



Attendance Policy

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1. Aims and Purpose

The Archer Academy aims to be a safe and nurturing environment which enables all members of the school community to realise their potential. Regular school attendance is a priority because there is a strong link between school attendance and educational outcomes. For our students to gain the greatest benefit from their education it is vital that they attend regularly and punctually, every day the school is open, unless the reason for the absence is unavoidable. Missing lessons leaves children vulnerable to falling behind. We aim for all students to have attendance of 95% and we are committed to working closely with students, families, local authorities, and external agencies to meet this target.

This policy outlines how school and homework together to promote good attendance and punctuality for each student and how we act early to address any patterns of absence.

2. Related policies and relevant DfE guidelines

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by The Department for Education (DfE).

Most notably, this policy draws on guidance from the 1996 Education Act, [School attendance parental responsibility measures Jan 2015](#), [DfE July 2019 school attendance guidance](#)

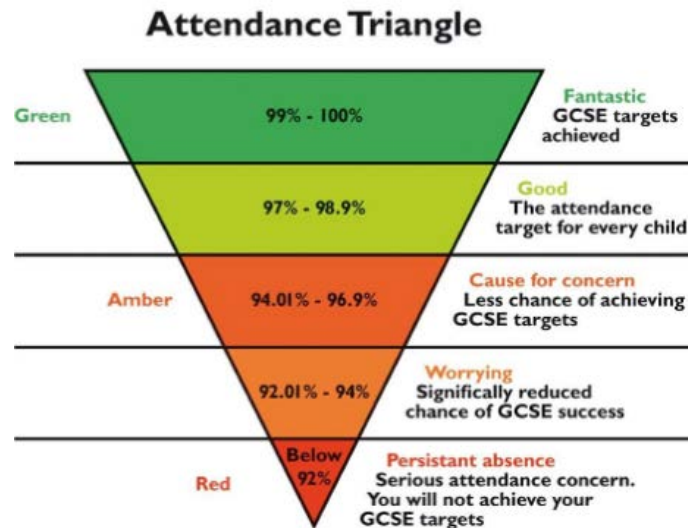
This policy is reinforced by other school policies and should be read in conjunction with the following policies:

- Behaviour and Rewards policy
- Safeguarding and Child Protection policies.
- Children with Health needs who cannot attend school
- Diversity, Equity and Inclusion policy
- Supporting Students with Medical needs
- Reduced timetable contracts
- The Home School Agreement

3. The importance of regular attendance

Any absence from school affects the pattern of a child's schooling and regular absence will seriously affect their learning and leave them less likely to realise their potential. Any absence disrupts teaching routines and may affect the learning of others in the same class.

Ensuring a child's regular attendance at school is the legal responsibility of the parent. Permitting absence from school without a good reason creates an offence in law and may result in prosecution. At the Archer Academy we aim for all students to have 95% attendance, so they have every opportunity to meet their academic targets. The following attendance triangle visually demonstrates the impact good attendance has on good outcomes. This is in every student planner.



4. Promoting regular attendance

Helping to create a pattern of regular attendance is everybody's responsibility – the school, parents and students. We believe that working in partnership is the crucial ingredient to the success and happiness of all our students. On joining school, the student and their family enter into The Archer Academy Home School Agreement, which outlines the responsibilities we all have to ensure that each student realises their potential, including attendance and punctuality.

The Archer Academy and its staff will:

- Deliver a positive educational experience and safe environment for children which encourages good attendance
- Comply with legal requirements for recording and reporting attendance
- Track and monitor attendance through robust systems and record-keeping
- Promote the importance of regular attendance and punctuality to students and parents through clear and consistent communication including: the Home School Agreement; the weekly newsletter; termly reports to parents linking attendance and punctuality to progress and attainment; workshops, LRD's and events and reminders of the school systems to record absence
- Celebrate and reward good attendance by displaying individual and tutor group achievements in assemblies, letters home, 100% attendance awards, golden tickets and star of the week, LRD's, competitions and achievements codes, trips/events.
- Provide support through key adults where attendance may be an emerging barrier to school success.
- Work with the Educational Welfare Officer to support improving whole school attendance
- Follow up attendance issues with students and parents as necessary
- Provide work and support to students who have an expected long-term absence for medical reasons
- Make wellbeing telephone calls to families as needed
- Refer families and or students to external partnerships to support them in improving their child's attendance

