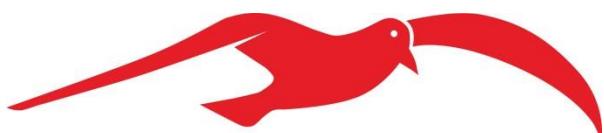


# *Student Attendance and Punctuality Policy*

## *September 2025*



**THE JO RICHARDSON**  
— SUCCESS FOR ALL —  
C O M M U N I T Y S C H O O L  
— ACHIEVE —

Date of previous review	September 2025
Review frequency	Annually (previously, every two years)
Date of next review	September 2026

# Section 1: Rationale and objectives

JRCS is committed to ensuring every student reaches their full potential. Students will be supported, encouraged and helped to do this. One of the main barriers to achievement and personal development is absence from school. If a student misses school, they miss out on enrichment and experiences within the school community. If the absence becomes persistent, they reduce their chances of achieving the qualifications they deserve and the opportunities they are entitled to. JRCS has monitored the impact poor attendance to school has on student outcomes and it is stark. Students make significantly less progress if their attendance is poor. In addition to this, their access to protective factors and routines is also impacted.

We recognise the importance of excellent attendance and punctuality. School staff and parents need to work together to ensure students value the education provided and feel secure in their relationships with staff and each other. We also acknowledge that some students find it harder than others to attend school and therefore we will do everything we possibly can to remove barriers. All staff in the building will play their part in helping students to improve their attendance. We fully acknowledge that improving attendance is *everyone's business*.

*"Improving attendance is everyone's business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn" (pg8, para 8 [Working together to improve school attendance \(applies from 19 August 2024\)](#) ([publishing.service.gov.uk](#))*

Good attendance starts with close and productive relationships with parents and pupils. In the first instance, all schools are expected to:

- work with pupils and parents to address any in-school barriers to attendance
- understand any barriers that may exist outside school, meeting with pupils and parents, agreeing actions and making referrals to services and organisations where appropriate

Where absence intensifies, additional action may include:

- individual and specialist support such as mentoring, out of hours learning or alternative provision
- formal conversations with parents, providing an opportunity to listen but also for the school to set out potential (legal) consequences

Where voluntary support has not been successful, schools should work with the local authority to intensify support, issue a notice to improve and pursue legal action if all other routes have failed.

School attendance is subject to various education laws and this policy has been written to reflect these and the guidance produced by the Department of Education principally that:

- The School promotes good attendance and reduces absence, including persistent absence;
- Parents perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly as section 444 of the Education Act 1996 states;
- All pupils with poor attendance are highlighted as vulnerable, principles enshrined in the Education Act 1996,
- the Children's Act 1989/2004 and other associated pieces of legislation.

*"Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. (Source: [DfE School attendance guidance May 2022](#))*

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and school attendance parental responsibility measures (<https://explore-education-statistics.service.gov.uk/methodology/parental-responsibility-measures>).

The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- Part 6 of the [Education Act 1996](#)
- Part 3 of the [Education Act 2002](#)
- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

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

This policy aims to:

- set high expectations for attendance and punctuality of all students
- ensure students attend school every day unless their non-attendance has been authorised;
- clarify key members of staff and parents'/carers' responsibilities for attendance;
- support safeguarding by formalising the systems that are in place;
- ensure all students are given the opportunity to thrive and flourish in a supported environment.

Our objectives are to:

- educate students about the important of attendance and the link to life choices;
- make sure students feel welcomed and supported at school
- to safeguard every student and ensure we spot signs which suggest they may need support;
- formalise the policies and procedures for consistency so that every student and family are treated fairly;
- raise understanding about the impact of holidays during term time;
- identify trends early to ensure that students do not become persistent absentees;
- work with all key partners to provide a quick and responsive approach to whole school attendance and punctuality;
- promote good attendance and the benefits of good attendance;
- reduce absence, including persistent and severe absence.

## Section 2: Clarification and key roles

### Authorised and unauthorised absence

**Authorised absences** are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments (which unavoidably fall in school time), emergencies or other unavoidable causes. For absence to be authorised, it is key that the school is informed (via the absence number or prior to the absence) and a note is provided.

The Headteacher will only grant a leave of absence to a pupil during term time if the request meets the specific circumstances set out in the 2024 school attendance regulations. These circumstances are:

- taking part in a regulated performance, or regulated employment abroad;
- attending an interview;
- study leave for compulsory exams (not during the mock period);
- a temporary, time-limited part-time timetable;
- exceptional circumstance

A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstance' as a true emergency situation that could be avoided with appropriate planning.

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

**Unauthorised absences** are those which the school does not consider reasonable and for which no authorisation has been granted.

This includes:

- holidays during term time;
- shopping / visiting family member;
- excessive medical illness without a doctor's note;
- taking siblings to school or other caring duties;
- parents/carers providing inappropriate reasons for the absence;
- failure to attend alternative provisions;
- significant lateness once the register has closed;
- birthdays;
- truancy.

## Absence Codes

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved educational activity where school take responsibility for safeguarding
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (ie, pupil attending other establishment such as the PRU)	Approved educational activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc appointments)	Authorised absence
J	Interview	Approved educational activity
K	Attending education provision arranged by local authority	Approved educational activity
L	Late (before registers closed). This occurs before 8:40am	Present
M	Medical/dental appointments (emergency only)	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved educational activity
Q	Unable to attend the school because of a lack of access arrangements	Not counted in possible attendances
R	Religious observance	Authorised absence
S	Study leave (not during the mock period)	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved educational activity
W	Work experience	Approved educational activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

## Categories of attendance

If your child's attendance is:

- **95%** it means they have lost half a day every 2 weeks
- **90%** it means they have lost a day every 2 weeks
- **85%** it means they have lost a day and a half every 2 weeks
- **80%** means they have lost a whole day every week

The following is a guide to our expectations.

Classed as	%	Action
Excellent attendance	98-100%	Letter home and a certificate issued by the Pastoral Deputy
Average attendance	95-97%	Tutors start to monitor
Attendance of concern	91-94%	Heads of Year monitor
Unsatisfactory attendance	90% and below	School Attendance Meeting (SAM) process activates (see Appendix A). This is an escalating series of meetings with parents when no improvement is maintained. Parents may be cautioned with warning of legal action.
-	-	If attendance continues to drop, legal action will be taken by the LA and the Governing Body will play an active role in meetings with the Headteacher.

## **Penalty notices and legal action**

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Good school attendance is an essential contribution towards a child's education and future employment prospects. Conversely, poor attendance severely impacts on a child's educational growth and their future prospects may be significantly restricted. Therefore, ensuring regular school attendance is crucial for the long-term benefit of children.

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

- a. his age, ability and aptitude
- b. any special educational needs he may have, either by regular attendance at school or otherwise

Schools are required to ensure that children on their roll are educated in accordance with the national curriculum, and any special educational needs that a child may have.

The key consideration in deciding whether to issue a penalty notice will be that:

1. the offence relating to irregular school attendance has occurred; or,
2. the child has incurred five days or more of unauthorised leave of absence in the last eight weeks;
3. the parent has not fully engaged with voluntary or supportive measures to help improve regular school attendance;
4. it is believed that issuing a penalty notice will either help improve the child's school attendance, or prevent further absences caused by unauthorised leave.

## **National Threshold for issuing Penalty Notices**

On the 19<sup>th</sup> August 2024, the Department for Education introduced a national threshold for all schools and local authorities to adhere to when considering, and issuing, penalty notices in relation to irregular school attendance.

When a child does not attend school regularly and all (or the majority) of the absences are unauthorised, legal action can be instituted against the parents or carers. This can be in the form of a penalty notice or summons to court.

Penalty notices can be issued if there have been 10 or more unauthorised absence sessions in the preceding 10 school weeks.

A first penalty notice issued to a parent/carer within a 3 year rolling period is £80 if paid within 21 days rising to £160 if paid between days 22 to 28.

If a second penalty notice is issued to the same parent/carer, regarding the same child, within the same 3 year rolling period it will be £160 with 28 days in which to pay.

Failure to pay a penalty notice will result in the parents or carers being prosecuted in court.

