



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS

ATTENDANCE POLICY

Nominated Lead Member of Staff:	EH
Last Review Date:	September 2021
Next Review Date:	September 2022

Altrincham Grammar School for Boys is a six-form entry 11-18 selective Academy School situated a mile from Altrincham Town centre within the Parish of Bowdon. It caters for boys who have been selected for grammar school education from a wide area of South Manchester and North Cheshire. Pupils travel to the school from Wilmslow, Knutsford, Lymm Warrington, Sale, Urmston, Old Trafford and Cheadle Hulme. The school has an excellent attendance record with most pupils achieving at least 95% attendance.

Section 175 of the Education Act 2002 places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18. Department for Education guidance on School attendance (2014) states that Schools should:

1. Promote good attendance and reduce absence, including persistent absence.
2. Ensure every child has access to full-time education.
3. Act early to address patterns of absence. Parents must perform their legal duty by ensuring children of compulsory school age who are registered to a school attend regularly. All pupils must be punctual to their lessons.

At AGSB we believe that school attendance is central to raising standards in education and ensuring all pupils can fulfil their potential. It 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. Children with poor attendance tend to achieve less. The school encourages pupils to maintain high standards of achievements by ensuring high levels of attendance and punctuality.

We are also aware that attendance is often the first indicator of an issue elsewhere, ie safeguarding, so keeping accurate records is a vital part of keeping children safe in education. A student who is absent for 10 consecutive school days, where it has not been possible to make contact with a parent/carer, will be reported as missing in education. Any absence of 2 consecutive school days without a satisfactory explanation of a child subject to a Child Protection Plan will be immediately referred to their social worker.

1. With regard to attendance the School aims to:

- 1.1. Keep an accurate and up-to date record of attendance
- 1.2. Maintain the high attendance record and focus on individuals and groups with a view to improving attendance where appropriate
- 1.3. Take appropriate action after identifying causes of non-attendance
- 1.4. Inform parents of any issues regarding attendance and punctuality
- 1.5. Work closely with pupils who have been absent through long term illness or absence over a period of several separate days
- 1.6. Work closely with the Education Welfare Officer
- 1.7. Ensure consistency with recording of data and the application of this policy
- 1.8. The school should follow up any absences to:
 - Ascertain the reason
 - Ensure the proper safeguarding action is taken
 - Identify whether the absence is approved or not and,
 - Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census. (For codes see Appendix 1)

2. Procedures in School

2.1. The Form Tutor

- The register is taken electronically each morning at 8.40am and the afternoon at 1.20pm at the beginning of lesson 4. In the event of a failure of the electronic system, a paper copy of the register must be taken and returned to Reception immediately.
- Form Tutors should remind pupils of the late registration procedures (see paragraph 5.4).
- Form Tutors should ensure all pupils understand the importance of regular and prompt attendance at school.
- Every lesson, a register is taken thus reducing the risk of students disappearing between lessons.

- If the attendance or punctuality of a pupil in the Form is giving cause for concern, the Form Tutor or Attendance Administrator will notify the Head of Year.

2.2. Head of Year

- The Attendance Administrator will produce a report each half – term showing all late marks and absences for the Head of Year.
- If a pupil's attendance or punctuality record shows cause for concern the Head of Year will contact the pupil's parents or carer to inform them of these concerns.
- Where appropriate the Head of Year will contact the parent or carer to arrange a meeting within school to discuss the pupil's attendance record.
- The Head of Year is responsible for ensuring a programme of work is in place for any pupil returning to school after a prolonged absence. This may include discussions with the Special Educational Needs Co-ordinator.

2.3. Leadership Team

- The Senior Leader with responsibility for attendance along with the Head of Year will decide, when appropriate, to arrange a meeting with the parents or carers of a pupil with poor attendance or punctuality, along with the Educational Welfare Officer if necessary.
- At the meeting it will be explained to the parents or carers the effect the poor attendance/punctuality is having on the pupil's education and achievements.
- Following this meeting the pupil's attendance will be closely monitored and if further concerns are raised the appropriate sanctions will be put in place

3. Attendance Administrator

3.1 The Attendance Administrator/Sixth Form Administrator will contact the parents or carer of any pupil who is absent from school without any notification by the first day of absence. A School Comms or Text message will be made home to alert the parent/carer to the absence from school by the latest 10.00 am. If no reply received a phone call home will be made

3.2. The Attendance Administrator/Sixth Form Administrator will keep records of these absences.

3.3. If a pupil's attendance drops to below 90% the Head of Year will be notified by the Attendance Administrator. A letter will be sent from the school to the parents or carer advising that the EWO will be monitoring the situation. In the event that attendance falls to below 85% a letter will be sent from school inviting the parents or carers into school for a meeting with the EWO and Deputy Head/Head of Year to explain the consequences and effects of such poor attendance. The EWO may also be asked to visit the pupil's home address. (In reality checks are made with home before 90% as regular attendance at the school runs around 98%)

3.4. If the pupil's attendance does not improve and in accordance with the Trafford guidelines on attendance, the Head teacher or EWO may commence formal legal proceedings which will start with the parents being issued with a penalty notice on behalf of Trafford Local Authority.

3.5. If there continues to be no further improvement there may follow a prosecution by the EWO on behalf of the Local Authority.

