



ATTENDANCE & PUNCTUALITY POLICY

Legislation Requirements

This policy has been written in line with the guidance from the Department for Education 'Working together to improve school attendance' (May 2022).

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer to make sure their child receives that education either by attendance at a school or by education otherwise than at school

Under section 444 of the 1996 Education Act, all students are required to attend the school where they are registered at. Parents/carers have a legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. The law also states that it is only the school which can authorise an absence, and is not obliged to do so, even where parents/carers have provided an explanation.

The official school leaving date is the last Friday in June in the school year in which a student becomes 16.

The importance of school attendance

Improving attendance is everyone's business. The barriers for some students to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual students and their families. The foundation of securing good attendance is that a school is calm, orderly, safe and supportive environment where all students want to be and are keen and ready to learn.

It is clear from all recent government data, that there is a close link between high school attendance and success at GCSE level. Students should be aiming for full attendance at school. In a school year this amounts to 190 school days (185 school days at Wellacre because of the Wednesday period 6).

Wellacre aims to ensure that all students take full advantage of the educational opportunities available to them and thereby reach their full potential. We recognise the correlation between high levels of achievement and regular attendance at school. We adopt a partnership approach to attendance by working closely with students, their families and external agencies.

See **Appendix C** for our Attendance and Punctuality Summary.

Aims of Policy

- To ensure attendance and punctuality are high profile across the school
- To keep accurate and up to date records of attendance and punctuality data
- To inform and involve parents/carers in attendance and punctuality procedures and issues
- To improve attendance and punctuality throughout the school
- To identify the causes of non-attendance and take appropriate action
- To ensure all stakeholders take full responsibility for improving attendance and punctuality

ROLES AND RESPONSIBILITIES

The school has a duty to:

- proactively manage and improve attendance across the school community
- promote good attendance and punctuality, and reduce absence including persistent absence, and act early to address patterns of absence
- ensure every student has access to a full-time education to which they are entitled
- keep accurate records of attendance and punctuality and regularly monitor and analyse attendance and absence data
- accurately complete admission and attendance registers and follow up absence
- build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them
- share information and work collaboratively with other schools in the area and the local authority
- notify the Local Authority at the end of each term of any student who fails to attend school regularly (the student's attendance is below 90%)

A fire register is produced each day and held in the main office. In the event of a fire / fire drill the register will be taken out by the Principal and handed to the Head of House / Y11 Progress Leader who will in turn distribute to Achievement Tutors for action.

An identified member of the Leadership Team will be the Attendance Lead for the school and oversee all issues relating to attendance and punctuality, supported by a dedicated team of teaching and non-teaching staff. Mr P Pemberton, Vice Principal, has the responsibility for the strategic approach to school attendance and will:

- have overall responsibility for championing and improving attendance
- promote high standards of attendance and punctuality in all year groups and Houses
- ensure attendance and punctuality are high profile in assemblies, at parents' evenings and in school publications
- oversee the school strategy for using attendance data to target attendance improvement
- set appropriate annual targets for the school
- attend termly attendance meetings with the local authority Pupil Absence Team
- liaise with the local authority and external agencies to formalise support and/or enforce attendance where all voluntary support options are unsuccessful or are not appropriate
- carry out statutory duties in accordance with section 444 of the 1996 Education Act, including issuing Penalty Notices and prosecution in line with Local Authority regulations if support is not appropriate, not successful or not engaged with
- Report to the Governing Body.

Heads of House / Y11 Progress Leader / Director of Transition will:

- ◆ Give attendance and punctuality a high profile in House / Year group assemblies
- ◆ Be a good role model by setting a good example to students
- ◆ Meet regularly with the Leadership Team Attendance Lead and Academy Attendance Officer and together make necessary referrals, plan a course of action and review the impact of this action to secure improvements in student attendance
- ◆ Check their House / Year group registers regularly and update their attendance tracker
- ◆ Manage the cases of students on report for attendance and punctuality
- ◆ Conduct initial Attendance Panel Meetings, follow up with relevant action plans and monitor these action plans
- ◆ Regularly update parents/carers on their child's attendance and punctuality when there is a concern and inform them when poor attendance or punctuality is adversely affecting their child's learning and progress
- ◆ Issue letters of concern to parents/carers and offer support and guidance as necessary.
- ◆ Monitor the work of Achievement Tutors and encourage Achievement Tutors to praise good and improved attendance and punctuality
- ◆ Reward students each term for 100% attendance and those who have shown improvement
- ◆ Issue sanctions for poor punctuality to school and to lessons
- ◆ Keep attendance records up to date by liaising with the Academy Attendance Officer
- ◆ Carry out home visits as and when required
- ◆ Support students back into school following a lengthy or unavoidable period of absence and provide support to build confidence and bridge gaps (linking with Inclusion Staff)
- ◆ Attend meetings and prepare data for meetings for different audiences

Achievement Tutors will:

- ◆ Be a good role model by setting a good example to students
- ◆ Mark the register accurately at the start of each session and amend if necessary
- ◆ Praise students for good and improved attendance and punctuality
- ◆ Speak to students whose attendance or punctuality is a cause for concern
- ◆ Inform Heads of House / Y11 Progress Leader / Director of Transition of any issues and concerns
- ◆ Use and monitor student punctuality report cards effectively

Teaching Staff will:

- ◆ Keep an accurate register for every lesson
- ◆ Take the register within 10 minutes of the start of the lesson
- ◆ Be a good role model by setting a good example to students
- ◆ Highlight issues of poor punctuality to Heads of House / Y11 Progress Leader / Director of Transition
- ◆ Issue sanctions for persistent poor punctuality and / or truancy to their lesson

The Academy Attendance Officer (Mrs N George) will:

- ◆ Oversee day-to-day attendance and school registers, ensuring codes are accurate
- ◆ Send out first day of absence text alerts and late texts on a daily basis to parents/carers
- ◆ Follow up absences if an absence continues without explanation to ensure safeguarding
- ◆ Track and monitor attendance and punctuality throughout the school and RAG student attendance (see **Appendix A**)

- ◆ Produce and proactively use attendance data to identify students / cohorts at risk of poor / low attendance and work with pastoral staff to develop strategies to support these students
- ◆ Publish data on a weekly basis in the school bulletin and for pastoral staff
- ◆ Update the attendance notice board and oversee the attendance tracker
- ◆ Meet regularly with the Attendance Lead and inform the Attendance Lead of students with 10 sessions (5 days) of unauthorised absence in any one term
- ◆ Monitor the attendance of students with long term illnesses and offer support and alternative provision where necessary, liaising with relevant pastoral staff

Parents/ Carers (see Appendix B) will:

- ◆ **Ensure their child leaves for school on time** in full school uniform and is fully equipped
- ◆ Contact school on the **first day** of any unplanned absence by 9.00am, **and each subsequent day of absence**
- ◆ Provide medical evidence if their child is absent for more than 3 days. **NOTE:** If medical evidence is NOT provided after 3 days absence, the absence may remain unauthorised. **5 days (10 sessions) of unauthorised absence could lead to Penalty Notice procedures**
- ◆ Apply in writing to the Principal if they want to request a leave of absence in term time, at least two weeks before the absence
- ◆ Contact Achievement Tutors, Heads of House, Y11 Progress Leader, Director of Transition to discuss matters which may be affecting their son's attendance and punctuality
- ◆ Ask for advice and support from school in the event that their child is at risk of non-attendance and/or with poor punctuality
- ◆ Avoid making medical appointments during the school day. **If this is unavoidable medical evidence of the appointment must be provided**
- ◆ Inform their child's Achievement Tutor, Heads of House, Y11 Progress Leader or Attendance Officer if there is a need to leave the site at any time during the day (**evidence required**). In such cases students must sign out at the Main Reception on leaving and sign in again on return
- ◆ Ensure two accurate and **up to date** contact details are made available to school

A scheme for instant electronic checking of both session (AM and PM) and lesson attendance is well established and parents/carers are able to remotely access their child's live attendance data through Arbour.

Students will:

- ◆ Arrive at school by 8.40am in full school uniform, with the correct equipment, ready for Tutor Time and registration at 8.45am. Students who arrive after this time will receive a 'Late' mark
- ◆ Be punctual for all their lessons

Governors will:

- ◆ Review the Attendance and Punctuality Policy regularly and monitor its implementation
- ◆ Take an active role in attendance improvement and work together with school leaders to set whole school cultures
- ◆ Regularly review attendance data and help school leaders focus support on the students who need it

Children Missing from Education

We recognise that children missing from education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, child criminal and sexual exploitation or radicalisation. There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- are at risk of harm or neglect
- come from Gypsy, Roma, or Traveller families or from the families of service personnel
- go missing or run away from home or care
- are supervised by the youth justice system
- cease to attend a school
- come from new migrant families

We follow Trafford's procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including criminal or sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Absence in Term Time

Education Regulations clearly state that Head teachers may not grant any leave of absence during term time unless in exceptional circumstances. Any parent wanting to take their child on a leave of absence from Wellacre should inform the Principal, Mrs J Sharrock, in writing. Each application is looked at on an individual basis and parents/carers will be informed by letter of the outcome. It is highly unusual to grant leave of absence during term time. This request also applies for religious observance days. Any leave taken without permission will be classed as unauthorised and a Penalty Notice may be issued. Term dates can be found on the school website and are published 2 years in advance.

Support and Intervention

In the first instance we will support students and parents by working together to address any in-school barriers to attendance. Where barriers are outside of the school's control, all relevant agencies will work together to support students and parents to access any support they may need voluntarily. This may include referrals to services and organisations that can provide support. Where absence intensifies the school will work in tandem with the local authority and this include a voluntary Early Help Assessment via Trafford team Together.

Where voluntary support is not effective and / or is not engaged with, the school will work with the local authority to put formal support in place in the form of a Parenting Contract or an Education Supervision Order. Children's social care may become involved, especially if absence becomes severe (below 50%) or parents/carers maybe issued a penalty notice fine or even prosecuted in the courts when all other routes have failed.

Punctuality

Students should arrive at school and to lessons on time and thereby create good habits for life.

- ◆ Achievement Tutors / Subject Teachers will set a good example by being at the form room / classroom at the start of each session.
- ◆ Students must be on site **by 8.40am** and be in their form time **by 8.45 am**.
- ◆ Morning registers will be taken at Tutor time / Assembly, afternoon registers will be taken at the start of period 4.

Coding for AM and PM sessions

Code **L** – if a student arrives late to school but before 9.15am (within 30 minutes of the school session beginning), this counts as a present mark. The registers close at 9.15am.

Code **U** – if a student arrives late to school after 9.15am without a valid reason, once the registers have closed, this counts as an **unauthorised absence** mark for that session.

Procedure

Students who arrive late to school will be given a late slip when they sign in at the reception and they must hand this to their teacher on arrival to tutor time / lesson. Late information will be collated by the administration team and the Attendance Officer will send a text to parents/carers informing them of their child's lateness to school. Achievement Tutors and subject teachers should record minutes late to tutor time / lesson on the register and comment if necessary.

A student who arrives late to school on two or more occasions in a week without a valid reason will be issued a C2 detention. Lists of these students will be forwarded to Heads of House on a weekly basis. Students will be spoke to by their Head of House / Y11 Progress Leader and reminded why being on time to school is important.

Students who arrive at school after 9.15am without a valid reason (code U) are issued a C2 detention for the same day.

Persistent lateness is referred to the Head of House / Y11 Progress Leader who will decide on a course of action which may include a parental interview and further sanction. Punctuality concern letters are sent to parents/carers when there is a persistent problem with punctuality, and if their child receives a significant number of late marks in a given half term. Trafford Pupil Absence Team will also be notified if there is a concern.

Punctuality report cards are available for use by Achievement Tutors for students who persistently arrive late to lessons / Tutor Time / Assembly. This does not in any way replace subject teacher detentions that should be issued in all lessons when a student is persistently late.

Parents should make Achievement Tutors / Heads of House / Y11 Progress Leader / Receptionist / Attendance Officer aware in advance of medical appointments during the school day by producing medical evidence of an appointment.

Appendix A ATTENDANCE INTERVENTIONS



100% ATTENDANCE = 100% SUCCESS
 Wellacre is a welcoming environment for learning to take place. Students are happy and feel safe. Attendance is a responsibility shared by all school staff. There are clear links between regular attendance and educational outcomes for students.

97 - 100% → **Congratulations your attendance is excellent.** If your attendance is in this band you will be eligible for a range of rewards.

Achievement Tutor/Head of House/Y11 Leader
 Celebrate whole class achievement
 Celebrate individual achievement
 Verbal praise to students
 Attendance Certificates each term

94 – 96% → **Your attendance is slipping.** You may have been ill. This is understandable but not without cost. You have a responsibility to work hard to catch up on missed work and to improve your attendance. You can improve your attendance by ensuring you do not take a full day off for medical appointments.

Achievement Tutor / HoH / Y11 Leader
 Speak to students about reasons for absence
 Ensure students are aware that their absence has been noted
 Set individual attendance target and award achievement points if target is met
 Issue Intervention Letter 1 offering support

Attendance Officer to consider
 The need for interventions including formal letter requesting medical evidence / referral to school nurse or external support
 Student interview and Attendance Action Plan 1
 Issue a Monitoring Warning letter (15 day)

90 – 93% → **Your attendance has fallen below the national average** for students in secondary schools in England and has become a serious cause for concern. Any further absences will only be authorised if school receives medical evidence. You have a responsibility to discuss anything that is affecting your attendance with your Achievement Tutor / HoH / Y11 Progress Leader Inclusion Team. We will do our best to help and support you and your family. You must now work hard to catch up on missed work and improve your attendance.