If there is a third requirement to take legal action for irregular school attendance in relation to the same parent/carer, for the same child within the same 3 year rolling period, then it is likely that the parent/carer will be summoned to court.

There is no right of appeal to a penalty notice issued for irregular school attendance. If a parent/carer is concerned about why they have received a penalty notice, then they must raise their concern with their child's school.

Parents can also be directly summoned to attend court. If a parent pleads, or is found to be, guilty of the offence of failing to ensure regular school attendance, the court has a range of sanctions depending on the circumstances.

Parents may receive:

- a fine of up to £2,500 and/or a prison sentence of up to three months;
- a curfew with electronic tag fitted;
- opportunities for further support, or to access previously provided support that was not engaged with;
- a clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis;
- a clear timeframe of between 3 and 6 weeks for the improvement period.

This will always be combined into the SAM process (see Appendix A).

Extra support for the groups below will also be built into the process:

- Pupils absent due to complex barriers to attendance;
- Pupils absent due to mental or physical ill health or SEND;
- Pupils returning to school after a lengthy or unavoidable period of absence.

We will always look at the above groups on a case by case basis.

## **Roles and Responsibilities**

### **Role of parents/carers**

JRCS and the Government expect parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly. In addition to this, parents need to:

- support students with their organisation so barriers to punctual arrival are removed;
- make sure students arrive at school ready for a calm start at 8:30am;
- make appointments outside of school time;
- avoid booking holidays or trips in school time;
- encourage a good work ethic and support the school's policies and procedures;
- communicate problems with school in a timely manner so they can be addressed;
- work with the school and any external agencies if a problem is identified;
- provide the required number of emergency contacts;
- keep to any attendance contracts and attend SAM meetings;
- seek support as soon as possible so the issue can be addressed.

### **Role of students**

Students need to take responsibility and:

- attend school on time every day;
- record key information in their planners and bring the correct equipment;
- hand notes from parents to their tutor;
- highlight if they are going to be absent from school;
- co-operate if problems occur and engage with the support that is put in place;
- manage their time in school effectively so they are punctual to every lesson;
- attend every timetabled lesson, on time;
- raise concerns and seek support in an age appropriate way.

### **Role of the Senior Leadership Team and Headteacher**

The Senior Leadership Team of this school will:

- create an environment which is safe and stimulating;
- monitor student behaviour and attitudes towards school;
- work closely with parents and external agencies to safeguard students;
- support the pastoral and attendance team so every student is given every possible opportunity to do their best;
- quickly identify issues with attendance for the students in their care;
- actively and consistently support the role of the Attendance Champion..

Each SLT in every school must have a named Senior Attendance Champion. The Senior Attendance Champion is responsible for:

- leading, championing and improving attendance across the school;
- setting a clear vision for improving and maintaining good attendance;
- evaluating and monitoring expectations and processes;
- having a strong grasp of absence data and oversight of absence data analysis;
- regularly monitoring and evaluating progress in attendance;

- establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff;
- liaising with pupils, parents/carers and external agencies, where needed;
- building close and productive relationships with parents/carers to discuss and tackle attendance issues;
- creating intervention or reintegration plans in partnership with pupils and their parents/carers;
- visibly demonstrate the benefits of good attendance throughout school life.

### **Role of the Head of Year/Deputy Directors of Sixth Form**

- Attendance and punctuality are key parts of the job description for Heads of Year/Deputy Directors of Sixth Form. They are ultimately responsible for the levels of student attendance in their year groups and need to be pro-active with their tutor teams in ensuring school policies and procedures are being followed.
- Heads of Year are also responsible for referring cases to the school's Attendance Manager. This can occur outside of the SAM process.

### **Role of the Form Tutor**

- Form Tutors should actively monitor/review all students' attendance using the pastoral monitoring sheets that are provided on 4-5 week cycle;
- They are the first point of contact and they should collect notes following a period of non-attendance;
- Students will be alerted if their attendance drops 95%;
- Students dropping under 93% attendance will be placed on Form Tutor Attendance Report available from the Attendance Team. This will highlight the case with the Attendance Team. The Form Tutor will also call home and warn parents about the attendance issue;
- If attendance does not improve or students drop below 90%, they will be referred to the Head of Year and the SAM process will be activated - please see flow chart in Appendix A for progression).

