

# Fulford School

## Attendance Policy



<b>Last reviewed on:</b>	March 2021
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<b>Next review due by:</b>	September 2022
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<b>Responsible:</b>	Deputy Head Teacher Pastoral
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## Introduction

It is the school aim that at Fulford, pupils and staff should enjoy learning, experience success and develop their full potential. The aim of the Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and achievements of pupils and staff.

The policy has the following further intentions:

- To enhance achievement levels and external examination results;
- To carry out the school's legal responsibilities efficiently to report annually to parents;
- To clarify the responsibilities of different concerned parties;
- To identify tactics that will be effective in the achievement of the above.

These fit in to the broader school ethos, and the HEART core values – honesty, empathy, ambition, respect and tolerance.

For your child to gain the greatest benefit from their education is it vital they attend regularly, on time and every day the school is open. Pupils should only be absent if it is completely unavoidable. Any absence affects the pattern of a child's schooling and regular absences seriously affects their learning.

Fostering good attendance is shared responsibility of school, the parent, and the Local Authority. Parents have a responsibility to see that their children receive the appropriate education and are responsible for their child attending school.

In detailing the strategies, the school will undertake to ensure improved levels of attendance the importance of the following factors which encourage high levels of attendance must be kept in mind:

- delivering a curriculum, which is relevant, motivating and differentiated to the needs of the students;
- maintaining high expectations (communicated by staff in a variety of ways including punctuality, homework, marking, and extra-curricular activities);
- employing the school's systems of reward for achievement, personal as well as academic;
- using sympathetic re-integration strategies for long-term absentees.

## Attendance Data

The law requires the register to be taken twice a day – at the start of the morning session and once in the afternoon session. AM registration being from 8:55 - 9:15 am. PM registration is managed through period 5.

- A pupil is late when they arrive after 8:55 am. Form tutors are responsible for marking the pupils late until 9:15am.
- Pupils arriving after 9:15am must sign in late at the Pupil Support Unit (PSU).
- Students are registered at the start of every lesson of the day. It is important that the class teacher enters late arrivals and re-saves the register. A culture of challenging students missing from previous lessons enables students to see the effectiveness of lesson monitoring.
- The register is marked using the Dfe Attendance and Absence codes (see Appendix 1)
- The attendance team will work closely with the Head of Year. Suitable sanctions and interventions for pupils who have ongoing lateness over time concerns will be issued.

Attendance data will be collected and analysed and used to inform the School's attendance practices and interventions.

- Individual pupil data will be analysed and monitored to enable early intervention. Attendance is shared with pupils on a weekly basis.
- Patterns of absences and lateness, and the identification of trends will be analysed.
- Attendance data is communicated to the Local Authority on a monthly basis.

## Attendance Monitoring System

The procedures we use to monitor attendance will follow:

- Weekly attendance data will be emailed to form tutors (FT), Head of Years (HOY) and the Senior Leadership Team (SLT).
- Pupils will record their weekly and cumulative attendance in their planners each week. Attendance will be discussed with FT, and any trends should be pass to the HOY.
- On the first day of absence contact will be made with the parents when there has been no absence reported. The Attendance Intervention Lead will contact home for pupils on student attendance monitoring (SAM) and any pupil that has a record of truancy should the absence be unexplained.
- SAM is the early intervention system for pupils who have trends in their attendance and it falls below the school target of 96%. The FT and HOY will work closely with the pupil to discuss any issues or problems that can be addressed to help improve their attendance.
- A letter may be sent home raising the concerns, and informing parents that they will be monitored on SAM.
- If pupil attendance drops below 90% and becomes persistently absent a fast track letter may be sent home. Attendance will be monitored for 15 school days and any further absence will only be authorised if medical evidence is provided. This could include a prescription, GP appointment card or a letter from a GP.
- If the attendance has not improved parents will be formally invited to attend a school attendance panel (SAP) meeting with relevant members of staff. Provision will be discussed and targets set for raising the attendance. Failure to provide an acceptable explanation for the absences may result in a penalty warning letter being issued immediately following the meeting.
- After a further monitoring period, if the targets are met a letter will be sent home to congratulate the pupil and the family. Monitoring and communication with the family will continue until the attendance stabilises. If the targets are not met, it will be referred to the local authority Attendance Officer and could result in the issue of a Penalty Notice or legal proceedings being taken by the Local Authority

## Absence procedures

Minor illnesses such as headache, period pains, colds and sore throats are not a reason for absence from school. If your child is still unwell enough for school after administering any appropriate pain relief/medication at home, then contact us as soon as possible on the first day of absence, and every subsequent day, using either:

- Attendance telephone: 01904 666417)
- Email: [attendance@fulford.york.sch.uk](mailto:attendance@fulford.york.sch.uk)

If a child has medication in school it can be stored for them in the PSU and it can be accessed outside of lesson times.

If your child is absent for a prolonged period of time, over 4 days, please provide any medical evidence that you have for our records. This could be a prescription or GP appointment card.

## Medical appointments

As far as possible parents should attempt to book medical and dental appointments outside of school hours. A full day's absence will not be authorised for a medical appointment, unless in exceptional circumstances. If the appointment is unavoidable your child should come to school before and after the appointment where possible. Pupils must sign in and out at the PSU.

## Contact Information

It is vital that parent details are correct. There are times when we need to contact parents/carers to discuss absence or more importantly to contact a parent in the event of an emergency. Parents are responsible for notifying the school of any changes in personal contact details.

## Definitions

Every half day absence has to be classified by the school, as either authorised or unauthorised absence. An authorised absence requires a verbal or written communication from the parent/carer.

Authorised absence are mornings or afternoons away from the school for a good reason like genuine illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absence are those the school does not consider reasonable and for which no leave has been given. Unacceptable reasons for absence include:

- Truancy
- Looking after younger siblings
- Shopping
- No school uniform
- To do homework/coursework
- Lateness
- Holidays in term time
- Birthdays

## Lateness and Truancy

Persistent lateness and truancy are often a significant indicator of under-achievement.

Punctuality is of the utmost importance and lateness will be challenged. Pupils need to be in their form room at 8:55 am; the gates will be shut at this time. Pupils will then have to enter through the pupil entrance and register their lateness with the attendance team in the PSU.

If pupils arrive after 8:55am they will receive a late mark. However, the register closes at the start of period 2 and pupils that arrive after this time will receive a mark of absence. They will receive a mark to show they are on site but will count as an absent mark.

Truancy means any absence of part, or all of, or one or more days from school during which the school has not been notified of this absence. All pupils are expected to be in their classes between 8:55am and 3:20pm, where the teacher will record the attendance electronically.

Any pupil with permission to leave school during the day must sign out with the attendance team in the PSU.

Persistent lateness and truancy will be dealt with immediately and consistently across the school.

## Rewards

The importance of high attendance should be regularly promoted by every member of staff. Good and improved attendance will be rewarded by the school with various incentives for individual pupils, form groups and whole school. These include communication with home, certificates, prize draws, rewards activities in school and trips and visits.

School trips and events are a privilege. Pupils must ensure they have a good attendance to take part. Where a pupils' attendance drops below 90% the privileges may be taken away unless absence is authorised and medical evidence provided.

Attendance at the Year 11 prom requires a minimum of 90% attendance during their Year 11 academic year, unless absence is authorised and medical evidence is provided.

## Absence requests

In order to improve pupil's life chances and due to Government legislation parents must observe the school holidays as prescribed. Absence during term time will only be authorised in exceptional circumstances, for example, exceptional significant family events or circumstances.

The Head Teacher will consider every request individually, taking into account the pupils previous attendance record. The following will not meet the criteria:

- Relatives coming to visit
- Cheaper holidays in England and abroad
- Family day trips
- Visiting family/friends who have different holidays

If you submit an absence request and it is not approved your child's absence will be recorded as unauthorised.

### ***What is the effect on your child?***

Two weeks absence in every school year would mean your child missed four terms of education during their school life. This could seriously affect your child's progress.

- 90% attendance is the equivalent of 1/2-day absence per week.
- 80% attendance is the equivalent of missing six extra weeks of schooling over a year
- Your child will find it difficult to settle in if they miss school at the start of a new term or when they are moving to a new school or class.
- Your child may miss important educational experiences. It can be very difficult to catch up.
- Preparation and revision for exams and tests may be affected.
- Your child may think that you do not see school as important.

### ***Parents and Carers***

- You must always fill in a form to request pupil absence for exceptional circumstances. This can be found on the school website.
- You should do this before you consider arranging any time for the pupil to be away from school– there should be exceptional reasons.
- If your child has at least ten sessions which do not need to be consecutive (five school days) of unauthorised absence in the previous 12 school weeks. Following a warning letter being sent, an invite to a school attendance panel and a monitoring period (setting a period of 15 school days in which to effect the improvement) then you may:
  - I. Receive a Fixed Penalty Notice (you may be prosecuted if you do not pay the fine), per parent per child OR
  - II. Be prosecuted in the Magistrates' Court for your child's nonattendance at School. You can be fined up to £2500 or imprisoned.

## Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	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	<i>Authorised leave of absence</i>	<i>Pupil has been granted a leave of absence due to exceptional circumstances</i>
E	<i>Excluded</i>	<i>Pupil has been excluded but no alternative provision has been made</i>
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

<b>I</b>	Illness	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	Pupil of non-compulsory school age is not required to attend
<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



## Attendance: COVID-19 addendum

Date of adoption: September 2020

Date to be reviewed: Every 2 months in term time

Person responsible: Deputy Head Teacher (Pastoral)

### Aim

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

### Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

In this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

### Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

### ***Pupil develops symptoms or lives with someone who does***

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

**If the pupil's test result is negative:** the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

**If the person the pupil lives with tests negative:** the pupil will stop self-isolating and return to school

### ***Pupil or a 'close contact' of theirs receives a positive test result***

The pupil's parent/carer must notify the school about the positive test result as soon as possible. Please call the Covid Line on 01904 666404 or email [positivecovid@fulford.york.sch.uk](mailto:positivecovid@fulford.york.sch.uk) outside of normal school hours.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 10 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

### ***Pupil has to quarantine after travel abroad***

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The pupil must quarantine for 10 days on their arrival to the UK and return to school thereafter.

### ***Pupil is required to shield during a local lockdown***

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to [attendance@fulford.york.sch.uk](mailto:attendance@fulford.york.sch.uk) or a photocopy to the school address.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

### ***Remote learning provision***

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education. Pupils will be added to a daily spreadsheet that notifies their teacher of the reason for absence. The subject teacher will set work on the appropriate platform until the pupil returns to school.

### **Recording attendance**

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'
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

### **Following up absence**

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

- Follow up on their absence with their parent or carer by
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will

Arrange a phone call/video meeting/in-school appointment between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep pupils safe

### **Monitoring arrangements**

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every 2 months during term time

### Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 10 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 10 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 10 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown