



ATTENDANCE POLICY

Status	Approved FGB 26/09/23	Approval	Full Governing Body
Maintenance	Full Governing Body	Role(s) responsible	Head Teacher
Date Effective	December 2021	Date of last review	September 2023
Date of next review	October 2024	Date withdrawn	Not withdrawn.
Lead Professional	Senior leader in charge of attendance and Headteacher	Location of policy	www.coltonhills.co.uk

COLTON HILLS COMMUNITY SCHOOL

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1. Aims

Colton Hills Community School is committed to providing a full and effective education to all students, building aspirations, strengthening self-belief and striving for achievement.

We believe that if students are to benefit from their education and achieve their potential, good attendance and punctuality are crucial. As a school we do all that we can to ensure maximum attendance for all students; we identify and address any problems that impede punctuality and regular attendance as speedily as possible.

We recognise that parents/carers have a vital role to play in establishing regular and punctual attendance and therefore strive to work in partnership with parents/carers and students to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times. A similar approach will be adopted with students whose punctuality is considered to be an issue.

It is our duty to consistently strive to achieve a goal of 100% attendance for all students. Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

For our students to take full advantage of the educational opportunities offered, it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children



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develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and guidance provided by The Department for Education. This policy supports the wider themes of the Safeguarding Policy in that it promotes wellbeing, happiness and supports the high standards of personal achievement for all.

Attendance and the impact on learning

The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in assessments and public examinations. The results clearly show that missing even small amounts of time from school could have a significant effect on achievement.

Descriptor	Attendance	Equals absent number of days in an academic year	Learning hours lost
Excellent	100%	0	0
	99%	2	10
Good	98%	4	20
	97%	6	30
	96%	7.5	37.5
Satisfactory	95%	9.5	47.5
	94%	11.5	57.5
	93%	13	65
Cause for Concern	92%	15	75
	91%	17	85
	90%	19	95
	89%	21	105
	88%	23	115
	87%	25	125
Serious cause for concern	86%	27	135
	85%	28.5	142
	84%	30.5	152
	83%	32	160
	82%	34	170
	81%	36	180

- It is suggested that 17 missed school days a year equals 1 GCSE grade drop in achievement.
- 90% attendance over 1 school year of secondary school equals 4 whole weeks of lessons missed.
- 90% attendance over 5 school years of secondary school equals half a school year missed.
- If a student can improve their attendance by 1%, they will see a 5-6% improvement in school attainment.



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Categories of Attendance

Through the 'Wise UP' Scheme we categorise your child's attendance. Students use this weekly to monitor their own attendance in tutor time.

Colour	%	Meaning
Gold	97% and above	Excellent
Silver	95-97%	Good
Bronze	92-95%	Requires improvement
Purple	90-92%	Not good enough
Red	Below 90%	Unacceptable – must improve

Punctuality and the Impact on Learning Lost

Just 5 minutes a day late = 25 minutes a week of learning time lost
25 minutes a week = 2 ½ hours a half term of learning time lost
2 ½ hours a half term = 15 hours a year of learning time lost
15 hours a year = 3 days of lost learning of learning time lost

3 days of lost learning every year = 3 weeks of lost learning by the end of Year 11

Simply being 5 minutes late every day is likely to lead to your child not being as successful as they could be. Therefore, you can imagine what 30 minutes of lateness does to a child's learning time.

2. Legislation and guidance

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

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)



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3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The headteacher

The headteacher is responsible for:

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

3.3 The Senior leader in charge of attendance

The senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The Senior leader responsible for attendance is Mrs K Fox and can be contacted via 01902 558420 and/or via email on coltonhillsschool@wolverhampton.gov.uk.

3.4 The attendance officer

The school attendance officer is responsible for:

- Making first day contact when reasons of absence are unknown.
- Monitoring and analysing attendance and punctuality data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence



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- Advising the headteacher/senior leader (authorised by the headteacher) when to issue fixed-penalty notices
- Reporting students who are absent from education to the DSL and to the LA if they are 'Missing in Education'.

The attendance officer is Miss S Walker and can be contacted via (01902) 558455 and/or via email on chcs_attendance@coltonhills.co.uk

3.5 Class teachers/form tutors

Class Teachers and Form Tutors are responsible for recording attendance on a daily basis, using the correct codes and submitting this information to the school office on the same day.

3.6 School admin staff will

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents/carers to the Pastoral Team in order to provide them with more detailed support on attendance if required.

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends everyday/every timetable session on time
- Call the school to report their child's absence before 8:30am on the day of the absence and every consecutive day of absence with reasons.
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day (after 3:10pm) and provide evidence of appointments if this is not avoidable.

3.8 Pupils

Pupils are expected to:

- Attend every timetabled session on time.
- Sixth Form students or their parents must call school to report their absence before 8:30am on the day of the absence and each subsequent day of absence. This must be reported to the attendance team and Mr Ryan (Sixth Form Leader).

4. Recording attendance

4.1 Attendance register

All students are placed on a register for their specified class according to their timetable. Registers are taken every lesson to allow us to monitor attendance but also to act as a student checklist in respect of health and safety issues – e.g. Fire Drill. Legally we are required to report AM and PM session attendance to the LA. Pupils must arrive in school by 8:20am on each school day so they are seated, ready in their classrooms at 8:30am to learn. The register for the first session (AM) will be taken at 8:30am and will be kept open until 9:00am when registers are closed. The register for the second session will be taken at the start of lesson 4 and will be kept open for 30 minutes. Once the session registers are closed your child will be given an 'Unauthorised absent mark' unless there is a good reason.



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Registers will mark whether every pupil is:

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

Any amendment to the attendance register will include:

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

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8:30am or as soon as practically possible by calling the school: (01902) 558455 and leaving a message if no-one is available or by text message to 07624814006 (see also section 7).

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness, or medical evidence has been requested due to absence being monitored.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. This can be done via phone call or email to the attendance team (01902 558455 or email chcs_attendance@coltonhills.co.uk). However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

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

4.4 Lateness and punctuality

A pupil who arrives late:

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



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➤ After the register has closed will be marked as absent, using the appropriate code

If a student is late for their lesson the punctuality pathway will be followed, please see appendix 2.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may ask the Education Welfare Officer, a member of school staff or the Police to complete a safe and welfare check when we have concerns about persistent or sporadic absence.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will direct the education welfare officer to complete another visit, if there is no contact made by the 3rd Consecutive day of absence (2 days for children on a plan with social care or deemed vulnerable).
- Under section 8 of the Education Regulations Act (2006) the school will make 'reasonable' enquiries into the location of pupils with 10 days continuous unauthorised absence or for those who fail to return from leave of absence granted during term time. If no contact is made by the 10th day, the student will be reported as Missing in Education to the Local Authority.

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels via the GO 4 Schools which is updated daily and termly written reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as an unavoidable, unexpected circumstance that is out of your control.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, at least 3 weeks before the absence by submitting the leave of absence request form which is accessible via the school website and a copy can be found in appendix 3. The headteacher may require evidence to support any request for leave of absence. Once the leave of absence is received you will be informed of the headteacher's decision in writing by letter. Please note that if you decide to take your child without permission, this absence will be unauthorised and you may be fined (see section 5.2).

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart



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- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision
- Modified timetables as agreed by school

5.2 Legal sanctions

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

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

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

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

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

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

6. Strategies for promoting attendance

Good attendance is acknowledged in form tutor periods, assemblies and displays on a weekly basis. Students who achieve 100% attendance for the week are entered into a raffle to win a reward.

It is also recognised at half termly celebration events; individual students, tutor groups and houses are recognised and reward.

Attendance and punctuality also form part of the 'Outstanding student criteria' which allows students to obtain a place on the half termly reward activity day.

7. Attendance monitoring

7.1 Monitoring attendance

The School will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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



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7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to form tutors, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school, offer an Early Help Plan to address these issues and offer support.
- Provide access to wider support services to remove the barriers to attendance
- In house strategies to support the student may also include:
 - Inform, involve or negotiate with teaching staff where there are particular issues or concerns
 - Consider timetable modifications or supplementary provision
 - Consider individual and group opportunities for counselling
 - Consider peer support and mentoring through 'Wise up' groups.
 - Implement the Emotional School Based Non-Attendance pathway.
 - Consider referral to or involvement with external agencies including the Orchard Centre, where home tuition or off-site education may be more appropriate.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Senior Leader in charge of attendance and Headteacher. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy



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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
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance



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S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day



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Appendix 2 : Punctuality Pathway

Students arriving late but prior to 8:45 will have a blue stamp placed in their planner. This will be followed up with a 10 mins detention at lunchtime.



If a student fails to attend a lunchtime detention a 30 minutes afterschool detention (Stage 3) will be issued.



If a student refuses to attend an afterschool detention, this will be escalated to a Stage 4 (60 minutes detention) and then follow our behaviour pathway.

Students arriving after 8:45 with no valid reason will be placed in a 30 mins detention (Stage 3)



Students who have more than 10 lates to first lesson will be sent a letter home by the Attendance Officer and will be placed in a Stage 3 detention (instead of a lunch time detention)



Students who have more that 25 lates will have a meeting with a member of the Year Team.

A punctuality contract will be completed. Students will continue to do a 60 mins detention (Stage 4) after school for any subsequent lates.



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Appendix 3 – Term Time Absence Request

Wolverhampton City Council – Children and Young People



COLTON HILLS COMMUNITY SCHOOL MANY MINDS, ONE MISSION

Jeremy Road, Wolverhampton WV4 5DG
Head Teacher: Ms J Hunter

LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

New Legislation introduced in September 2013 states that any application for ‘holiday’ must be in exceptional circumstances and must be approved by the Headteacher. The Headteacher must be satisfied that the circumstances warrant the granting of leave.

The current law does not allow parents to take their child(ren) out of school in term time. Parents can be fined for taking their child(ren) out of school during term time without consent from the school.

Parents who wish their children to be granted leave of absence in accordance with the Regulation must complete the form below and forward it to the Headteacher at least twenty-one days before the start of the holiday.

To the Headteacher:

I request that my child **(NAME)** **Form** **Year Group**

(Home Address)

be granted leave of absence from day of (month).....2023/2024

until day of 2023/2024 (both dates inclusive) in order

that they may take part in an annual holiday when their address will be:-

(Please give details of “exceptional circumstances” for a period in excess of two weeks.)

Signature of Parent/Carer: **Date:**

Parent/Carer Name: _____ Date of Birth: _____

Parent/Carer Name: _____ Date of Birth: _____

office use only:

Co-ordinator's Authorisation	Headteacher's Authorisation	Marked in Register	Letter sent (if over 2 weeks)
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Current percentage attendance: ----- Date -----