



ST. THOMAS MORE HIGH SCHOOL
ACADEMY

GUIDANCE SCHOOL ATTENDANCE POLICY

Reviewed and approved by SLT on:	September 2023
Next Review	September 2024

Mr Daniel Cauchi
Chair of the Governing Body

The School's Mission Statement

To inspire,

To learn,

To achieve,

To keep our Catholic ethos at the centre of our lives,

To fulfil our educational potential, welcoming all and reaching out to the wider
world,

To truly be God's servant first.

SAFEGUARDING & CHILD PROTECTION CONTACTS FOR ST THOMAS MORE HIGH SCHOOL

KEY CONTACTS WITHIN THE SCHOOL SEPTEMBER 2023

DESIGNATED SAFEGUARDING LEAD NAME: MR GEOFF MASON : Member of SLT CONTACT NUMBER: 01702 606771
DEPUTY SAFEGUARDING LEAD NAME: MRS MICHELLE WALFORD CONTACT NUMBER: 01702 606773
NOMINATED GOVERNOR FOR SAFEGUARDING AND CHILD PROTECTION NAME: DANIEL CAUCHI
DESIGNATED LEAD FOR LAC NAME: MRS ALISON LINDSAY : Member of SLT CONTACT NUMBER: 01702 606712

ATTENDANCE OFFICER NAME: MRS EDEL SEDGWICK CONTACT NUMBER 01702 606799
EMERGENCY OUT OF HOURS CONTACT FOR STAFF : gmason@st-thomasmore.southend.sch.uk mwalford@st-thomasmore.southend.sch.uk
DIRECT OUT OF OFFICE HOURS FOR MASH+ (Single Point Contact) See number below for direct referral

KEY CONTACTS WITHIN THE DIOCESE OF BRENTWOOD

NAME: Mr Rob Simpson (Diocesan Director of Education) CONTACT NUMBER: 01277 265284
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KEY CONTACTS WITHIN THE LOCAL AUTHORITY

MASH+ (Single Point of Contact) Children's Social Care, Southend Borough Council: Where the school has concerns for the safety and welfare of a child or young person.	01702 215007 mash@southend.gov.uk
OUT OF OFFICE HOURS: To make URGENT referrals	0345 606 1212
SAFEGUARDING & CHILD PROTECTION CO-ORDINATOR and LOCAL AUTHORITY DESIGNATED OFFICER (LADO): Where there are concerns/allegations in respect of people working with children SAFEGUARDING ADVISOR:	ALLISON FRANCIS 01702 534539 allisonfrancis@southend.gov.uk SHARON LANGSTON 01702 534591 LADO@southend.gov.uk

School attendance Policy

1. Introduction

This school Attendance Policy is based upon the guidance given from the Department of Education (DfE) document **Working Together to Improve School Attendance- May 2022**. This policy is non-statutory but is intended to produce guidance to ensure the school maintains a high level of school attendance and to plan the school day and year to meet the legal framework. This policy also sets out possible interventions available to address student's poor attendance and behaviour at school. This Policy should be read alongside the statutory guidance given in the **School Attendance Parental Responsibility Measures (School Attendance and Behaviour) -January 2015**.

This Policy will be reviewed annually by the schools governing body. St Thomas More High School believes that high attendance at school is central to raising standards in education, ensuring all students can fulfil their potential and benefit from their education. Absence from lessons leaves children vulnerable to falling behind, and lower achievement and that high absence rates can be a potential safeguarding indicator.

The school will work to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every student has access to full-time education to which they are entitled.
- Act early to address patterns of absence.
- Ensure that parents perform their legal duty by ensuring their children of compulsory school age, who are registered at school, attend regularly.
- Ensure all students be punctual to their lessons.
- Build strong relationships with families to ensure pupils have the support in place to attend school

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](#)
- [Keeping Children Safe in Education- September 2023](#)
- [Southend on Sea School Attendance \(Guidance for Southend Schools and parents/carers of compulsory school age September 2023\)](#)

➤ Mental Health issues affecting a pupil's attendance: guidance for schools-September 2023

➤ Working together to improve school attendance (September 2022)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

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 designated senior leader responsible for attendance

The designated 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
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Geoff Mason and can be contacted via 01702 344933 or gmason@st-thomasmore.southend.sch.uk or you can contact Alison Lindsay on alindsay@st-thomasmore.southend.sch.uk.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance 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
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Edel Sedgwick and can be contacted via 01702 344933 or esedgwick@st-thomasmore.southend.sch.uk or attendance@st-thomasmore.southend.sch.uk

3.5 Class teachers/form tutors

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMS or on paper promptly at the beginning of every lesson.

