeting with Assistant Headteacher to help support with attendance. Assistant Headteacher to communicate weekly with parents. Impact reviewed after two weeks. Student loses any early finishes.

### **Stage 5 (no improvement on stage 4 after two weeks)**

**Student attendance not improving after meeting with Assistant headteacher** Student and parent have a face to face meeting with Head of Sixth Form to discuss place in the sixth form.

## **Lateness and Punctuality KS3 and 4**

- Punctuality is taken very seriously. It is important that students are on time to school and for lessons.
- Every week the Head of Year and tutor will check punctuality and communicate with the student and the parents/carers if there are any concerns.
- If the student arrives late, they must have evidence of a valid reason.

Students must arrive by 8:30am on each school day for registration at that time. Any child who arrives after 8:35am but before 8:50am will be required to sign in late at their relevant gate entrance. If they arrive after 8:50am they will be required to sign in late at Student Services. If students are not in registration when the register is taken, they will be coded as 'L'. Any late arrival after 9:00am will be coded as 'U', which is an unauthorised absence for that session. This shows them to be on site, but it will not count as a present mark and will mean they have unauthorised absence. This may lead to the possibility of a Penalty Notice or other legal action if the problem persists.

- Please see the actions and consequence for poor punctuality below.



### Notifying students and parents:

- At 10.30 am student with an unauthorised late will be emailed by the attendance officer via Arbor and notified about their late detention.
- At 10.30 am, the parents of students with an unauthorised late will be emailed by attendance officer via Arbor and notified about their late detention.
- The attendance officer to print off names and to be handed to AHT behaviour of who to expect daily.

Number of lates	Action to be taken	Consequence for student
1	Same day detention Then same for any late there after	Same day detention- 30 mins If doesn't attend 1 hour Friday
4	Tutor call home and asks Parents informed and plan for being in on time	Same day detention 30 mins If doesn't attend 1 hour Friday
5-8	Head of Year to send punctuality letter home to parents and student and offer support	Same day detention- 30 mins If doesn't attend 1 hour Friday Punctuality report
9-12	Head of Year meeting with parents Parent meeting and action plan in place	Same day detention- 30 mins If doesn't attend 1 hour Friday Punctuality report escalated
13-14	Assistant Headteacher meeting parents to review action plan and support	Same day detention- 30 mins If doesn't attend 1 hour Friday Punctuality report escalated
15	Meeting with Headteacher and parents	Saturday detentions- 2 hours Failure to turn up to detention leads to suspension

### Punctuality Plan KS5

- Our punctuality plan aims to help our sixth form students become dependable young adults who are reliable and disciplined - all key traits of successful people in life.

- Every week, their Head of Year and tutor will check their punctuality and communicate with students and parents if there are any concerns. If a student arrives late, they must have evidence of a valid reason.
- Please see the actions and consequences for poor punctuality below.
- **If a student does not show up for detention, they will be put on a punctuality report and have a daily detention while on the report.**

Number of lates	Action to be taken	Consequence for student
1-3	Tutor conversation and Head of Year informed	Warning
4	Tutor call home	Parents informed
5-8	Head of Year to send punctuality letter home to parents and student	30-minute Friday detention for every late (detentions carry over if several in the same week)
9-11	Head of Year to send 2 <sup>nd</sup> punctuality letter home to parents and students	60-minute Friday detention for every late (detentions carry over if several in the same week)
12	Head of Year meeting with parents	Parent meeting/stage 1 punctuality action plan/daily detentions for a week
<b>Failed stage 1 punctuality report</b>	Assistant Headteacher meeting with parents to review action plan and support	Parent meeting/stage 2 punctuality action plan/daily detentions for a week
<b>Failed stage 2 punctuality report</b>	Meeting with Head of Sixth Form – parents and student to attend	
<b>No further improvement</b>	Meeting with Headteacher and suspension	

## Responsibilities

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their children. The vital role of parents/carers in securing good attendance is recognised and a high priority is given to communication with parents/carers. The school seeks to establish strong home-school links from the time of student admission and strives to ensure partnership with students and parents/carers so that a speedy resolution to problems can be sought. This is

supported by the Home School Agreement. The school will encourage and value high attendance rates.

The school will recognise the external factors which influence student attendance and will work in partnership with parents/carers, the School Attendance Officer and other relevant services to deal with any issues. The school will actively work with parents/carers and offer attendance contracts to ensure attendance is high and that further actions by the local authority is not needed. The school will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents/carers and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and borough attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals and a member of the senior leadership team will lead this process.

### **Role of Head of Year**

- To monitor attendance at the weekly Attendance and Inclusion meeting and recommend students for referral to the Education Welfare Service.
- Arrange meetings with parents/carers for attendance concerns
- To send letters of concern to parents/carers with students under 96% attendance
- To work with the Pastoral Support Assistant in monitoring punctuality and attendance.
- To put attendance contract in place at meetings.
- To Investigate any serious cases of unauthorised absence referred by the Pastoral Support Assistant.
- Make referrals via the Assistant Head Teacher Inclusion to the Education Welfare Officer as appropriate. Provide the data needed to support the Education Welfare Service referral.
- Inform the Attendance Officer of any changes of address (permanent or temporary) and details of special conditions e.g., Student has been moved away from home.
- Contact the parents/carers of any student whose attendance falls below 90%; make a record of the contact and take necessary steps to improve attendance e.g., parental meeting to set targets; referral to Education Welfare Officer where the appropriate criteria are met.
- To make home visits for any students whose attendance is a concern and further support needs to be put into place.

### **Role of the Pastoral Support Assistant**

- To make daily phone calls for students who are not registered in school and to follow up with Head of Year for any concerns and alert the safeguarding team.
- To contact the parents/carers of any student whose attendance falls below 90%; make a record of the contact and take necessary steps to improve attendance e.g., parental interview to set targets; referral to Education Welfare Officer where the appropriate criteria are met.
- To meet weekly with the key students who are Persistent absentees (below 90%)
- To update the attendance data with the reasons for absences and to update the attendance and inclusion weekly information

**The role of the Form Tutor is to:**

- Take the register every morning at 8.30am. If a student arrives after the register has been called, the Form Tutor should mark them late on Arbor. If using a paper register this should be returned to the General Office by 9:00am)
- Collect transcripts of telephone call, email or letters from parents/carers detailing reasons for absence and pass these on to Student Services in the General Office on the day that they are received.
- Be aware of students who may have attendance issues that are linked to concerns over Child Protection and to be vigilant in reporting any unexplained absence to the Designated Safeguarding Lead and Head of Year on the first morning of absence.
- Contact the parents/carers of students in their Tutor groups whose absence has fallen below 90% to find the underlying reasons behind the poor attendance and to offer pastoral support. Form Tutors should then inform the Pastoral Support Assistant of contact made so that a record can be kept.
- To arrange a meeting with parent/carer to start a PA Plan for students under 90% attendance.
- To meet students who are on a PA plan to support them to improve above 90%.
- To oversee any missed work and ensure student catches up so progress is not affected.

**The role of the subject teacher is to:**

- Take the electronic register at the start of every lesson.
- Report to the Head of Year any concerns they may have over poor attendance to their lessons of any student.
- To support students to catch up on any missed work and ensure they have caught up on the missed work.

**The role of the Student Services/Attendance Officer is to:**

- Maintain attendance and punctuality information and provide an accurate summary on a weekly basis to Heads of Year and Senior Leadership Team.
- Liaise with Assistant Headteacher Inclusion and Heads of Year to identify patterns of truancy that require further investigation.