Parents are expected to:

- Ensure their child attends school regularly and punctually
- Inform the school of the reason of any absence by 9.30am via telephone
- Ensure the school authorises any leave of absence including those for medical appointments, well in advance.
- Avoid taking their child out of school during term time
- Have high expectations of their child's attendance and review this each term at LRDs as part of the schools' reporting processes

Students are expected to:

- Arrive at school each day on time
- Be punctual to school, line ups, tutor time and all their lessons
- Not leave the premises without permission
- Aim for 100% attendance
- Review their attendance each week in form time and each term at LRD's with their tutor

5. Types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either *authorised* or *unauthorised*. This is why information about the cause of any absence is always required, preferably in writing. Parents are requested to inform the school office in advance, of any planned unavoidable absence. A member of the school admin team is designated to lead on attendance.

Authorised absences

Authorised absences are mornings or afternoons away from school for a good reason such as illness, religious observance, and medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Parents are actively encouraged to make medical appointments outside of school time as far as is possible.

Exceptional circumstances where absence may be authorised during term time, at the discretion of the headteacher include:

- Funeral of parent, grandparent or sibling – the headteacher will use their discretion having heard from parents about travel and funeral arrangements and considering the distance to be travelled
- Sudden loss of housing through eviction or domestic violence up to a maximum of 3 days.
- Serious illness of a close relative – only if the headteacher is satisfied that the circumstances are truly exceptional
- Teenage parents responsible for the care of their own child – at the headteacher's discretion.
- Out of school programmes such as music, arts or sport operating at a high standard of achievement – as appropriate.
- Time-off relating to Child Entertainment Performances, subject to a license being issued by Education Social Work Service. Unless the headteacher believes a child's

education will be seriously affected, in which case there will be a discussion with the Local Authority.

- Religious observance – The Education Act 1996 S444(3) (c), states “on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs”.

Illness

If a child has more than 3 days of illness, 6 I codes, within a half term the school will ask for medical evidence from families to authorise any further absence.

Each case will be addressed on its individual merits, considering the overall welfare of the child.

Unauthorised absences

Unauthorised absences are those which the school does not consider reasonable and for which no “leave” has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. These include:

- Parents/carers keeping children off school unnecessarily.
- Repeated illness with no medical evidence
- Mental health and wellbeing concerns without medical evidence
- Truancy.
- Unexplained absences.
- Arrival after the closure of registers (9.30 am, U code)
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. We recognise that problems with attendance can be related to other challenges that students and families are facing and will work together to address those. Parents are encouraged, in the spirit of working together; to contact their child's form tutor or Head of Year if they feel their child is reluctant to attend school for any reason. Parents are encouraged to never cover up their absence or to give in to pressure to excuse them from attending; but to contact school immediately and discuss any concerns. Parents condoning absence from school can give the impression that attendance does not matter, and this can and does usually make things worse.

6. Holidays in term time

Absence during term time for holidays interrupts continuity of teaching and learning, disrupts the educational progress of individual children and creates disruption in school. We actively discourage parents from arranging holidays during term time and will only authorise absence in exceptional circumstances.

Parents do not have any right to expect term time leave to be granted and all leave is granted at the discretion of the headteacher. Any request for absence during the term must be made in writing to the headteacher. Parents must not assume that a request for

absence will be automatically granted. The headteacher will inform parents if the request is refused.

Leave for the purpose of a family holiday will only be granted in exceptional circumstances. Holidays taken without authorisation, are recorded as unauthorised absence, and may be referred to the Education Welfare Team. Parents who take children on unauthorised holidays during term time may be fined.

As a rule, cost of holidays does not constitute an exceptional circumstance.

Leave will not be given if the planned absence coincides with the start of term, or is near to or coincides with tests, exams or other significant events in the school calendar.

7. Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' (PA) when they miss 10% or more schooling across the school year for whatever reason. Their attendance is 90% or below. Absence at this level is doing considerable damage to any child's educational prospects. (Please refer to the attendance triangle on page 3). We seek parents fullest support and co-operation to tackle any issues of persistent absenteeism or where we become concerned that a child may be in danger of becoming classified as a persistent absentee.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority.

PA students are tracked and monitored carefully through our pastoral system and can be placed on an attendance contract. Our attendance contracts may also be combined with academic mentoring where absence is affecting progress and attainment.

All our PA students and their parents are subject to an attendance contract which works as an action plan to improve attendance. The plan may include allocation of additional support through a mentor, referrals to in school interventions or external agencies.

All PA cases are automatically made known to the Education Welfare Officer from the London Borough of Barnet who can intervene with all students regardless of their borough of residence.

8. Absence procedures

What parents must do:

- **Contact** the school office, before 9.30am, on the first day of absence and each day of subsequent absence.
- **Send** a note in on the first day they return with an explanation of the absence – parents must do this even if they have already telephoned the school. This note should be given to the child's form tutor.
- **Or call** into school and report to reception, who will arrange for a member of staff (form tutor or Head of Year) to speak with parents.

What the school will do:

- **Telephone or text** parents on the first day of absence if we have not heard from a parent.
- **Invite parents** in to discuss attendance concerns with their child's Head of Year and/or Head of School if absences persist.
- **Establish** an attendance contract with parents and the student if attendance causes significant concern
- **Refer** the matter to the Education Welfare Team if attendance causes significant concern

9. Tracking and monitoring systems for attendance

We have robust in school systems to support and achieve good attendance for all our students.

School admin team

- **Record** absence information into SIMS from parent telephone calls/email.
- **Send** a parent text to any parents who have not informed the school of their child's absence by 9.30am on the first day of absence.
- **Log** information into SIMS following parental response to text message.
- **Inform** a child's Head of Year when contact, regarding absence, from a parent is poor or they identify concerns.
- **Email** a daily absence register to each Head of Year for their year group each day.

Heads of year

- **Review** attendance for their year group daily.
- **Have a register** of student's current attendance statistics and use the red, amber, green flagging system to identify concerns. This should include information based on the previous academic year. If a student is pupil premium, has special educational needs, is able and gifted or a looked after child this will also be included on this register to identify the tracking of any patterns by group of learners.
- **Inform** form tutors to telephone the parents of any student who is absent for a second consecutive day, unless they are a flagged attendance concern. The purpose of this telephone call is to ensure that all is well and to offer any appropriate support. This call should be logged on CPOMS
- **Telephone** home on the first day of absence for any student who is flagged as an attendance concern. Telephone home daily if this absence continues. These calls will be logged on CPOMS.
- **Organise** meetings with parents where attendance is becoming a concern, or patterns are being identified.
- **Report** on their weekly attendance, tracking spreadsheet and actions for identified students in their weekly line management meetings with the Head of School.
- **Alert** the Designated Safeguarding Lead of any safeguarding concerns regarding attendance, logging concerns using the schools safeguarding reporting systems
- **Prioritise** messages about attendance through assemblies and pastoral time.
- **Provide** training for staff and clarity of expectations through the leadership of their tutor teams.
- **Ensure** any absences are followed up by the form tutor/HOY with a telephone call
- **Celebrate** good and improving attendance.
- **Establish** attendance contracts.

- Work with the Head of School and Education Welfare Team involved with a case.
- **Ensure** up to date student files and notes from meetings, telephone calls, action taken.

10. Barnet's Education Welfare Team

Parents are expected to contact school at an early stage of any attendance issues and to work with staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Education Welfare Team at Barnet.

The Education Welfare Officer will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or Barnet Local Authority.

Alternatively, parents or children may wish to contact the Education Welfare Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is **020 8359 7684**.

11. Punctuality

Poor punctuality is not acceptable. A student who is late misses the start of the day and can miss work and vital information for the day. Late arriving students also disrupt lessons; this can be embarrassing for the student and can also encourage absence.

Lateness procedures

The school day starts at **8.20am** and we expect student to be in class at that time. Students who are late to the school gate or lessons will receive a late mark. A student who is late for school, without a valid reason, will receive a 30-minute detention on that day or the next day. Parents are encouraged to inform the school before 9.30 with a valid reason for their child's lateness.

Any student who receives multiple punctuality detentions over the course of a week will be issued with an hour's detention (C60) on a Friday and placed on punctuality report by their tutor or Head of Year.

Students who are repeatedly late are placed on punctuality report. Students on punctuality report can also be given 30 minute, 8am school detentions with their Head of Year to support improvements in punctuality. Students' punctuality is monitored carefully and where patterns of regular lateness to school are identified students will be issued with a detention. Parents will be requested to meet with their child's Head of Year where a detention for poor punctuality is issued. Repeated failure to improve attendance can result in an Internal Exclusion

At **9.30am** the registers will be closed. In accordance with the regulations, if a student arrives after that time, they will receive a mark that shows them to be at school, but this will **not** count as a present mark and it will mean they have an unauthorised absence, a **U code**.

Parents whose children are marked as unauthorised late, U in the register, 6 times in any 4-week period could each be issued with a Fixed-Penalty Notice of £60 by the Local Authority.

Reporting a child who is unwell

Parents are encouraged to send their child into school wherever possible. However, if your child is unwell with sickness, diarrhoea or a known medical condition where your GP has advised they do not attend school, please call and inform the school of their absence by 9.30am. If a student without a known medical condition has more than 6 sessions of illness per term the school will ask the parent to provide medical evidence in the form of a letter from the GP to support the 7th absence and subsequent absences.

Tracking and monitoring of punctuality

We have robust in school systems to support and achieve good attendance for all our students. Securing good punctuality is a key aspect of this.

Each morning one member of the middle or senior leadership team will be on duty from 8am to 8.45am. This duty will include completing the late book for any late students and issuing punctuality detentions. At the end of their duty the late book should be handed to the designated member of the admin team.

A member of the school admin team is focused on attendance. As part of this role, they will carry out the following actions related to punctuality. **They will:**

Log students issued with late detentions by the duty team into ClassCharts and this will inform parents of the detention.

Heads of Year will:

- Lead punctuality detentions.
- Review punctuality for their year group daily.
- Have a register of student's current punctuality and use the red, amber, green flagging system to identify concerns. This should include information based on the previous academic year. If a student is pupil premium/SEN/AGT or has a medical condition that affects their attendance this will be included on the punctuality register to identify the tracking of any patterns by group of learners
- Inform form tutors to telephone the parents of any student whose punctuality is becoming a concern. The purpose of this telephone call is to ensure parents are aware that their child is regularly late and to ensure that all is well and to offer any appropriate support. This call should be logged on CPOMs.
- Add any student with 3 late detentions in a week/repeated patterns of poor attendance to the 1hour detention list and put them on a punctuality report and telephone home to inform parents of this.
- Organise meetings with parents where punctuality is becoming a concern, or patterns are being identified.

- Report on their weekly punctuality, tracking spreadsheet and actions for identified students in their weekly line management meetings with the Head of School and Deputy Head Pastoral
- Alert the Head of School, DSL (designated safeguarding leads) and DHT Pastoral of any safeguarding concerns regarding punctuality by logging concerns on CPOMS using the schools' safeguarding procedures.
- Prioritise messages about punctuality through assemblies and pastoral time.
- Provide training for staff and clarity of expectations through the leadership of their tutor teams.
- Celebrate good and improving punctuality.
- Work with the Heads of School, DHT Pastoral if the Education Welfare Team becomes involved with a case.
- Ensure student files are kept up to date with medical notes, meeting notes, emails, telephone calls and action taken.

Appendix 1: *Example letter from school to be sent to families with attendance of 90% or below.*

Dear

At the Archer Academy we have clear and high expectations for our students. We want to ensure that all the students can realise their potential in a safe, secure and calm environment.