### **Role of the Attendance Manager**

The Attendance Manager will:

- respond to individual attendance concerns and advise on policy and guidance relating to attendance management;
- prepare all the information to ensure the Form Tutors and Heads of Year can effectively carry out their role;
- liaise with parents and external agencies;
- conduct home visits to ensure help is provided at the earliest possible opportunity;
- establish and maintain effective systems to tackling absence and ensure they are followed;
- have a strong grasp of the absence data to focus the collective efforts of the school;
- monitor, evaluate and report on progress;
- advise the Headteacher when to issue penalty notices.

### **Role of the Governing Body**

The Governing Body is responsible for:

- setting high expectations of all school leaders, staff, pupils and parents;
- making sure school leaders fulfil expectations and statutory duties, including:
  - making sure the school records attendance accurately in the register, and shares the required information with the DfE and Local Authority;
  - making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific pupils, where appropriate;
- recognising and promoting the importance of school attendance across the school's policies and ethos;
- making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for pupils who need it most by prioritising staff and resources;
- making sure the school has high aspirations for all pupils, but adapts processes and support to pupils' individual needs;
- regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual pupils or cohorts who need it most;
- working with school leaders to set goals or areas of focus for attendance and providing support and challenge;
- monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting pupils needs;
- where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance;
- making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
  - the importance of good attendance;
  - that absence is almost always a symptom of wider issues;
  - the school's legal requirements for keeping registers;

- the school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific pupils, where appropriate;
- making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data.
- holding the Headteacher to account for the implementation of this policy.

### **Role of the Attendance Governor**

- There will be a named Governor responsible for attendance. The Attendance Manager and the Designated Safeguarding Lead (DSL) will ensure information is shared. The named Governor will sit on the Attendance Panel. However, attendance is everyone's responsibility and there will be regular updates provided to the full Governing Body;
- The Panel will be convened as appropriate to meet with students and their parents to discuss particular attendance concerns. The panel is made up of the Attendance Governor, Headteacher, Head of Year (where appropriate) and the school's Attendance Manager.
- In certain circumstances, the Panel may decide that a student's poor attendance means their educational needs are best met by repeating a year at school or by being referred to an alternative setting. The Attendance Governor will also be consulted by the school, as appropriate, when decisions are made about agreeing to holidays during term time.

Governors will also be expected to place an emphasis on working in partnership with families to improve attendance.

The link below summarises the role of all involved in attendance:

[Summary table of responsibilities for school attendance \(applies from 19 August 2024\)](#)

## **Section 3: Absence Procedures**

Our ethos is that we do everything we can to treat the root cause of absence by removing barriers to attendance. We will work together with all parties to ensure:

### **Expect**

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

### **Monitor**

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

### **Listen and understand**

When a pattern is spotted, discuss with pupils and parents to listen to and understand barriers to attendance and agree how all partners can work together to resolve them.

### **Facilitate support**

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

### **Formalise support**

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond.

Depending on the circumstances this may include formalising support through an attendance contract or education supervision order.

### **Enforce**

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

## **Absence from school**

- Parents are requested to ring the absence line (020 8270 6222, selecting "report a student absence") on the first day and every subsequent day of absence. The Attendance Team are responsible for amending the roll call and entering the required absence code.
- If no notification of absence is received, the process of 'chasing up' absentees will be co-ordinated by the Student Services Department on the first day of absence.
- If no contact can be made, an automated text will be sent to contact numbers provided by parents.
- If contact is still unsuccessful, the student will be referred to the Safeguarding Team because the absence will be viewed as suspicious. Where reasonably possible, we will hold more than one emergency contact number for each pupil. This is good practice and it provides the options to make contact with a responsible adult.
- On return from absence, a note should be given to the tutor who will then place this in the register folder and the reason will be recorded by the Attendance Team. This is required to authorise the absence.
- Home visits may be made by the Attendance Manager as required.

