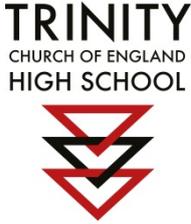


ATTENDANCE POLICY

| | | |
|---|----------------------------|---------------------------------|
|  <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p> | Reviewed by: | Governors' Personnel Committee |
| | Approved by: | Full Governing Body |
| | Date approved: | 27 th February, 2019 |
| | Next review due by: | End of 2021/22 academic year |

AIMS AND PURPOSE

Regular school attendance is essential if students are to achieve their full potential.

Trinity believes that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

Trinity values all students and we will work with families to identify the reasons for unsatisfactory attendance and try to resolve any difficulties.

Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and SEN.

GENERAL PRINCIPLES

Parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and again during the afternoon session.

The register must record whether the student was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

ATTENDANCE AND ABSENCE AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

1 - Categorising absence

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the Head and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.

Parents must advise the school by telephone, text, email or via the school app by 8:30 am on the day of absence and provide the school with an expected date of return. This should be followed up with medical evidence should a child have visited a doctor/dentist etc. This can be in the form of an appointment letter/card or a copy of a prescription.

Absence will be categorised as follows:

Illness Parents may be asked to provide medical evidence to allow the Head to authorise absence where appropriate. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students must attend school for part of the day. Parents must show the appointment card to school.

Other Authorised Circumstances This relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement.

Excluded (No alternative provision made) Exclusion from attending school is counted as an authorised absence. The school will make arrangements for work to be sent home.

Parents who need to take their child out of school during term time due to exceptional circumstances must send a written request to the Head. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

All requests for leave of absence will be responded to in writing outlining the conditions of leave granted.

If a student fails to return and contact with the parents has not been made or received, school may take the student off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2013. This means that the child will lose their school place.

If the permission to take leave is not granted and the parent takes their child out of school the absence will be unauthorised. In such cases the school may request the local authority issue a Penalty Notice or consider other legal sanctions including prosecution in the magistrates court.

Religious Observance Trinity acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration by written request by the parent of authorised absence. Such absence will be authorised upto a maximum of two days annually.

Study Leave Study leave may be granted for Year 11 students approaching GCSE examinations. School will offer in school study programmes during this period to reduce absence levels.

Traveller Absence It is expected that Traveller children, in common with all other children, are to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. This is only when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits.

When in or around Manchester, if a family can reasonably travel back to their Base School then the expectation is that their child will attend full-time.

Trinity will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the student must have attended in the last 18 months. Traveller children can register at other schools temporarily while away from their base school, in such cases, the student's school place will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Trinity can only effectively operate as the child's base school if it is engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates.

Trinity will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school.
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service.
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any pupil and appropriate statutory action may be undertaken.

Late Arrival Registration begins at 8.30am, and students arriving after this time will be marked as present but arriving late. The register will close at 9.00am and students arriving after the close of register will be recorded as late. This will not be authorised and will count as an absence for that school session and statutory action may be taken where appropriate.

On arrival after the close of register, students must immediately report to Student reception to ensure that we can be responsible for them whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided; for example, attendance at a medical appointment.

The absence will be recorded as unauthorised if the student has arrived late without justifiable cause.

Unauthorised absence Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the Head.

Examples of unsatisfactory explanations include:

- A student's/family member's birthday.
- Shopping for uniform.
- Having their hair cut.
- Closure of a sibling's school for INSET or other purposes.
- "Couldn't get up".
- Illness where the child is considered well enough to attend school.
- Family holidays.

2 - Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2013, students can be deleted from the register when one of the following circumstances applies:

- The student has ceased to be of compulsory school age.
- Permanent exclusion has occurred and procedures have been completed.
- Transfer between schools.
- Pupil withdrawn to be educated outside the school system.
- Failure to return from an extended holiday after the school has tried to locate the student.
- A medical condition prevents attendance and return to the school before ending compulsory school-age.
- In custody for more than four months.
- 20 days continuous unauthorised absence and the school has tried to locate the pupil.
- Left the school but not known where he/she has gone after the school has tried to locate the student.
- Death of a student.

3 - Roles and Responsibilities

Trinity believes that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, students and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents.
- Regularly review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with.

- Agree school attendance targets and, where appropriate, link these to the Performance Management of Senior Leadership within the school.
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings.
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time.
- Ensure that there is a named senior manager to lead on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence.
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

The Leadership Team will:

- Actively promote the importance and value of good attendance to students and their parents.
- Form positive relationships with students and parents.
- Ensure that there is a whole school approach which reinforces good school attendance. For example, good teaching and learning experiences that encourage students to attend and achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed regularly.
- Ensure that staff are aware of the Attendance Policy and are able to address attendance issues.
- Ensure that the Registration Regulations, England, 2013 and other attendance related legislation is complied with.
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governing Body.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Ensure that all the above priorities are shared with and reinforced by all relevant school staff.
- Develop a multi-agency response to improve attendance and support students and their families.
- Use the standard documents to support a move to legal proceedings should that be necessary.

Parents will be asked to:

- Talk to their child about school and education. Take a positive interest in their child's work and educational progress.
- Instil the value of education and regular school attendance within the home environment.
- Encourage their child to look to the future and have aspirations.
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.

- Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours.
- Ask the school for help if their child is experiencing difficulties.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school; take every opportunity to become involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home.
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before.
- Not keep their child off school to go shopping, to help at home or to look after other members of the family.
- Avoid taking their child out of school during term-time, where this is unavoidable, and only in exceptional circumstances send a written leave request to the Head in good time.

4 - Using Attendance Data

Students' attendance will be monitored and may be shared with the Local Authority and other agencies if a students' attendance is a cause for concern.

The Attendance Administrator/Manager will provide relevant teachers with regular attendance for each student within their form group/class. The list will be presented in numerical descending order with the highest attenders at the top; every pupil will be colour coded as indicated below:

| | |
|----------------------|--|
| GREEN | pupils with attendance 100% - 97% |
| AMBER - GREEN | pupils with attendance 96 - 94% |
| RED - AMBER | pupils with attendance 93 - 91% |
| RED | pupils with attendance below 90% |

5 - Support Systems

School recognise that poor attendance can be an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

Trinity also recognises that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and students
- Attendance panels
- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors

- Student Voice activities
- Friendship groups
- PSHE
- Family learning
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, Trinity will consider the use of legal sanctions.

6 - Legal Sanctions

Penalty Notices Penalty Notices will be considered when:

- A student is absent from school and the absence has not been authorised by the school.
- A pupil has accrued unauthorised absence following written warning to improve.

A Penalty Notice gives each parent the opportunity to discharge themselves of their legal responsibility if a £120 fine is paid within 28 days, reduced to £60 if paid within 21 days of the date the Notice was issued.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

Penalty Notices will be used in accordance with Manchester City Council's Penalty Notice Protocol.

Prosecution Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Parenting Contracts (Anti Social Behaviour Act 2003) A Parenting Contract is a voluntary agreement between school and the parent, it can also be extended to include the child and

any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

MONITORING AND EVALUATION

This will be carried out by the Head, Deputy Head Student Support and appropriate members of the Leadership Team, Changes will be recommended to the Governors' Personnel Committee and ratified by the Full Governing Body.

Attendance: COVID-19 addendum

| | | |
|---|-----------------------|-------------------------------|
|  | Approved by: | Headteacher – Julian Nicholls |
| | Date approved: | 28.09.2020 |

Contents

| | |
|---|----|
| 1. Aims and scope | 9 |
| 2. Guidance and definitions | 9 |
| 3. Attendance expectations | 10 |
| 4. Where ‘non-attendance in relation to coronavirus’ applies..... | 10 |
| 5. Recording attendance..... | 11 |
| 6. Following up absence | 11 |
| 7. Monitoring arrangements..... | 12 |
| Appendix 1: absence codes..... | 12 |

1. Aims and scope

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.

2. 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 section 4.2 of 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').

3. 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 section 1 of our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

4. 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.

4.1 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

4.2 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.

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 14 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.

See the definition for 'close contact' in section 2 of this addendum.

4.3. 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 14 days on their arrival to the UK and return to school thereafter.

4.4 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 office@trinityhigh.com 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.

4.5 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. Our approach and expectations regarding remote education are set out in our remote learning contingency guidance which can be found on the Covid-19 information section of our school website.

5. 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' (as defined in section one of our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

6. 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
- 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 between the parent/carer and the relevant member of the Pastoral team to explain the protective measures the school is taking to keep pupils safe.

7. 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 14 days) because someone they live with tested positive |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil has to self-isolate (for 14 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 14 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 |