To provide data for stages of attendance to ensure Head of Year and Assistant Headteacher can intervene appropriately

- Maintain, in liaison with Assistant Headteacher and Heads of Year, an “At Risk” list of students to be contacted on the first day of absence. This list may contain the names of students with a known truancy record or students on the Child Protection Register etc. The Attendance Officer and or PSA is responsible for contacting the parents/carers on the first day.
- Telephone the parents/carers of students on the “At risk” on the first day of absence.
- Meet on a regular basis, the Education Welfare Officer to discuss students who have serious issues of attendance in partnership with the Assistant Head Teacher.
- Update on a weekly basis the “At Risk” register and the list of students who have been referred to the Education Welfare Officer.
- Receive telephone enquiries and emails from parents/carers regarding absence; log the calls and pass information on to Form Tutor, PSA and Head of Year.
- Print and send out letters to parents/carers asking for explanations of unauthorised absence.

Produce reports for Governors on a termly basis

- Produce weekly attendance reports for the Senior Leadership Team for use at the Attendance and Inclusion meeting.

**Role of Sixth form Administrator**

As part of our partnership with Wimbledon College, UHS students can attend lessons in the sixth form at Wimbledon College. The sixth form administrator liaises with Wimbledon College regarding the attendance of UHS students on courses on their site to ensure we have an accurate and prompt register for all students

**The role of the Assistant Headteacher Inclusion is to:**

- To have an overview of weekly attendance to update the Senior Leadership Team and to know the trends for each year group and advise action to Heads of Year weekly
- To run Attendance and Inclusion meetings weekly to ensure students below 90% are being supported and following the school policy
- To inform governors of termly attendance figures and actions taken.
- Inform Social Services of any student on the Child Protection Register who fails to turn up to school.
- Liaise with the Education Welfare Officer, Attendance Officer, and Heads of Year over students on the “At risk” list and students whose attendance falls below 90%. Where possible the Education Welfare Service (EWS) will work with the school to address attendance issues above their referral criteria. The EWS referral criteria are 10 days unauthorised absence over a 10 week rolling period; attendance below 85% with the majority or a sudden unexplained drop in attendance where no explanation has been received.
- Refer students with attendance issues who are in need of support to the appropriate agencies.

To work with parents and set attendance contracts where necessary.

To inform Headteacher of any unauthorised absences so that an application can be made for a penalty notice warning/fine.

### **Catching up on missed work**

Lesson work will not be sent home during a leave of absence; students are expected to catch up on any missed work on their return. However, work may be provided for a student recuperating at home after an injury or operation if they are well enough to complete it. In cases when absence is related to mental health, the school will judge whether it is in the young person’s best interest to have work sent home or whether it may exacerbate any existing condition. There will be no online working for any students.

### **Part-time timetables**

All students of compulsory school age are entitled to a full-time education. In very exceptional circumstances, where it is in a student’s best interests, there may be a need for a temporary part-time timetable to meet their individual needs. For example, where a medical condition prevents a student from attending school or another setting full-time and a part-time timetable considered as part of a reintegration package.

A part-time timetable must only be in place for the shortest time necessary and not treated as a long-term solution. Any pastoral support programme or other agreement should have a time limit by which the student is expected to attend full time, either at school or alternative provision.

There should be also be formal arrangements in place for regularly reviewing it with the student and the parent. In agreeing to a part-time timetable, a school has agreed to a student being absent from school for part of the week or day and therefore must treat the absence as authorised and code in the register as C, which is an authorised absence.

### **Ensuring a good education for children who cannot attend school because of health needs**

The school will provide the local authority with the full name and address of all students of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. The school will work together with the local authority and other relevant professionals to ensure any child who is going to be absent for longer than 15 days due to medical reasons either consecutively or cumulatively, will have access to relevant and appropriate education.

### **Suspension from school**

With effect from 1<sup>st</sup> September 2022, any student who has been suspended from school, and provision arranged, if the student does not attend the provision this shall be recorded as an unauthorised absence. This may result in action being taken by the school, please see penalty notice section.

### **Children Missing in Education**

Children Missing Education (CME) are those who are not registered students at a school and are not receiving suitable education otherwise than at a school. A student is regarded as CME if they have been absent without explanation for 10 consecutive days. CME are at significant risk of underachieving, being victims of abuse, and becoming NEET (Not in Education, Employment or Training) later on in life. Those children identified as not receiving suitable education at the Ursuline High school should be returned to full time education either at a school or in alternative provision. We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carers then the local authority is notified that the child is at risk of missing education (CME). The Education Welfare Officer will visit the last known address and alert key services to locate the child. Parents are asked to help us by making sure we always have an up-to-date contact number.

If a student moves too far from the Ursuline to attend the school/moves out of the area/abroad the parents must complete a school leavers form, available from the school office. This will provide us with the student's new home address, potentially their new school name and contact details and contact information for their parents/carers. If no/insufficient detail is provided to the school, the student will be referred to the Local Authority as a Child Missing from Education and the Local Authority will need to make appropriate checks.



## Appendix 1

### URSULINE HIGH SCHOOL

#### LONDON BOROUGH OF MERTON

#### Request for Leave of Absence for exceptional circumstances during Term Time

It is not advisable to take your child/ren on a leave of absence during term time as this causes disruption to their education. Schools must follow the law in this regard and may only grant leave in exceptional circumstances if certain criteria are fulfilled.

#### School Attendance (Student Regulations) (England) Regulations 2024

- **Leave of Absence in exceptional circumstances is authorised at the discretion of the Head teacher.** (This is **not an automatic right** of parents/guardians)
- You should not normally take your child(ren) on a leave of absence during the school term.
- **Please do not book your leave of absence until authority is given.**
- Each request for leave of absence will be considered individually, taking into account the circumstances of the request and any supporting evidence provided.
- If the absence is approved by the Head Teacher you will be advised as to how many days the Head teacher has approved for your child's absence.
- If the school does not agree the absence and you take the leave without permission or your child is absent for more than the agreed number of days the absence will be unauthorised.
- Leave of absence taken without the authorisation of the school may lead to your child(ren) being referred to the Education Welfare Service and the possibility of statutory action and a fine/prosecution

**In order for your application for absence to be considered, please complete below:**

Name(s) of Child(ren).....

Form/Year-----

Home address:

.....  
.....

Dates of absence: From..... To:.....

Reason for request **(additional evidence may be required)**/Who is travelling?

.....  
.....

Signed: Parent/Guardian .....

Email address:..... Mobile phone number:.....

Date form submitted:.....

The above request for leave of absence in term time for .....  
has/has not been authorised. If authorised, your child/ren should return to school  
on:.....

Signed..... Headteacher/Principal.....

School Data Checklist:

**For School Office Use Only**

<b>Student's name</b>	
<b>Previous leave of absence requested/taken (last 2 years)</b>	
<b>Nature of exceptional circumstances and evidence provided</b>	
<b>No of days granted (if any)</b>	

## Appendix 2 Stages of attendance flow chart years 7-11

	Attendance %	Action	By whom	Support
Stage 1	Students between 94-90%	-Letter sent warning Attendance is Low and to avoid any time of school -Tutor calls home to find out any reasons and look at support needed	Attendance Officer Tutor	Tutor to identify
Stage 2 (1 month at this stage then moves to stage 3)	Student below 90% are classed as PA	-Letter sent to inform they are on a PA plan sent by tutor -tutor to arrange online meeting to agree Plan -Tutor meets weekly to discuss concerns, barriers and progress and logs all contact each week on PA plan. -Head of Year to monitor those at stage 2 to move to stage 3.	Tutor  Tutors to feedback to Head of Year any concerns via email  Head of Year to monitor and move to stage 3 and inform MA at A and I meeting	PA Plan is Referred to Care Coordinator if case is complexed and needs family support or agency support.  PSA Head of Year Tutor
Stage 3 (1 month continued % below 90% then move to stage 4)	Students' attendance between 90-85%	-Head of Year send letter to arrange meeting face to face to look at possible support and discuss continued barriers. -Home visit -Attendance contract is agreed and is in place for 3 months minimum.	HEAD OF YEAR Care coordinator	EWP School Social worker School nurse Wellbeing co-ordinator MASH referral SEND referral Willow access
Stage 4 (1 month from meeting move to stage 5)	Students' attendance continues to decrease below 85%	-Head of Year and SLT lead arrange meeting with parent/carers EWO referral is made  -Student is picked up from their house in mornings  -Head of Year to do PA Plan meeting weekly  -Attendance contract reviewed	Head of Year and SLT Lead Attendance Officer EWO Care coordinator PC Gunn Social worker	

Stage 5	Student attendance is still below 85%	<ul style="list-style-type: none"> <li>-Headteacher meeting with student and parents/carers</li> <li>- Notice to improve given</li> <li>- Attendance monitored for 6 weeks</li> <li>-Attendance contract reviewed</li> </ul>	Headteacher EWO AHT inclusion	
Stage 6	Student continues below 85%	-AHT inclusion and headteacher discuss and penalty fines issued	Headteacher EWO AHT Inclusion	

## Appendix 3

### Punctuality plan Year 7-11

<b>Number of lates</b>	<b>Action to be taken</b>	<b>Consequence for student</b>
<b>1</b>	Same day detention Then same for any late there after	Same day detention- 30 mins If doesn't attend 1 hour Friday
<b>4</b>	Tutor call home and asks Parents informed and plan for being in on time	Same day detention 30 mins If doesn't attend 1 hour Friday
<b>5-8</b>	Head of Year to send punctuality letter home to parents and student and offer support	Same day detention- 30 mins If doesn't attend 1 hour Friday Punctuality report
<b>9-12</b>	Head of Year meeting with parents Parent meeting and action plan in place	Same day detention- 30 mins If doesn't attend 1 hour Friday Punctuality report escalated
<b>13-14</b>	Assistant Headteacher meeting parents to review action plan and support	Same day detention- 30 mins If doesn't attend 1 hour Friday Punctuality report escalated
<b>15</b>	Meeting with Headteacher and parents	Saturday detentions- 2 hours Failure to turn up to detention leads to suspension

## Appendix 4

### Attendance Action Plan

**Name**

**Form:**

**Date:**

Attendance and progress are closely linked-students who have good attendance do better! Your attendance has fallen below 90% and the Local Authority define you as a “persistent absentee”. It is important that we act, to increase your attendance and ensure you have access to the education you need.

<b>Current attendance:    %        Target attendance: 90    %</b>
<b>What have the reasons for your absences been? (Date, reason, duration)</b>
<b>Are there any barriers that stop you from having good attendance? What can we do and what can you do?</b>
<p><b>You need to...</b></p> <p><b>We can help you in school by.....</b></p>

### Weekly Review of your attendance progress:

Review date	Attendance percentage	Issues affecting attendance since start of action plan	Work missed has been caught up? Y/N	Further support needed/given

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**Student signature:**

**Parent signature:**

**Removal from action plan or new action plan needed:**

**Date:**

**Ursuline High School****Attendance Contract**

<b>Student's Name</b>		<b>DOB / Year group</b>		<b>Student's school</b>	
<b>Parent/carer 1 full name</b>		<b>Parent/Carer 2 full name</b>		<b>Address</b>	
<b>Contact number</b>		<b>Contact number</b>			
<b>Child's ethnicity</b>		<b>Any SEND</b>		<b>Date</b>	
				<b>Time (start/end)</b>	
<b>Attendance during last 12 weeks</b>		<b>Sessions of unauthorised absence</b>		<b>Number of late marks</b>	
<b>What are we worried about?</b>		<b>What's working well?</b>		<b>What needs to happen? What will it look like to not be worried anymore?</b>	
<b>1</b> ..... ..... <b>10</b>					
On a scale of 1 to 10, where 10 means (students name) is attending school regularly on every day the school is open and only absent in exceptional circumstances and when authorised and 1 means that (student's name)'s attendance is not improving, where do we rate the situation?					