Head of House / Y11 Leader / Director of Transition
 Speak to students and parents regarding the reasons for absences and communicate back to the Attendance Officer and School Attendance Lead
 Arrange meeting with parent/carer to discuss concerns and set target for improvement
 Consider referral for external support

Attendance Officer to consider
 Issue Intervention Letter 2 /3 - invite parent and student to an Attendance Panel Meeting and complete Attendance Action Plan 2
 Attendance Lead to liaise with Local Authority and discuss informal support / Early Help to improve attendance

BELOW 90% → **Your attendance is unacceptable** and you are at risk of being identified as a Persistent Absentee (PA) or Severe Absentee (SA). Your education is at risk, you will gain fewer qualifications and may struggle with entry into further education, training or employment you want. Talk to us about how we can help. Unless there are genuine reasons that are preventing you from attending school your parents may receive a Penalty Notice or be prosecuted for your irregular attendance which will result in a criminal record.

Attendance Officer and Attendance Lead to consider
 Liaise with the Local Authority to look at informal support (referral to Early Help) or formal support (Parenting Contract / Education Supervision Order)
 Monitor attendance and ensure safeguarding
 Invite parents and student to an Attendance Panel Meeting and review previous Action Plan and devise new Attendance Action Plan - Persistent Absentee or Severe Absentee (use EBSNA Toolkit)
 Work with outside agencies to develop personalised intervention
 Work with Children’s Social Services
 Issue a Penalty Notice
 Collate evidence and begin to prepare a case for prosecution



Appendix B Wellacre Attendance – Parent / Carer Information

Good school attendance is important to a child's attainment, wellbeing and wider development. Wellacre's attendance is well above the national average and has been for the last few years, which we are extremely proud of, and this is thanks to the excellent partnership between home and school. We regularly celebrate and reward students with excellent / improved attendance at our celebration assemblies and at our Rewards and Recognition Evening in the summer term.

All schools have to follow very strict regulations about attendance. Every absence has to be recorded and reported to the Education Authority. Any child with less than **95%** attendance is at risk of underachieving. We know that good attendance at school and achieving good grades are linked, for example the more a student is missing from school, they will achieve less at KS3 and fewer 9-4 grades at the end of Y11. Just being absent for 5% of the school year can equate to a student underachieving by a whole GCSE grade in each subject.

Punctuality

All students must arrive on time to school and be ready for learning with the correct equipment. **All students must be on site by 8:40am – tutor time begins at 8.45am.** Any student arriving to school after 8:45am will be issued a late slip. Students who arrive late to school on two or more occasions in a week without a valid reason are issued a C2 detention. Text messages are sent out informing parents/carers if their child is late. Poor punctuality can also have legal implications for parents/carers. Students who arrive after 9.15am without a valid reason will be marked as **unauthorised late** and be issued a C2 same day detention (10 sessions of unauthorised late can result in a Penalty Notice Fine being issued by Trafford Pupil Absence Team).

Leave of absence in term time

Education Regulations clearly state that Head teachers may not grant any leave of absence during term time unless in **exceptional circumstances**. Any parent wanting to take their child on a leave of absence from school should inform the Principal, Mrs J Sharrock, in writing at least two weeks before the absence. Each application is looked at on an individual basis and you will be informed by letter of the outcome. It is highly unusual to grant leave of absence during term time. Any leave taken without permission will be classed as unauthorised and a Penalty Notice may be issued. Term dates can be found on the school website and are published 2 years in advance.

Medical & Dental Appointments

Every effort should be made to arrange medical appointments outside of the school day. We do recognise that this is not always possible. If your child needs to attend a medical appointment within the school day, they must bring the appointment card to the School Reception. All students leaving or arriving at school during the day

must sign in/out at reception. Taking a full day of absence for an appointment is not normally necessary and we expect students to be in school either before or after the appointment.

Illness

Please make contact with school by 9.00am on the first day of absence if your child is unable to attend due to illness and **on each subsequent day of absence**. This should be done by telephoning the school on 0161 748 5011 (extension 139), giving your name, your child's name, tutor group and reason for absence.

Please encourage your child to attend school for minor ailments like a sore throat or a headache. **If your child has more than three days of consecutive absence we may require medical evidence to authorise the absence.** Medical evidence can be in the form of a medical appointment card, a medical letter, a copy of your child's prescription, medication with a chemist's label showing the name and the date or an "unfit for school" declaration or letter from your GP in the case of acute or prolonged illness.