## **Medical Appointments**

- A student's visit to a clinic, hospital, dentist, or doctor, etc, counts as non-attendance.
- Parents must provide the student with an appointment card, where possible, to enable the school to authorise the absence. Regular medical appointments will need a letter from a consultant or other professional.
- Form Tutors should send students to the School Office during morning registration to receive their exit mark.
- Parents of students with poor attendance will be required to supply a medical card for repeat appointments.
- Parents are asked to do everything possible to avoid making appointments during school time.

## **Long term absence (more than three days)**

In most cases of long-term absence, the Attendance Manager will request medical authorisation for the absence, especially where poor attendance is a pattern. The Planner has a page for medical authorisation which can be completed by a GP confirming that the student is unfit for school. Alternatively, an authorised medical letter is acceptable.

Parents/carers of students who are likely to be absent for a lengthy period of time due to a medical condition should provide the requested documentation from the consultant so that the school can organise work to be sent home or, in some circumstances, request home tuition from the Local Authority. Heads of Year will co-ordinate this in liaison with the Attendance Manager.

Students who are medically unfit for school will be reported to the Local Authority and their case will be monitored by the Attendance Manager in consultation with the School Nurse and the Safeguarding Team.

## **Truancy**

Truancy and leaving school without permission is a Standard 3 behaviour and will, in most cases, lead to a student being excluded from lessons, with additional time after school in exclusion to make up the time missed. If a student leaves the site during the school day, parents will be called immediately. If the student does not make contact with the parents within 30 minutes the case will be referred to the police. This is to be actioned by the Safeguarding member of staff on call or the Attendance Manager.

## **Leave during term time**

The school will not authorise students to take leave during term-time and we will follow the Local Authority guidance and issue fines to parents / carers who do this. However, there are some circumstances where leave may be granted. Only the Headteacher and/or Governors can make this decision.

## **Special Circumstances**

Leave during term time will be considered in the case of students who do not attend school due to family bereavement, court appearances, competitions, authorised performances, sporting representation, travel circumstances beyond their control, religious observance and other factors at the Headteacher's/Governors' discretion.

The needs of particular groups of students will also be taken into consideration when granting authorised absence. These groups may include children of travellers, children in care and children with special educational needs or medical conditions.

In order for this to occur, parents/carers must complete a leave of absence request form available on the school website or from the School Office.

In deciding whether to agree to the request, the following factors are relevant:

- The purpose and length of the leave requested;
- The student's overall pattern and level of attendance;
- Whether the holiday falls during a key examination year.

When parents do not follow the correct procedures or fail to gain approved leave of absence but still remove their child, then the absence is classed as unauthorised. In addition, students lose the right to attend any non-curricular school trips or take part in any clubs for a period of up to six months from the day they return to school.

In emergency situations, parents will be asked to provide evidence that the trip was booked with very short notice, ie, **proof of the date of purchase of tickets, etc.**

The school will closely monitor leave of absence across year groups. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to the specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 and schools maintained by a local authority and special schools not maintained by a local authority must do so. These circumstances are:

- Taking part in a regulated performance or employment abroad: in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA). (For full details please see Code C1);
- Attending an interview: for entry into another educational institution or for future employment where requested in advance by a parent the pupil normally lives with;
- Study leave: for public examinations, as agreed in advance with a parent the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases;
- A temporary, time-limited part-time timetable: where the pupil is of compulsory school age, both the parent who the pupil normally lives with and school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable;
- Exceptional circumstances: All schools can grant a leave of absence for other exceptional circumstances at their discretion. ;In the case of schools maintained by local authorities and special schools not maintained by local authorities, it must be requested in advance by a parent who the pupil normally lives with. ;Schools are then expected to consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

## **Education off site**

As well as the above leaves of absence, all schools can also allow pupils to be absent from the school site for certain educational activities or to attend other schools or settings:

- To attend an offsite approved educational activity. (For full details see Code B);
- To attend another school at which the pupil is registered (dual-registration). (For full details see Code D);
- To attend provision arranged by the local authority. Eg, alternative provision or as part of an education, health and care plan. (For full details see Code K);
- To participate in an approved sporting activity. (For full details see Code P);
- To attend an educational visit or trip arranged by the school. (For full details see Code V);
- To attend work experience. (For full details see Code W).

As these circumstances are part of delivering a full time education they are not classified as absences for statistical purposes.

## **Action the school can take (all in conjunction with the LA)**

- Attendance contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Penalty notices

Please use the link below for more details:

[Working together to improve school attendance \(applies from 19 August 2024\)](#)

## Section 4: Punctuality

### Registration

- Registration will be completed electronically at 8.35am and then within the first 15 minutes of every lesson after that using the school's MIS.
- Paper registers should be used when students attend their twice weekly assemblies if there is no access to a computer/phone and should be returned to the register station in the egg immediately after the registration period has finished. These registers should also be completed by staff if they are covering a registration and are unable to access the school's MIS. Student Services Department have responsibility for transferring this attendance data on to the school's MIS when the registers are returned to the School Office.
- Registration should be seen as a formal occasion by both staff and students and sets the tone for the subsequent activities. To this end, outdoor coats should be removed (by both staff and students), students should sit quietly at their desks and remain in silence while the register and other formalities are completed.

### Lateness and Punctuality

- A student is late if the register has been called before he or she arrives in the room. The L code should be entered for the student.
- The morning register should be called at 8.35am. If a student arrives late for morning registration, they should be issued with a late sticker by their Tutor. This means they have to attend a late detention at break (please see Appendix B).
- This information will be tracked and monitored for pattern watching purposes.

### Lateness to lessons

- If students arrive late to lesson, they will be given a negative behaviour point.

## Section 5: Summary

### Staff responsible for school attendance and punctuality

Miss A Howe (Pastoral Deputy) and Mrs L O'Keefe (Student Services and Attendance Manager).

School attendance is subject to various education laws and this policy has been written to reflect these and the guidance produced by the Department of Education principally that:

- Providing a full-time education is a child's legal requirement;
- Parents and Carers have a legal obligation to ensure their child attends school;
- Regular attendance at school safeguards children not in the care of their parents;
- All students with poor attendance at JRCS will be treated as vulnerable, principles enshrined in the Education Act 1996, the Children's Act 1989/2004 and other associated pieces of legislation.

### Other legislation considered

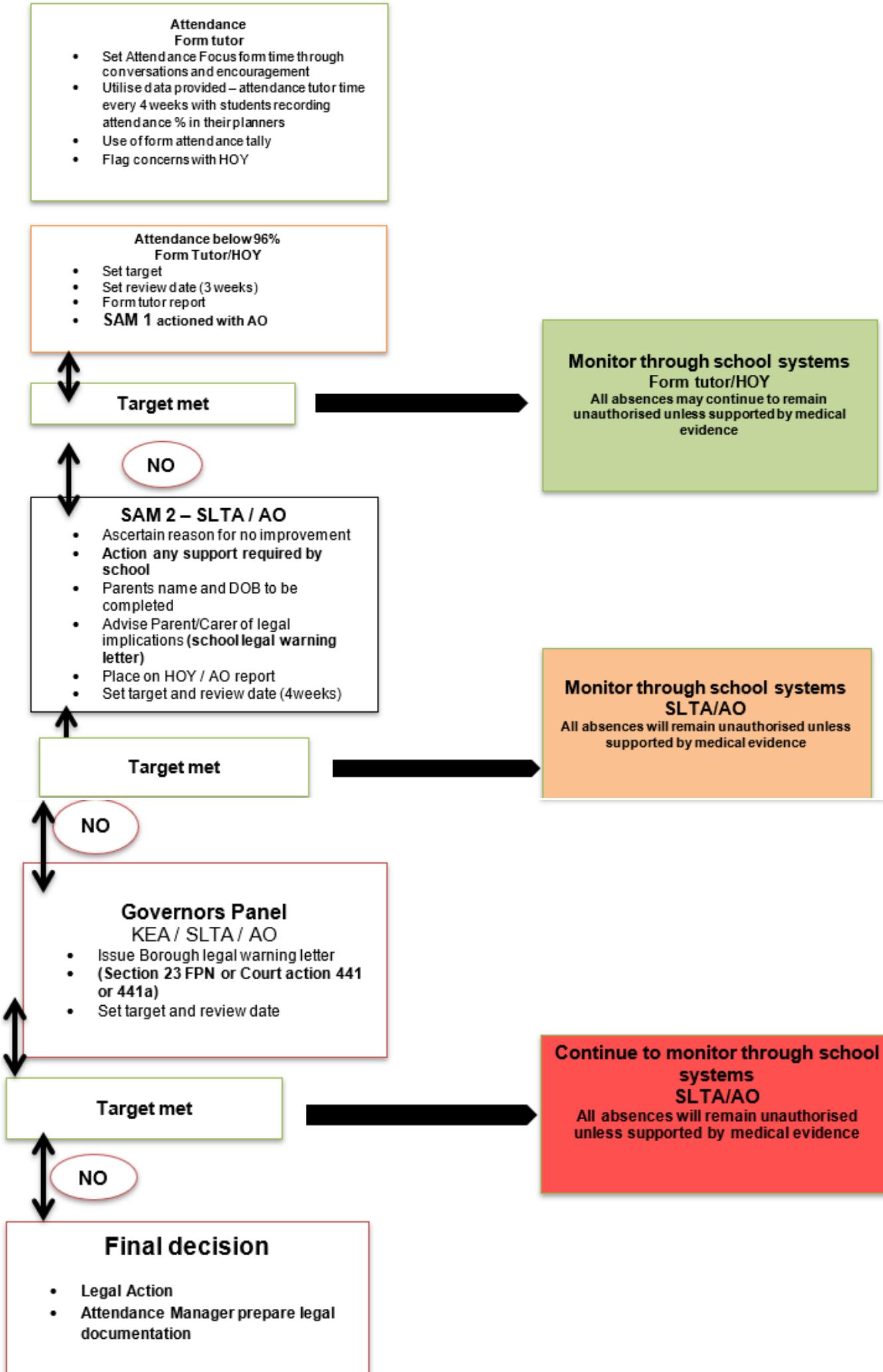
These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5);
- The Education (Pupil Registration) (England) Regulations 2006;
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010;
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011;
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013;
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016.