3.6 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time (8.45am)
- Call the school to report their child's absence before 9am on the day of the absence (either by phone, through school gateway app, via email to attendance@st-thomasmore.southend.sch.uk and each subsequent day of absence), and advise when they are expected to return
- 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

3.7 Pupils

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session on time
- Sixth form students are also required to call the school to report their absence before 9am (via email attendance@st-thomasmore.southend.sch.uk , by phone to Mrs Hudson) on the day of the absence and each subsequent day of absence.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of each school day and every lesson. It 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.

Pupils must arrive in school and in form **by 8.40am** on each school day, otherwise they will have to enter through the late gate.

The register for the first session will be taken **at 8.45am** and will be kept open **until 9.10am**.
(see appendix 5 – Timings of the school day)

4.2 Unplanned absence

The pupil's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school and selecting attendance or by emailing attendance@st-thomasmore.southend.sch.uk (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Please keep medical evidence of absence e.g. appointment cards or letters, copies of prescriptions, pharmacy receipts etc. in case you need them to provide more details on your child's return to school. 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.

You can request a leave of absence form from the school reception, inform us of any planned absences through the school gateway or alternatively email attendance@st-thomasmore.southend.sch.uk.

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

If a pupil arrives after 8.45am they will sign in through the late gate and be expected to attend a short 15 minute detention on that same day. If the student fails to attend that detention or is late more than twice in the week they will be set an after school detention.

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 parent/carer has not already contacted the school). If the school cannot reach any of the pupil's emergency contacts, the school may contact the local authority/police if there is a safeguarding concern.
- 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 consider involving an education welfare officer

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via school progress reports, alternatively parents can keep an eye on attendance for their children via the school gateway app.

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 any absence that is required for an emergency and cannot be carried out at any other time. (Please refer to Appendix 3 for guidance on 'Should I send my child to school.')

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 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via school reception. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- 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 belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- 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
- As a rule of thumb, holidays taken during school time will not be authorized, there are 190 school days throughout the year so there are plenty of other opportunities for children to go on holiday that is not in term time.

5.2 Legal sanctions

The school or local authority can fine parents 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 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

We have developed a number of strategies to promote good attendance.

Weekly – there will be points awarded for the top house in each year group and a mention in contact/attendance newsletter to forms.

Monthly - At the end of each month we will announce the form class with the best attendance, they will get a certificate (given out in the headteachers assembly) to place on their form class board, house points will also be awarded (see appendix 4) and any form that achieves over 97% in any month will receive points for their house.

Termly - During presentations assembly there will be an attendance cup which is given to the form with the best attendance in that term (which they can keep in their form room until the end of term).

The 100% Attendance Club offers rewards and incentives to those pupils achieving 100 per cent attendance across a whole term (names will be put into a draw for the end of the year)

7. Attendance monitoring

We look at attendance across the school by separating the data into:

- Year groups
- Gender (in sixth form)
- Ethnic minorities (avoid grouping distinct ethnic groups together, as this may mask disparities between them)
- The pupil premium (itself separated into disadvantaged, looked-after/post looked-after children, and service children)
- Pupils with special educational needs and/or disabilities (SEND)
- Gypsy, Roma and Traveller pupils

We will identify (using appropriate timeframes) pupils whose attendance is falling below 90% (in which case they become persistent absentees) 10% of the school year equates to 19 days absent.

We expect form tutors to monitor and challenge daily absence/punctuality, but when the attendance falls below 98%, the pupil progress mentor for the year group will monitor and challenge (Letter 1 will be sent out to parents/carers)

Below 95% is when the attendance officer will get involved and pupils will have a meeting with the attendance officer (Letter 2 will be sent out to parents/carers).

