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Attendance Procedure

93-100% Attendance – Tier 1 (LK/SL/HOY/DHoY/Tutors)

- Monitored by LK ensuring the daily, weekly and half termly actions are taken
- Tutors are to monitor the attendance of students in their tutor groups on a weekly basis. Data is to be provided weekly by S.Lloyd from school attendance data sheet.
- Tutors to keep LK/HOY/DHoY informed of any information gained through conversations with students and parents using CPOMS
- If a student has a decline in attendance seek information from the HOY/DHoY to ensure that there are no extenuating circumstances. (E.g. death in family). Constant dialogue required.
- Advise JM if serious concerns.

93% attendance or below – Tier 2 (Attendance 100)

Referred to Attendance 100 Sunderland for action.

- **Heads of Year / Deputy Heads of Year** – To ensure Attendance 100 Sunderland are aware of any students in this category who have extenuating circumstances. (e.g. death in family, curriculum issues, personal problems, health records, social problems). LK to support and ensure this takes place.
- **Attendance 100 Sunderland** – issue letters of concern, make contact with parents highlighting concerns or make house visits. Medical letters may also be issued if there are many periods of absence for different medical reasons. Meetings will also be arranged to take place in school. Targets agreed with parents e.g. 100% attendance for the next 3 weeks. Monitored and reviewed – case either closed or on going referral made to LA attendance team.
- **Feedback from Attendance 100 Sunderland** – LK to integrate information into the overview of student attendance concerns and ensure pastoral team aware of any information regarding student circumstances. This is recorded on CPOMS. The information from Attendance 100 Sunderland needs to establish the reason for the student's absence i.e. whether the student is truanting or if their non attendance has a more complex reason like those listed below
 - Views on the student's health and development: - Perceptions of the student's performance, progress and behaviour at school and at home and factors contributing to any difficulty.



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- Personal perception of any difficulties, e.g. curriculum. Where the student claims their problems are school based (e.g. bullying or a relationship problem with a member of staff), it is important that this is investigated and the result of the investigation recorded on the student file. Referral required to HOY / DHOY.

Other actions taken

- Allocate a **learning mentor** to work with student in school if required
- **HoH/DHoH** may need to respond to information by considering curriculum differentiation, special provision (LSC/FP) or offer support to the family via a CAF/strengthening families application.

Sunderland LA Attendance Team (SAT) - 10 unauthorised absences in previous 10 weeks

In cases where measures put in place at formal attendance meeting do not result in resolution or improvement in attendance and there continues to be unauthorised absence, a referral should be made to the Sunderland Attendance Team.

On receipt of the referral the SAT will consider the following criteria:

- Have all school based intervention strategies been adopted / considered?
- Is the Attendance Team the correct agency to undertake the task?
- Is the timing appropriate?
- Is Attendance Team intervention a priority? (Are there other Agencies or strategies more appropriate i.e. CAF)
- Have the parents been advised that a referral could be made to the Attendance Team?

Formal Referral to the Attendance Team

Each student will be considered on an individual basis and as such it is impractical to set an attendance percentage level as a trigger for formal referral to Attendance Team. In order for the case to be moved forward the absences must be recorded as unauthorised as authorised absences constitute a statutory defence in Section 444 of the Education Act 1996 and would jeopardise the likelihood of the case progressing to court or a FPN being issued.

The Attendance Team would wish to consider the following cases and there is recorded **unauthorised absence**:

- Block absences of more than 10 sessions of unauthorised absence over a 10 week period
- Prolonged poor attendance pattern, extending to half a term or more



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- Vulnerable students exhibiting poor or irregular attendance
- School refusal
- Those exhibiting a sudden deterioration in their attendance levels, where no reasonable explanation is given.
- Unauthorised Holidays (Fixed Penalty Notices – see below)

It is impractical to set a time scale for completion of a case without first setting a parameter for measuring success. An initial assessment will determine a course of action. This may include:

- Writing to parents/carers
- Speaking with parents by telephone
- Home visits – the objective of a visit to the student's home is to enable the SAT to gain an understanding of the problem within the home context. It will permit the SAT to assess the student's relationship, behaviour and family circumstances as they impact on the attendance issue.
- Meeting with the student in school
- Meeting with the parents in school
- Attendance review meeting could be held. This meeting could also involve school staff and students in appropriate cases. Attendance target would be set.
- Drawing up a contract between school / Attendance Team / parents / student
- Consideration of an Education Supervision Order

Where a case does not meet the evidential test the reason will be recorded and an agreement will be made on ensuring that best evidence is provided. The SAT and the school will be advised of the reason(s) for the decision.

