



QUORN HALL  
SCHOOL

# Attendance Policy

**Person Responsible:** Marie Shaw

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**Revisions:** Annually

Quorn Hall School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its pupils and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

- **'Levelling up'** - We want our children to be able to meet appropriate milestones and age related expectations, socially, emotionally and academically.
- **Thrive not survive** - We want our children to thrive in school and society, not just survive their adverse childhood experiences.
- **Confidence** - Develop confidence in their abilities and self image/esteem as learners and members of society.
- **Creativity** - Foster individuality and celebrate differences and create a compassionate and accepting environment. Provide tools that give students options, voice, and choice in order to enable them to be creative.
- **Competence** - In their ability to self-regulate and interact with different types of people and overcome the challenges and traumas from the past.
- **Character** - Develop resilience so they see failures or negative situations as a learning opportunity by implementing growth mindset approach.
- **Compassion** - For pupils and the challenging circumstances they have encountered in both their personal and educational lives.
- **Care** - To overtly demonstrate to pupils that adults do care about them and their futures - every day is a fresh start.

While this current policy document may be referred to elsewhere in Quorn Hall School documentation, including particulars of employment, it is non-contractual.

Within the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative

- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR (HR)
- Peninsula BusinessSafe (Health and Safety)
- Due Diligence Checking (DBS)
- Educare (online CPD)
- National College (online CPD)
- School Pro (Data Protection)
- Neotas (Online searches / Social Media checks)

Quorn Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Quorn Hall School.

The policy documents of Quorn Hall School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

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## 1. Aims

Quorn Hall School is committed to meeting our obligations with regards to attendance by:

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

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

## 2. Legislation and guidance

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

- 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](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

As the Group Operations Director of Cavendish Education, Stephen Aiano is the Governor responsible for monitoring pupil attendance.

### 3.2 The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

### 3.3 The Attendance Officer (Safeguarding Team)

The School Attendance Officer:

- Monitors attendance data across the school and at an individual pupil level

- Reports concerns about attendance to the Headteacher
- Works with Local Authority to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Headteacher when to issue fixed-penalty notices

### **3.4 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### **3.5 School office staff**

School office staff are expected to take calls from parents about absence and record it on the school system. Family support workers will chase any parent/carer whom we haven't heard from each day from 11am

## **4. Recording attendance**

### **4.1 Attendance register**

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 08:30 on each school day.

The register for the first session will be taken at 08.30 and will be kept open until 09:00. The register for the second session will be taken between at 13:00 and 13:30 in line with afternoon teaching sessions and will be kept open until 13:30.

### **4.2 Unplanned absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 08:30 or as soon as practically possible (see also section 7).

An absence should be shared by contacting the school on 01509 414338 or email to [Info@QuornHallSchool.com](mailto:Info@QuornHallSchool.com)

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Any planned absence should be shared by contacting the school by phone on 01509 414338, by letter or email to [Info@QuornHallSchool.com](mailto:Info@QuornHallSchool.com)

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. In terms of time required to attend an appointment, where possible and appropriate (eg Dentist checkup however Camhs may be determined to remain off the the rest of the school day) and depending on the nature of the medical appointment the pupil should be out of school for the minimum amount of time.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **4.4 Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

If the late arrival is due to circumstances beyond the pupil's control, then late arrivals are marked as authorised.

Parents/carers, whose children are regularly late for school, will be contacted by a member of school staff who will work with the parents/carers to bring about an improvement in punctuality.

### **4.5 Following up absence**

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on absence with parent/carer to ascertain the reason, by text message and phone call on the day of absence.
- Where contact cannot be made a staged approach is designed see Appendix 2: Contact protocol.
- Ensure proper safeguarding action is taken where necessary.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use.

#### **4.6 Reporting to parents**

A pupil's attendance information will be reported to parents/carer in the pupil's annual education report and for their Education and Health Care Plan annual review.



## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

We define 'exceptional circumstances' as one off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked after child, a housing crisis which prevents attendance.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail).
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision.

### 5.2 Reducing persistent absence (PA)

The reasons for persistent absence are varied and may be complex. The school will identify pupils or groups of pupils who are at risk of becoming, or who are, persistently absent. Having assessed the reasons for the PA and analysed its profile, we will identify strategies that can be used to address it. In more complex and longer-term cases of poor attendance and persistent absence, interventions may include:

- make parents/carers aware that pupils have become PA, or are at risk of becoming PA and what is expected;
- use of attendance-targeting letters;
- multi-agency meetings and actions plans;
- requests for medical information or information from other services;
- use of local authority enforcement processes and procedures;
- home visiting;
- direct work with children and parents/carers to address root causes of absences;
- engaging specialist services;
- considering options for provision.

### 5.3 Legal sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices can be issued by a Headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

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

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

## **6. Strategies for promoting attendance**

Quorn Hall School has a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by staff, pupils and families. Staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe. We have a designated attendance champion in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan.

## **7. Attendance monitoring**

The attendance officer ( Safeguarding Team) at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

A pupil's parent/carer is expected to call the school each day their child is ill or absent.

First day absence texts are automatically sent out at 9:30 each day to all absent pupils with no recorded reason. If school has not had a reply to the text, school will contact the parent/carer of the pupil to discuss the reasons for absence.

If a pupil's absence goes above three days, and/ or we have significant safeguarding concerns, the school will contact (or provide a home visit for the support of) the parent/carer of the pupil to discuss the reasons for this, and provide support where necessary.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving the local authority education team.

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

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Quorn Hall School collects and stores attendance data to:

- Track the attendance of individual pupils.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

- Monitor and evaluate those children identified as being in need of intervention and support.

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum each year by Marie Shaw (Head of Compliance and DSL). At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection policy
- Positive Relationship Policy

## Appendix 1: attendance codes

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

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

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Leave of absence authorised by the school.	Pupil has been granted a leave of absence due to exceptional circumstances

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

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupils of non-compulsory school age are not required to attend ( X code should only be used up until the time of negative test result for Covid -19, self isolation in line with Public Health, or as part of Quarantine legislation)

<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2: Contact protocol

Communication	Who/when	Record	Action
<b>Day 1:</b> First day text	Admin AM.	SchoolPod attendance	Text message <b>High vulnerability pupils safeguarded by DSL</b>
<b>Day 1:</b> If no response to automated text. Call to parent /carer	Admin/ Pastoral Team/Family Support	SchoolPod contact	Reason for absence recorded; Admin/Class teacher. Expected return? home visit/ video call if necessary.
<b>Day 2:</b> Call to parent /carer	Family Support/Pastoral Team	SchoolPod contact	Call home, review vulnerability, call to emergency contact. Inform Senior attendance lead. Continued safeguarding monitoring.
<b>Day 3:</b> Call to parent /carer / emergency contacts	Family Support/Pastoral Team	SchoolPod contact	Home Visit arranged (by FS) and recorded. Safeguarding concern raised. Associated professional to be contacted. (e.g. Social worker)
<b>Day 4:</b> Call to parent /carer / emergency contacts	Safeguarding DSL	SchoolPod contact My Concern	Home Visit arranged and recorded. Associated professional (e.g. Social worker) contacted. Referral to Social Care / Police
<b>Day 5:</b> Call to parent /carer / emergency contacts	Safeguarding DSL	SchoolPod contact My Concern	Home Visit arranged and recorded. Referral as Missing from Education.
For pupils identified with significant risk contact with social worker should be made on the first day of absence			