



# ATTENDANCE AND PUNCTUALITY POLICY

## INTRODUCTION

Hasmonean Multi-Academy Trust believes that for a child to make progress at school, it is vital that they have a good attendance record. Regular attendance ensures that the central purpose of learning is not interrupted. Students should only be absent from school if they are too unwell to come in or in exceptional circumstances. If a student is not coming into school, parents/carers must contact the School to inform us if their child will not be attending on that particular day. This should be done by contacting the School by 8.40am on the day of absence (Boys ext. 295). If the illness is prolonged, follow up phone calls should be made before 8.40am on each day of absence.

The Assistant Headteacher for Pastoral and Behaviour, Attendance officers, Year Leaders and other members of the Pastoral Team monitor attendance daily as well as monitoring the attendance patterns across year groups.

The attendance policy works in conjunction with Hasmonean Multi Academy Trust's Behaviour Policy; Hasmonean's Safeguarding and Child Protection Policy and Hasmonean's Sixth Form Policy.

### 1. AIM

The aim of this policy is to encourage students to attend school every day in order to take full advantage of the opportunities available. Regular and punctual attendance at school is essential in order for students to maximise their chances of success. Additionally, the monitoring of attendance enables the school to identify concerns about students which can be addressed by the relevant staff members.

### 2. ATTENDANCE EXPECTATION

Every student is expected to maintain an attendance level of 96% or above in order to achieve their full potential. The Education Act 1996 requires parents/carers to ensure that their children of compulsory school age receives a suitable full-time education. Further information can be found on the following government website <https://www.gov.uk/school-attendance-absence>.

### **3. RECOGNISING GOOD ATTENDANCE**

Hasmonean Multi Academy Trust encourages a positive approach to attendance and punctuality. The Trust will recognise and reward good attendance on a termly basis. Students will be awarded certificates for high level and improving attendance.

### **4. LEAVE OF ABSENCE**

Parents/carers must write an email/letter requesting permission for a leave of absence to the Headteacher at least 3 weeks in advance. In cases where there are siblings in both schools, two separate requests must be sent to the relevant Headteachers. Requests will be authorised at the Headteacher's discretion and can only be made in exceptional circumstances. The Headteacher will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. The first consideration made by the Headteacher will be the student's current attendance. Students whose attendance is of concern will not be allowed further authorised absence. Where a leave of absence is granted, the Headteacher will determine the number of days a student can be away from school.

A referral to the Educational Welfare Officer will be made if a student is absent when authorisation is not granted. The referral could result in a Fixed Penalty Notice (FPN) being issued to parents/carers.

All medical appointments should be made after school or during the School holidays. Whenever this is not possible the appointment should be made at a time during the school day whereby a pupil is able to attend morning and afternoon registration. The School must be notified 24 hours in advance for all appointments to be approved. If an emergency appointment was made, the school must be notified immediately, either by email or phone.

Please note that the Hasmonian Multi Academy Trust (MAT) does not give a whole day off for medical appointments. A pupil must be collected by a parent/carer. No pupil will be allowed to leave the School unaccompanied for appointments without written or verbal permission from a parent/carer.

### **5. ABSENCE IN THE EVENT OF ILLNESS**

Parents/carers need to communicate (via phone, letter or email) with the School for every day a child is absent, as early as possible, giving the reason for this absence (Boys' School ext. 295).

If a student is absent and no one has contacted the School to explain the reason, the School has a duty to contact home to find out the reason for the absence. On the pupil's return to school, an email/letter from a parent/carer to the Attendance Officer detailing the specific reason for the absence must be given. Where parents fail to provide a reason for the absence, the Attendance Officer will contact them.

Please note that Hasmonian MAT can request medical evidence, such as a doctor's note, in order for continuous medical absence to be authorised.

The School has a duty to keep at least two sets of contact details for each student.

### **6. PUNCTUALITY**

Pupils are expected to arrive to school on time. Parents/carers must inform the School in advance via the Student Services Officer if their child is going to be late. This information is shared with the Headteacher and/or Assistant Headteacher and will be authorised 'on time' at his/her discretion.

Registration closes at 8:55am. From 8:55am onwards, pupils arriving to school are to sign in on the gate late sheet. The Attendance/Standards Officer oversees this and remains at the gate from 8:40am until 9:15am. After this time, the security team ask pupils to sign in and escort them to the Student Services. Phones are to be handed in on arrival. Phones can be collected half an hour after the School day has ended and this is subject to a Year leader's discretion. For more information regarding mobile phone use during the school day, please see the Mobile Phone Policy.

If a pupil arrives between 8:40am and 8:55am they will serve those late minutes, doubled, at the end of that day. Any pupil who arrives to school between 8:55am – 9.45am will serve a same day one-hour after school detention. Any student who arrives after 9.45am will serve a same day two-hour detention. This will be generated and overseen by the Senior Standards Officer. It is the pupil's responsibility to attend the detention if they are late; they need not be warned prior. In addition, any pupil who arrives to school after 8.55am, after registration has closed, will be recorded as unauthorised for the morning session. This will affect the pupil's overall attendance figures which are monitored by the Local Authority. The parents/carers of a pupil having six unauthorised marks in the register within a four-week period may receive an FPN. The School informs the Local Authority about such absences and they will decide whether the FPN should be issued. There is no official appeals process but parents can write to the local borough with appropriate evidence: <https://www.barnet.gov.uk/citizen-home/schools-and-education/parents/attendance-at-school.html>.

Lateness to lesson is marked on the register by the teacher. If a pupil is considered to be persistently late to lessons (four recorded lates within a half-term) they will be placed on Punctuality Report for a minimum of two weeks. This will be generated and overseen by the Senior Standards Officer. At the end of every day, pupils on Punctuality Report will be expected to see a Standards Officer and will serve any minutes recorded at a doubled rate.

On the day of a lateness, after school detentions can also be issued to pupils at the discretion of the classroom teacher.

If a pupil fails to report to a Standards Officer at the end of the day they may be Internally Excluded for a day, in line with the School's Behaviour Policy.

If a pupil arrives more than 10 minutes after the lesson has begun, this will be considered as truanting and, in line with the School's Behaviour Policy, may be sanctioned with an Internal Exclusion.

Parents are respectfully requested not to ask for leniency unless there is a medical reason and evidence.

## **7. ESCALATION PROCEDURES FOR POOR OVERALL ATTENDANCE**

### Stage 1

A first formal letter will be sent home notifying parents/guardians of a decline in attendance below the expected level, which is 96%. Parents will be encouraged to communicate with the School as to the reasons for the decline in attendance (see Appendix A) and support will be put in place by the appropriate Year Leader.

### Stage 2

If a child's attendance continues to decline and falls below 93%, parents/carers will be invited to attend a meeting in school with their child, their child's Year Leader and possibly the Education Welfare Officer, who works for the Local Authority. There will be an expectation that attendance will need to improve and targets will be set (see Appendix B).

### Stage 3

A second formal letter will be sent if a pupil's attendance falls below 90%.

Parents/carers will be invited to attend a meeting in school with their child, their child's Year Leader and the Education Welfare Officer.

The Education Welfare Officer will set action points that must be met within an agreed review period, usually four weeks. If there is no improvement at the end of this review period, a Court Assessment Meeting will be held which may result in one of the following sanctions being imposed:

- Education Supervision Order
- Magistrates Court Action
- Penalty Notice
- Further Review Period (see Appendix C)

In some circumstances, referrals may be made to the Education Welfare Officer without moving through the escalation procedures set out above.

## **8. FIXED PENALTY NOTICES**

Fines may be issued for the following reasons:-

- Parents taking a student out of school during term time for unauthorised reasons;
- Parents failing to inform the School about reasons for absence or misinforming the School about the actual reason for absence;
- A single protracted period of unauthorised absence;
- A student having six unauthorised marks in the register within a four week period.

The School will inform the Local Authority about such absences and they decide whether the FPN should be issued. There is no official appeals process but parents can write to the local borough with appropriate evidence:

<https://www.barnet.gov.uk/citizen-home/schools-andeducation/parents/attendance-at-school.html>

## **9. SIXTH FORM ATTENDANCE**

Sixth Form pupils are bound by the contents of this policy (with the exception of FPN – sections 6/7.) Please refer to the Sixth Form Policy and Beis Chazak Policy for further details regarding the Sixth Form attendance.

## **10. CHILDREN AT RISK OF MISSING EDUCATION**

The School monitors attendance for every period of the day, and if a student goes missing during the school day, the Pastoral and Standards teams follow a planned procedure to locate the student.