Where a case is to progress a decision on the section of the Education Act to prosecute under will be made on the basis of evidence available. A Final Notice to Attend will be sent to the parents detailing the possible outcome of continued non-attendance under the section, which the parent could be prosecuted.

The Attendance Team is responsible for arranging the Attendance Review and for notifying the school of the outcome. It is not considered appropriate to offer more than two appointments to parents.

Following the review, if the student's attendance does not improve immediately or continues to cause concern the Senior Attendance Development Officer will oversee the completion of the Formal Attendance Review.



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Formal Attendance Review – Attendance Team

Parents will be requested to attend a formal attendance review (FAR) with the Senior Attendance Enforcement Officer. The FAR will be held in a location, which can be easily reached by the parent. The format of the FAR will depend upon the Section under which the parents may be liable prosecution; as prosecution under the more serious offence Section 444(1a) will require the Senior Attendance Enforcement Officer to formally caution parent in accordance with Police and Criminal Evidence Act (PACE). The parent will be asked on their perspective to on the evidence gathered during the previous three stages.

Where the parent challenges the evidence, or offers mitigating circumstances that require further investigation, the meeting will be suspended and will be reconvened once clarity is sought. The SAT will be requested to investigate and the conclusion of this will determine whether it would be appropriate to undertake a further meeting with the parent. Written confirmation of the decision made at the FAR meeting will be sent to the parent/carer, School and SAT.

If the Formal Attendance Review recommends immediate prosecution the SAT will email the appropriate documentation within one week. If the recommendation is to monitor for four weeks and there is no improvement or deterioration during this monitoring period, legal proceedings will be initiated against the responsible parent(s) and the SAT is responsible for completing the paperwork.

Legal Intervention – Attendance Team

Where there is a need to implement statutory action The SAT, in conjunction with the Attendance Enforcement Officer will collate the following documentation for prosecution:

- Headteacher's Certificate of Attendance
- Statement from SAT and exhibits relevant to the case within the six-month summary period
- Information regarding previous prosecution
- Supporting documentation, e.g. doctors letters

A court date will be booked and a summons drawn up and delivered by 1st class post or by hand together with all relevant documents.

Written confirmation of the outcome of all cases taken through the Magistrates Court will be sent to the Headteacher and the SAT.



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Following a prosecution the Attendance Enforcement Team maintains a monitoring responsibility to ensure that case is reviewed for appropriate action to be taken when necessary, by the SAT. The SAT therefore will retain the case and continue to engage with the family and the case will be reviewed in supervision. The formal monitoring of cases that have been dealt with by the Magistrates' are undertaken at 2, 6 and 12 week intervals.

When a Parenting Order is imposed the Enforcement Officer will source appropriate Parenting Group training and will monitor the parent's attendance at the group throughout the programme. Where a parent fails to comply with a Parenting Order the Senior Enforcement Officer will consider Breaching the Order in appropriate cases.

Fixed Penalty Notices (see LA Code of Conduct for further details)

Penalty Notices can only be issued in cases where a pupil of compulsory school age has been absent, and the absence has not been authorised by the school, or where the pupil has persistently arrived late after the register has been closed (after the register has closed - U code) and where it is believed that the issue of the notice will be effective in helping to get the child back into school.

1. The level of absence that is necessary before a Penalty Notice can be issued is **20 or more half day sessions (equivalent to ten school days) of unauthorised absence during any ten week period.**
2. In the case of unauthorised absence due to holiday, a Penalty Notice can be issued if there are 20 or more half day sessions of unauthorised absence in 10 school days. **It would have to be clearly demonstrated that the parent understood and had been warned that permission for the holiday had not or would not be given.** The school must be able to demonstrate that the parent had full knowledge of the schools procedures and the possible consequences.
3. As a result of attendance sweeps, **where there is a repeated unjustified reason for the child being absent from school and they are found accompanied by their parent.**
4. Where a child **who has been excluded is present in a public place during the first five days.** A penalty notice will be issued on the first occasion if appropriate after considering the parents action or inaction which led to the child being in a public place at a proscribed time, the parent's justification if any, and the parent's attitude to having failed to meet their statutory responsibility.
5. The liable parent or carer has received a formal warning from the LA of the possibility of a Penalty Notice being issued, and shall be given a maximum of 15 school days to effect an improvement. A warning notice is not necessary with regards to point 2 as the schools decline letter will be used as the formal warning. A warning notice is not required in for cases that meet the criteria in point 4.



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ATTENDANCE – LK /SL/ HW

Daily

- Adjust attendance record following any parental contact
- Monitor lates (liaise with JM /pastoral team) and issue detentions – follow up with HOY/JM
- Text message to parent/carers re: lates, STAY SAFE
- Text message to parent/carers re: non attendance
- Input 'paper registers' following assembly
- Consider 'holiday requests' and where necessary consult AHT
- Update student attendance concerns to HOY/ Attendance 100 Sunderland, LA or parent.
- Review and follow up students with unauthorised absences.

Weekly

- Create reports as requested by Attendance 100 Sunderland – e.g. students who are below 93%. Follow email from Steve Hodgson.
- Update attendance (HW)– *whole school*
 - *Registration group comparison rewards weekly / monthly – issue to tutors prior to Tuesday morning briefing*
 - *Year group comparison*
- SL to run attendance data weekly and provide information to tutors so they can monitor attendance.
- Create report PA (Up-to-date PA report)
- Meet with HOY/ JM to discuss / action students with between 93-96% attendances. Review attendance /actions of those cases with Attendance 100 Sunderland or LA attendance team.
- Issue concern letters if required in terms of punctuality and attendance.

Every Half Term

- Create document considering sub groups (HW)
 - *FSM*
 - *Statemented*
 - *SA+*
 - *SA*
 - *Boys / Girls*
 - *Traveller students*
 - *Young Carers*
 - *Looked After students*
 - *BLP (Bowes Language Provision)*
- Create student record by year group (HW)



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- Student review HOY Year 7 and 8
 HOY Year 9, 10
 HOY Year 11
- Every half term pastoral staff with responsibility for tutor groups will review the attendance record of all students in the group i.e.

7B1 - Any discrepancies should be addressed with regard to marks missing or unaccounted for.

Counselling sessions may be important for individual students with attendance issues or conversely to see students with excellent attendance.

Visits to the tutor group may be of benefit to highlight general issues or of course the positives of excellent attendance.



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PUNCTUALITY PROCEDURE

The following procedure will be initiated from September 2014.

The following procedure was introduced

- LK at late gate to record those students who are late (time recorded and updated on SIMS). Supported by SLT (see duty rota)

Stage 1

- Three recorded lates culminates in a 30 min detention. This will be issued by LK. A record of students will be kept.
- HOY / DHOY to ensure students attend and follow up if fail to attend. HOY/DHOY join hour detention on Fri.
- The first detention will be logged as a yellow on the lists

Stage 2

- Following the next 3 lates and a detention is issued, LK will inform the tutor – a call to parents is advised as a pattern developing and request support in ensuring punctuality. Support parents by saying in future will text each time child attends school late. If this is agreed, LK needs to be informed to ensure this occurs.

Stage 3

- If a third detention is issued –HOY to discuss how to improve and may contact the parent and request a meeting in school (depending on timescales and frequency) – this meeting may involve JM (discuss with JM if needed).

Any Y11 student who is late and has had a detention issued will lose their lunchtime pass for a period of 1 week. This will lengthen if repeated lateness occurs. LK to co-ordinate with SCo.