3.6. Pupils (Years 7-11) who record five late marks in a half-term will attend a detention for half an hour. Parents/carers are always informed via letter of such a detention. A total of ten late marks in a half-term will result in a detention for 45 minutes. In the event of five further late marks in a half-term the pupil will receive an hour-long detention. In the event of any further late marks in the same half-term a Saturday morning detention with the Head teacher will result. At this point home is contacted to discuss whether there are extenuating circumstances as to why their son is so often late for school. School always works in tandem with home to obtain the best possible educational outcomes in these instances.

In more serious circumstances of prolonged/abnormal absences the EWO will be asked to contact the parents. It is rare that 'children go missing from education' at the school, and where there have been concerns in the past, the circumstances have been exceptional e.g. in COVID, a student was isolating in Pakistan, unable to return to the UK. School was in contact with parents to establish the reason for the visit and were happy that it was legitimate. However, the Head of Year also kept a close eye on his attendance at the online lessons and was in email contact with the student.

4. Parental or Carer Responsibility

The parent or carer will:

4.1. Ensure the pupil leaves for school on time each day.

4.2. In the case of illness, ring the school before 10.00am on the first morning to explain the reason for the pupil's absence.

4.3. On the pupil's return to school send a letter or email to the Form Tutor/Attendance Officer.

4.4. Provide a letter or email to the Form Tutor/Attendance Officer in advance advising of any medical or other appointments requiring the pupil to be absent or having to leave school during the school day.

4.5. Not take a pupil out of school during term time unless permission has been granted by the Head teacher.

4.6. Provide a written explanation for any pupil absence from school.

5. Pupil responsibilities

A pupil is required to:

5.1. Arrive in their form room in time for registration at 8.40 am and 1.20 pm.

5.2. Arrive on time and to be prepared for all lessons.

5.3. Provide a written note to school upon their return if they have been absent.

5.4. To follow late procedure - a pupil must report to Reception and sign in giving a reason for lateness if they have missed either morning or afternoon registration.

5.5. Bring a letter of authorisation if they need to leave school before the end of the school day. The relevant Form Tutor should be informed and the pupil must sign out at Reception before leaving school.

6. Special Leave Requests

6.1. The Head Master will consider all requests for a pupil to be allowed time off during the school term. The granting of holidays during term time is entirely the Head teachers' decision and is not a parental right.

6.2. Special leave is always at the Head Master's discretion and the parents or carers will be notified of the decision.

6.3. Parents must write in to the Head Master to request leave of absence giving at least 4 weeks' notice prior to the absence.

6.4. In the case of a bereavement, the 4 weeks' notice will not apply and the Head Master will usually grant one day's absence to attend the funeral; however, each case will be considered according to individual circumstances.

6.5. When a request has been refused, any absence still taken during that time will be marked as unauthorised.

6.6. If a pupil is still absent from school after a request for absence has been refused the Head Master or EWO may issue the parent or carer with a Penalty Notice.

6.7. If a pupil is absent for the two days either before or after a school holiday the school may ask for evidence of the illness and/or in certain situations may request the EWO to visit the home address.

7. Conclusion The issue of attendance and punctuality is given high priority by the school and staff and pupils are made aware of this. Parents can access their son's attendance and punctuality record by checking the School Comms on-line facility for up to date information.

Appendix 1 Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival before the register has closed

The Register is kept open for 5 minutes after the start of registration before a pupil is marked as late/absent. A pupil arriving after the register has closed should be marked absent with **code U**, or with another absence code if that is more appropriate i.e. **code L** for late.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation

6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity This code is used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code is not used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school records the pupil's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It is also used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code is used to record time spent in interviews with prospective employers or another educational establishment. School should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code is used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the School.

Code V:

Educational visit or trip This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the School.

Code W:

Work experience Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience 12 placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code. Authorised Absence from School Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence. Absence codes when pupils are not present in school are as follows:

Code C:

Leave of absence authorised by the school Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E:

Excluded but no alternative provision made If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H:

Holiday authorised by the school Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If the school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence will be unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. Not attending in circumstances relating to coronavirus (COVID-19) For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'. code X.

Code X: not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census).

This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

Administrative Codes The following codes are not counted as a possible attendance in the School Census.

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as **code B** (present at approved educational activity). This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Pupils

Schools and local authorities can agree to set different term dates for different year groups – e.g. for ‘staggered starts’ or ‘induction days’. **Code #** can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

Y11 & Y13 pupils granted study leave should be marked on the attendance register as authorised absence using code S. No other attendance code is suitable for the purpose of study leave.

Y11 pupils who are 16 years old are of compulsory school age (up to the last Friday in June) and must be marked on the attendance register accordingly.

Appendix 2 COVID Arrangements

The below appears on the Attendance Policy

Interim attendance procedures in the event of further Covid-19 lockdowns for students in Year 7 to 13:

- All pupils are expected to attend all on-line lessons and will be registered by their subject teachers.
- Attendance to lessons will be carefully monitored and non-attendance will be followed up.
- If a pupil is being tested or isolating, then parents must inform school as soon as possible.
- If a pupil cannot attend a lesson then parents/carers must inform the school, preferably before or on the day of absence.
- If a place has been requested to attend the in-school provision during Lockdown but for whatever reason the student does not intend to take up this place on a daily/weekly basis,

parents/carers must inform the school as soon as possible. The school will make contact on day of non-attendance if not been informed.

Appendix 3 Children at Risk of Missing Education

School governing bodies, academy trusts, and other school proprietors must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, we hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides us with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Appendix 4 Removing a Pupil from the Register

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided. Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- the ground prescribed in regulation under which the pupil's name is to be deleted from the admission register.

All schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.