Targets for student, parent, school and agencies	Date to be achieved by	Review of targets	Date to be achieved by

**Date of review:**

**This is a voluntary agreement where all parties agree to work together to follow the agreed plan to support the student attend school regularly and punctually.**

**I agree to work together with school and the local authority to follow the agreed plan**

Signed: ..... Date: ..... Student's score  
 .....  
 [child]

Signed: ..... Date: ..... Parent's score  
 .....  
 [parent]

Signed: ..... Date: ..... Parent's score  
 .....  
 [parent]

**I agree to provide the above support to the parent(s) for the purpose of complying with the plan.**

Signed: ..... Date: ..... School score  
 .....  
 Academy/School

**I agree to provide the above support to the parent(s) for the purpose of complying with the plan.**

Signed: ..... Date: ..... EWO's score  
.....

Lead practitioner/ EWO

Signed: ..... Date: ..... Professionals  
score .....

Other professional List job title/role

## Appendix 7 : Attendance Codes

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

Attending school	/	Present am	Attending school
	\	Present pm	Attending school
	L	absent when the register was taken but arrives before the register is closed.	Attending school
Attending an education activity not on the school site.	B	Attending any other approved educational activity	Attending an approved educational activity
	D	Dual registered at another school	Not counted as a possible sessions
	K	Attending an education provision arranged by the LA. Schools must record the nature of the provision, be notified of absences and record these with the relevant code.	Attending an approved educational activity
	P	Participating in a sporting activity	Attending an approved educational activity
	V	Attending an education visit or trip	Attending an approved educational activity
	W	Attending work experience	Attending an approved educational activity
Absent with authorisation	C	Leave of absence for exceptional circumstance	Authorised absence
	C1	Participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
	C2	Compulsory school age student subject to a part-time timetable	Authorised absence
	E	Suspended or permanently excluded and no alternative provision made	Authorised absence
	I	Student is unable to attend due to illness (both physical and mental health related).	Authorised absence
	J1	Attending an interview for employment or for admission to another educational institution	Authorised absence
	M	Attending a medical or dental appointment	Authorised absence
	R	Religious observance	Authorised absence
	S	Studying for a public examination	Authorised absence
	T	Parent travelling for occupational purposes	Authorised absence

Absent without authorisation	<b>G</b>	Holiday not granted by the school	Unauthorised absence
	<b>N</b>	Reason for absence not yet established	Unauthorised absence
	<b>O</b>	Absent in other or unknown circumstances	Unauthorised absence
	<b>U</b>	Arrived in school after registration closed	Unauthorised absence
Unable to attend or not required to attend	<b>Q</b>	Unable to attend the school because of a lack of access arrangements	Not a possible attendance.
	<b>X</b>	Non-compulsory school age student not required to attend school (under or over compulsory school age)	Not a possible attendance
	<b>Y1</b>	Unable to attend due to transport normally provided not being available	Not a possible attendance
	<b>Y2</b>	Unable to attend due to widespread disruption to travel	Not a possible attendance
	<b>Y3</b>	Unable to attend due to part of the school premises being closed	Not a possible attendance
	<b>Y4</b>	Unable to attend due to the whole school site being unexpectedly closed	Not a possible attendance
	<b>Y5</b>	Unable to attend as student is in criminal justice detention	Not a possible attendance
	<b>Y6</b>	Unable to attend in accordance with public health guidance or law	Not a possible attendance
	<b>Y7</b>	Unable to attend because of any other unavoidable cause. Schools must record the nature of the provision, be notified of absences and record these with the relevant code.	Not a possible attendance
Administrative codes	<b>Z</b>	Prospective student not on the admission register	Not collected for statistical purposes
	<b>#</b>	Planned whole school closure	Not collected for statistical purposes