Below 90% a Level 1 letter will be sent out (see Letter 3), and if things do not improve a follow up Level 2 letter will be sent out. (see Letter 4)

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data 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.

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, pupil progress mentors 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 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
- Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum once per year by the Senior Leadership team. 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

10. Admission and Attendance Registers

The school complies with the legal requirement that all schools has an admissions register and that all students regardless of their age are placed on an attendance register. Both can be accessed on the Schools SIMS system.

Contents of Admission Register

The schools admission register contains the personal details of every student in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

Expected First Day of Attendance

The school enters students on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the student will attend the school. For most students the expected first day of attendance is the first day of the school year.

If a student fails to attend on the agreed or notified date, the school will establish the reason for the absence and mark the attendance register accordingly.

The school will notify the local authority within five days of adding a student's name to the admission register and will provide the local authority with all the information held within the admission register about the student. This duty does not apply to students who are added to the admission register at the start of the school's youngest year – for example students who are registered at a secondary school at the start of Year 7 - unless the local authority also requests for such information to be provided.

Students Moving to a New Address and/or School

Where the parent of a student notifies the school that the student will live at another address, the school will record in the admission register: (a) the full name of the parent with whom the student will live, (b) the new address, and (c) the date from when it is expected the student will live at this address.

Where a parent notifies the school that the student is registered at another school or will be attending a different school, the schools will record in the admission register: (a) the name of the other school, and (b) the date of when the student first attended, or is due to start attending, that school.

Deletions from the Admission Register

A student can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Student Registration) (England) Regulations 2006 as amended.
education.

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register will include: the original entry; the amended entry; the reason for the amendment; the date on which

the amendment was made; and the name and position of the person who made the amendment.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register is preserved for at least a period of three years after the date on which the entry was made.

Children at Risk of Missing Education

The school when dealing with students in this category refers to the DfE statutory guidance in the **‘Children Missing Education – September 2016’** document and the **Keeping Children Safe in Education guidance- Sept 2023**. The school will put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, the school will hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns will be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

The **school** therefore will notify the local authority when a student’s name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Student Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the student’s name is removed from the register. This duty does not apply where the student’s name is removed after they have completed the school’s final year, unless the local authority requests for such information to be provided.

Where the school notifies a local authority that a student’s name is to be deleted from the admission register, the school will provide the local authority with the following information:

- the full name of the student;
- the full name and address of any parent with whom the student lives;
- at least one telephone number of any parent with whom the student lives;
- the full name and address of the parent who the student is going to live with, and the date the student is expected to start living there, if applicable; the name of student’s other or future school and the student’s start date or expected start date there, if applicable; and
- the ground prescribed in regulation 8 under which the student’s name is to be deleted from the admission register.

The school agrees with the local authority, the regular interval that the school will inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

Home Educated Children

On receipt of written notification to home educate, the school will inform the local authority that the student is to be deleted from the admission register. The school will not seek to persuade parents to educate their children at home as a way of avoiding excluding the student or because the student has a poor attendance record.

The school and local authority will not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home.

Parents have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

Contents of Attendance Register

The schools will take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school will record whether every student is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic SIMS register which is used to download data to the School Census.

Absence and Attendance Codes

The national codes enable the school to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps the school and the local authority to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

The student will not be marked present if they were not in school during registration. If a student were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

Setting school term dates and holidays

The school is required to set the term dates of the school year, this is published on the school website annually.

School day and school year

The law regulating the school day and school year applies only to schools maintained by a local authority and special schools not maintained by a local authority. This law does not apply to academies, in this case St Thomas More.

School Day

The school day is split into 5 one hour lessons. The length of each session, break and the school day is determined by the school's governing body. The governing body has the power to revise the length of the school day as it sees fit. There is no requirement to consult parents on revisions to the school day.

School Year

The schools will meet for at least 380 sessions or 190 days during any school year to educate our students. If the school is prevented from meeting for one or more sessions because of an unavoidable event, it will seek to find a practical way of holding extra sessions if possible. If the school cannot find a practical way of doing this then it is not required to make up the lost sessions.

Further Attendance information

Rationalised Timetables

The school recognises that all students of compulsory age are entitled to a full time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a student's individual needs. For example where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable will not be treated as a long-term solution. