



**KING EDWARD VI
NORTHFIELD
SCHOOL FOR GIRLS**

Educational excellence for our City

ATTENDANCE & PUNCTUALITY POLICY

September 2023 – 2024

Adopted by the Governing Board –

To be reviewed by the Governing Board – September 2024

Signed _____ (Chair of the Governing Board)

KING EDWARD VI NORTHFIELD SCHOOL FOR GIRLS

ATTENDANCE POLICY

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Statement of Principles

Regular attendance at school is key to steady student progress and enjoyment of learning, and for this reason the School is dedicated to ensuring its Attendance and Punctuality Policy is adhered to as much as possible.

King Edward VI Northfield School for Girls' takes a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents/carers, students and all staff members to ensure that children are attending school as they should be. Students with frequent absences are being denied equality of opportunity, therefore we endeavour to work with families to make sure that any problems or circumstances which may lead or be leading to poor attendance are given the right attention and appropriate support.

King Edward VI Northfield School for Girls' aim is for the majority of students to achieve 97% attendance and to continue to improve towards 100%. Our aim is also to ensure that students are punctual to school and to lessons in order to prepare them appropriately for higher education and the world of work.

The School will take disciplinary action against any students who are discovered to be persistently truanting and parents/carers will be contacted to discuss possible reasons and school support systems that could help

The School will also follow the Birmingham City Council pupil attendance advice for schools and professionals.

School Values

- **Happy** – resilient, able to enjoy learning and embrace opportunities
- **Safe** – safeguarded effectively, educated to keep themselves and other staff safe
- **Aspirational and Successful** – Striving toward a successful career – Good academic outcomes with secure pathways for post-16
- **Engaged** – part of school-life. Participates in extra-curricular.
- **Citizens** – aware of their rights and responsibilities in society and able to contribute to the wider community

This policy is created in line with this vision as we believe regular and prompt attendance at school and to lessons supports young people's wellbeing and builds this resilience.

1. Legal Framework

This policy has due regard to the following legislation and guidance, including, but not limited to:

- The Education Act 1996
- The Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2020) School Attendance Advice
- DfE (2016) Children missing education
- DfE (2023) Keeping children safe in education
- DfE (2022) Working Together to Improve Attendance
- DfE (2022) Summary Table of Responsibilities for School

2. Definitions

2.1 King Edward VI Northfield School for Girls defines “absence” as either:

- Arrival at school after the register has closed.
- Not attending school for any reason

2.2 King Edward VI Northfield School for Girls defines an “authorised absence” as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency/bereavement or funeral.
- Holiday in exceptional circumstances agreed by The Headteacher.
- Educational visit or sporting activity

2.3 King Edward Northfield School for Girls defines “unauthorised absence” as:

- Parents and carers keeping children away from school unnecessarily or without reason.
 - Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.
- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day

2.4 King Edward VI Northfield School for Girls defines “persistent absenteeism” (PA) as:

- Pupils who miss 10% or more of school for any reason

3. Key roles and responsibilities

Governors:

3.1 The Governing Body has overall responsibility for monitoring the implementation of the attendance policy and procedures of King Edward VI Northfield School for Girls

3.2 The Governing Body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

3.3 Having regard to Keeping Children Safe in Education 2023 when making arrangements to safeguard and promote the welfare of children.

Staff:

3.4 Staff, including teachers, associate staff and volunteers will be responsible for following the attendance policy, and for ensuring Students do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.

3.5 Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour, implementing the agreed policy, and using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.

3.6 Designated members of staff will take the attendance register at the start of each school day and at the start of each afternoon session.

3.7 Endeavour to contact parents of the first day of any pupil’s absence if no contact has been made by the parent/carer.

3.8 Investigate all unexplained and unjustified absenteeism.

3.9 The school will inform the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
 - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

3.10 Pupils who arrive in school between 08.45am and 09.15am will sign in with Inventory in reception and will be recorded as present (but late) using the register code L.

Parents and Carers responsibilities

3.11 Parents and carers will be expected to take responsibility for the attendance and punctuality of their child/children during term-time.

3.12 Contact school on the first day of their child's absence, and to inform school if they are going to be absent for a longer period.

3.13 Where possible, arrange any medical/dental appointments outside of school hours.

3.14 Parents/Carers will provide two accurate and up-to-date contact details.

3.15 Parents and carers will be expected to promote good attendance and ensure that Students attend school every day.

3.16 Be mindful that attending school is a legal requirement and parents can be liable to face prosecution if this action is not supported.

Pupil responsibilities

3.17 Students are responsible for their own attendance and punctuality at school and any agreed activities throughout the school year.

3.18 Pupils are expected to arrive to school before 8.40am.

3.19 Attend Form on time to prepare for learning- 8:45am

3.20 Pupils who arrive after the close of the register (09.15 and later) may be recorded as unauthorised using the register code U.

3.21 Display resilience and adopt a positive attitude for learning by attending school when feeling slightly unwell.

3.22 Attend all lessons on time

4. Punctuality

4.1 Punctuality is of the utmost importance, and lateness will not be tolerated.

4.2 The school day starts at 8:45am; Students should move swiftly to their Form room at this time.

4.3 Students will receive a late mark if they are not in their form room **at 8:45am**

4.4 Form time finishes at 9:15am; Students will receive a mark of absence if they do not attend school before this time

4.5 If your child arrives late on several occasions, you may receive a warning letter and be asked to attend a meeting with the Head of Year to explain the reasons for your child's lateness.

4.6 if lateness persists, you will be invited to a further meeting with the Attendance Lead and the persistent lateness may well lead to the issue of a fixed penalty notice.

4.7 If your child is late 3 or more times in one week then they will be given an after-school detention.

5 Absence procedures

5.1 Parents and carers are required to contact the school as soon as possible on the first day of any absence.

5.2 Parents and carers are expected to maintain contact with the school throughout the student's absence, informing Attendance of the reason for the continued absence and when the student is expected to return to school.

5.3 You can call the attendance team on 0121 4648346- option 1

5.4 A phone call, email or text message will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.

5.5 The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure that proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the School Census System

5.6 If a reason for absence cannot be established after 5 working days, the code will be changed to "O": Absent without Authorisation.

5.7 In the case of persistent absence, arrangements will be made for parents and carers to speak to the Attendance Staff/Attendance Lead /Head of Year or a member of the pastoral or safeguarding team, as appropriate.

6 Illness

6.1 Not all illness requires an absence from school. For minor childhood ailments such as coughs, colds and earaches, we would not expect children to be absent. However, when a parent/carer makes the assessment that their child is unfit for school, they should follow the absence process above.

6.2 It is a school's decision whether to accept the reason for a child's absence and whether to authorise that absence. In the majority of cases, a parent or carer's explanation of their child's illness can be accepted without question or concern. In circumstances where there are concerns about a child's attendance or reason for absence, further evidence of a child's illness may be requested.

6.3 The school will challenge parents/carers' statements or seek additional evidence if they have any concerns regarding a child's attendance.

7 Attendance Register

7.1 The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether the pupil is:

- Present.
- Absent.

- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

7.2 King Edward VI Northfield School for Girls will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site educational activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- S = Study leave
- T = Gypsy, Roma and Traveller absence
- W = Work experience
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- J = At an interview with prospective employers, or another educational establishment
- D – Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z – Pupil not on admission register
- # - Planned whole, or partial, school closure

8 Truancy

8.1 Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

8.2 All students are expected to go to their Forms at 8.45a.m., where their Form Tutor will record their morning registration; and in their Period 5 lesson at 14:10 pm where the teacher will record their afternoon attendance.

8.3 If pupils are found truanting from lessons, they can expect to complete time in internal isolation.

9 Appointments

9.1 As far as possible, parents and carers should attempt to book medical and dental appointments outside of school hours.

9.2 Where this is not possible, pupils can present a note from their parents/carer to the Attendance Team or their Head of Year stating the reason for the request to leave school early. Please state clearly if the pupil is leaving school independently. The time and date of the appointment must be written on the note.

9.3 When the pupil wishes to leave the school, they present the note to the Reception desk and sign out using Inventory before leaving.

9.4 Students must attend school before and after the appointment wherever possible.

10 Strategies for Promoting Attendance & Punctuality

10.1 Excellent/improved attendance will be acknowledged by:

- letters to parents;
- Termly certificates;
- photo-displays featuring named pupils;
- references in school newsletters/bulletins;
- stickers in planners;
- regular features/presentations on an attendance notice board;
- presentations at assemblies, parents' evenings, etc.;
- linking attendance to EPraise;
- personal congratulations from senior staff.

10.2 School trips and events are a privilege. Where attendance is a cause for concern, these privileges may be taken away

11 Monitoring and review

11.1 King Edward VI Northfield School for Girls monitors attendance and punctuality, weekly and termly, throughout the year.

11.2 Students will take part in a weekly Attendance Form Time session. In these sessions, students will monitor their own attendance and punctuality and will record their attendance in their planners for them and parents and carers to review.

12 Term Time Leave

12.1 At King Edward VI Northfield School for Girls, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents and carers to observe the school holidays as prescribed.

12.2 Leave during term time will only be authorised by the Headteacher in exceptional circumstances, for example bereavement or serious illness. In all other cases, leave during term time will not be authorised and may lead to a Fixed Penalty Notice.

12.3 Where consideration for absence during term-time is required, parents and carers should contact the Headteacher in writing explaining the proposed absence dates and the exceptional reason for the absence.

12.4 When considering whether to issue a Fixed Penalty Notice, the circumstances of the request and the student's previous attendance will be taken into account.

13 Alternative Education Provision

13.1 On rare occasions, small numbers of students may be accessing an alternative provider agreed by the school for all, or part of, their timetable. In this instance, the student remains on roll at King Edward VI Northfield School for Girls and the alternative provision.

13.2 Attendance to approved alternative providers is monitored and reflected on school registers.

13.3 The responsibility of ensuring students are safeguarded and receiving appropriate education remains with King Edward VI Northfield School for Girls and the alternative provision establishment.