A text message is sent to every parent/carer whose child has an 'unexplained absence' each morning asking them to contact school; if we receive no contact from them a phone call is then made. In some cases we may do a home visit to ensure safeguarding.

Persistent absence (PA)

Persistent absence is defined as:

- Any child who has 3 days absence or 6 sessions* in a 30 day period
- Any child who has 19 days absence or 38 sessions* in an academic school year
- Any child who has below 90% attendance

(*session equivalent of a half day in school)

Severe absence is defined as any child who has below 50% attendance

If our efforts have had little or no impact on helping to improve your son's attendance and/or punctuality, parents/carers will be asked to attend a meeting with their son's Head of House, Y11 Progress Leader, Director of Transition or the Vice Principal. We will do all we can to help, support and improve your child's attendance and this may involve making referrals to outside agencies.

A Penalty Notice can be issued after 10 sessions of unauthorised absence and/or unauthorised late to school marks. Parents/carers have both a moral and legal responsibility to ensure that their child attends school regularly and on time. Failure to do this could result in parents/carers being prosecuted under section 444(1) of the Education Act 1996.

We hope that you find the information here useful in helping you to understand why school attendance and punctuality are so important for your child and thank you for your continued support. Supporting your child, by encouraging full attendance at school, will help give them the best possible start in life. We know that poor attendance only affects a very small percentage of Wellacre students and as a team we continue to do all we can to ensure full attendance at school. If you would like any further advice or guidance on attendance issues please do not hesitate to contact us via one of the following:

T: 0161 748 5011
W: www.wellacre.org
E: admin@wellacre.org

Our attendance officer is Mrs N George

Appendix C

Attendance and Punctuality Summary

Green	Amber	Red	Blue	Grey
100% - 97%	96% - 94%	93% - 90%	89% - 51%	Below 50%
Excellent	Good	Below National Average	Persistent Absentee	Severe Absentee

How to report Absences (For Each Day Of Absence)		
Via Arbor School App	Call our Attendance Line 0161 748 5011 ex 139 Voice Mail can be left 8am - 9.30am	Email admin@wellacre.org
		Speak to Reception

Appointments and Medical Evidence		
After 3 consecutive days of absence evidence may be required to authorise absence: e.g. medication / prescription / letter	GP / Dentist / Opticians Whole days will not be authorised unless treatment requires it	Evidence of appointment is needed: Digital or a hard copy in case student's attendance drops

Punctuality to School	
Code L	<ul style="list-style-type: none"> Arriving late but before AM register closes at 9.15 is authorised and classed as a present mark for the session Poor punctuality is sanctioned and parents/carers contacted Students with 2 late marks in a week issued C2 detention
Code U	<ul style="list-style-type: none"> Arriving after the AM register closes at 9.15am without a valid reason is classed as an unauthorised absence mark for the session Student receives a same day C2 detention Can lead to a Fixed Penalty fine for Parents/Carers

Requesting Leave
<p>Any leave of absence during Term Time must be requested 2 weeks in advance by writing to the Principal or via email at admin@wellacre.org requesting the leave of absence.</p> <ul style="list-style-type: none"> Agreed (Authorised) - Exceptional circumstances Not agreed (Unauthorised) and student absent from school could lead to Fixed Penalty Notice being issued Work is expected to be completed

Concerns								
<p>People who you can talk to / who can help you:-</p> <table border="0"> <tr> <td>Achievement Tutor</td> <td>Head of House</td> </tr> <tr> <td>Head of Year 11</td> <td>Director of Transition</td> </tr> <tr> <td>Attendance Officer</td> <td>Inclusion Staff</td> </tr> <tr> <td>School Nurse</td> <td></td> </tr> </table> <p>OR you can email admin@wellacre.org and it will be forwarded to the appropriate member of staff to support you</p>	Achievement Tutor	Head of House	Head of Year 11	Director of Transition	Attendance Officer	Inclusion Staff	School Nurse	
Achievement Tutor	Head of House							
Head of Year 11	Director of Transition							
Attendance Officer	Inclusion Staff							
School Nurse								

Support		
<ul style="list-style-type: none"> Inclusion Staff based in the HUB School Nurse Wellacre is Part of Trafford Team Together (Early Help) Mental Health Practitioner from Trafford Thrive (Mental Health Support Team) 42nd Street – on site Counsellor at Wellacre 	<ul style="list-style-type: none"> Step out card Mentoring Breakfast Club Wellacre Buddies House Ambassadors care@wellacre.org 	<ul style="list-style-type: none"> After School Clubs Student Passports / Reports Subject Post Cards House Post Cards Pastoral Support Emotionally Based School Non Attendance Toolkit (EBSNA)