Our attendance system provides all the students with chances, choices and consequences if they do not meet our expectations. Unfortunately, I am having to write to you regarding your child's attendance record.

The school recognises that all students can be ill within the school year but because of the number of absences your child has had due to illness, we will require medical evidence in the future for the absences to be authorised, though we do of course appreciate that other factors can sometimes make absence unavoidable.

The school does, however, have a responsibility to ensure that all students attend and attain at the highest level, and this is why the Archer Academy monitors attendance. It is also the school's responsibility to ensure that parents/carers are informed when a student's attendance is recorded as 90% or lower.

Your child's attendance percentage stands at xx%, which has caused our staff concern. It is crucial that this figure improves in the coming few months to achieve the success that your child is capable of. If, however, there are any circumstances leading to poor school attendance, please do not hesitate to come and discuss them with either me or the form tutor.

Please contact your child's tutor at the school if you have any concerns about this issue and return the slip below to reception acknowledging receipt of this letter.

Yours sincerely

Ms J Mahoney

Deputy Head Pastoral

Appendix 2: *Example letter from school to be sent to families with 100% attendance,*

Dear

At the Archer Academy we have clear and high expectations for our students. We want to ensure that all the students can realise their potential in a safe, secure and calm environment. Our attendance system provides all the students with chances, choices and consequences if they do not meet our expectations.

I am very pleased to inform you that your child has achieved 100% attendance since the start of term and are role models for other students at the Archer Academy. We are very proud of their efforts and hope that they can continue to maintain this excellent attendance.

Yours sincerely

Head of Year

Appendix 3: *Example letter to be sent to families who are at risk of receiving a Fixed Penalty Notice due to significant lateness or unauthorised absences.*

Dear

Re:

At the Archer Academy we have clear and high expectations for the behaviour of our students. We want to ensure that all students can realise their potential in a safe, secure, and calm environment. Our behaviour system is based on a fair set of rules which provide all students with chances, choices and consequences if they do not meet our expectations.

Unfortunately, this term your child has persistently arrived late to school, which is causing the staff some concern. It is not acceptable that they have been unable to conduct themselves to the standard expected at the Archer Academy.

It is essential that they maintain a high standard of punctuality at all times and that they understand their rights and responsibilities as an Archer Academy student. Teachers are always available to offer support and guidance if a child is struggling. Sanctions are only set by teachers as a consequence of a child not doing what is expected of them. You should be aware that you are at risk of receiving a Fixed Penalty Notice issued by Barnet Council. This letter will remain on your child's pastoral file. It is therefore crucial that this figure improves in the coming few months. Your cooperation is appreciated.

Please do not hesitate to contact me with any questions.

Yours sincerely

Appendix 4: Punctuality processes

Attendance Procedures- Punctuality to school

Late to school systems and processes

Late to the gate: ERO/HWA

Students are signed in at the gate and given a late detention sticker in their planner.

(Students without planners are taken to HOY/ HOS)

Names of late students are shared to ISA and students are placed in the next 30-minute detention. The Pastoral Support Worker logs these on ClassCharts.

Late to reception – Students sign in at reception. Reception staff check reason for lateness and that parents have not called the school with an explanation of lateness. Please be mindful of upset students or students who appear in crisis. In this case ask on call/ SLT to come to reception.

If there is no reason for lateness the following should happen:

- Students are given an L code
- or a U code (after 9.30am)
- and a late detention sticker
- Name shared to ISA for detention logging on class charts C30

Scripts for reception staff

“Unfortunately, you are late to school without a reason, I have to issue you a late detention, please try to be on time tomorrow”

“You are late to school without reason, you will have a late detention, please put this late sticker in your planner on the next Monday, Wednesday or Friday”

“I am sorry that you are late, school policy is that late to school results in a 30-minute detention. Please put this sticker in your school planner”

Late to lessons – Students are marked in late with an L code. L codes are reviewed weekly by pastoral staff. Students with multiple L codes for being late to lessons will be sanctioned and placed on punctuality report in line with the behaviour policy.