LBBP Penalty Notice Code of Conduct for Irregular School Attendance:

[LBBP Penalty notice code of conduct and guidance on procedures](#)

# Appendix A - SAM Process



# Appendix B - Late procedures

## **Late to school**

**Late to school** = Sticker in Planner from the School Office. Marked with an L on the register



**A**

Late detention 20 minutes after school



**B**

**Late x 4 IN A HALF TERM or failure to attend detention**  
Call home and conversation recorded



**C**

**Late x 6 IN A HALF TERM**  
**Attendance monitoring card**  
**HoY observations**  
**HoY detention**



**D**

**Late x 8 IN A HALF TERM**  
SLT call parents. A punctuality report is considered  
2 hour SLT detention

SLT will take over monitoring this student. The next step is likely to be an exclusion if things do not improve

# Appendix C - Attendance matters

When a student has regular attendance at school, they:

- ✓ Make more progress than those who are absent.
- ✓ Can achieve their full potential.
- ✓ Have better prospects.
- ✓ Grow in confidence

**The school celebrates and addresses attendance in the following ways:**

Attendance	Attendance stage	Follow up
100% Attendance	Aspirational Target	Maximising chances to make more than significant progress. Regular alerts to parents regarding attendance 100% celebrated by Year groups in assemblies
95% - 98% Attendance	Minimum Expectation Target	Good chance for success and making expected progress. Regular alerts to parents regarding attendance
92% – 95% Attendance	Universal strategies used to improve attendance	Attendance printout sent to parents by message. Form Tutor intervention.
90% - 92% Attendance	At risk strategies used to improve attendance.	Below 92% Attendance letter sent to parents. Targeted group assemblies. Parents' engagement will be monitored.
85% - 90% Attendance	SAM meetings will be initiated	Formal school warning letters will be issued. Fixed penalty notice warnings from Local Authority will be issued. Support from external agencies initiated if appropriate. Monitored closely by Attendance team and HOY. Parents' engagement will be monitored.
Below 85%	Continued unauthorised absence	Legal action to be initiated by the school's Attendance Lead

When attendance falls below 90% students are at **SIGNIFICANT** risk of underachieving.



**School Attendance Target is 96% to fully achieve Success For All!**