The School will inform the Local Authority of any student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children);
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by the School medical officer that the student is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the School at the end of that period; or
- Have been permanently excluded.

As a parent/carer you are legally responsible for making sure your child attends the school they are registered at. If you are worried about your child's attendance record or concerned for their well-being please talk to your child's Year Leader immediately.

## Absence Codes

Codes	Description	Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Education off site (not Dual reg)	Approval Education Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Education Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Education Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Education Activity	In for whole session
R	Religious observance	Authorised Absence	Out for whole session

Codes	Description	Meaning	Physical Meaning
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Out for whole session
V	Educational visit or trip	Approved Activity Education	Out for whole session
W	Work experience	Approved Activity Education	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Z	Pupil not yet on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No mark	Out for whole session

Reviewed by Maxine Zeltser October 2021  
Approved by Stone King October 2021  
Approved by Governors Standards Committee Oct 2021

Next Review October 2026

## Appendix A

Dear [RecipientTitle] [RecipientSurname]

**Re: [StudentFullName]**

We are writing to inform you that [StudentForename]'s attendance record is of concern as it has fallen below the 96% attendance level that the school and local authority regard as full-time regular attendance.

Whilst we appreciate you may have already been in touch with the attendance officers and even your child's Year Leader regarding the reasons for [StudentForename]'s absence, it is still necessary that we notify you in writing of our concerns. This is especially true as it is a parent's/carer's legal duty to ensure that their child receives a full-time education and where they are registered at a school attend it regularly.

If you are yet to be in touch with [StudentForename]'s Year Leader, we ask that you call/email at your earliest convenience to make sure that we are all working together to improve his attendance. Your support and understanding is very much appreciated.

Yours sincerely,

**Attendance Officer**

## Appendix B

Dear [RecipientTitle] [RecipientSurname]

**Re: [StudentFullName]**

Further to the school's previous correspondence with you, I am writing to inform you that there has not been an improvement in [StudentForename]'s attendance at school. Our attendance records indicate that if [He/She] misses more than ... days throughout the rest of this academic year, [he/she] will be considered a persistent absentee.

As parents, you have a statutory responsibility to ensure that [StudentForename] is in school regularly and receives a full-time education. The school and local authority regard 96% attendance as regular full-time attendance.

It is, therefore, essential that we address this issue to ensure that [StudentForename] can make progress in [his/her] learning and achieve [his/her] academic potential. A meeting has been arranged for ..... to discuss this further. I would be grateful if you could confirm attendance to this meeting or let me know an alternative date and time that is convenient for you.

If we are unable to meet or if [StudentForename]'s attendance continues to decline, we will consider referring the case to the Barnet Targeted Youth team. They may decide to offer further supportive measures to improve attendance, issue fines or convene a court assessment meeting.

I appreciate that this may not be easy for you to deal with and I would like to reassure you that the school will do everything possible to support you. If you wish to discuss this matter further, please do not hesitate to be in touch.

Your support and understanding is very much appreciated.

Yours sincerely,

**Year Leader**

## Appendix C

Dear [RecipientTitle] [RecipientSurname]

**Re: [StudentFullName]**

Further to the school's correspondence with you, I am writing to inform you that there has not been an improvement in [StudentForename]'s attendance at school.

As parents, you have a statutory responsibility to ensure that [StudentForename] is in school regularly and receives a full-time education. Despite our efforts to support you with [his/her] attendance, it has continued to decline.

I have attached [StudentForename]'s current attendance certificate for your perusal. Please note that [his/her] attendance figures are as follows:

Present:

Total Absence:

As you can see, [StudentForename]'s attendance remains a cause for concern. The school, therefore, has little choice but to refer this to the Barnet Educational Welfare Officer who will contact you to proceed with a meeting which may offer further supportive measures to improve attendance, issue fines or convene a court assessment meeting. I urge you to take this matter seriously.

If you wish to discuss the matter with me, or wish to discuss how the school can support you, please do not hesitate to be in touch at [r.benarroch@hasmonean.co.uk](mailto:r.benarroch@hasmonean.co.uk) or on 0208 203 1411 ext. 265. Our intention in having [StudentForename] in school is the same and I am very open to working with you to make this happen.

Yours sincerely,

**Assistant Head Teacher**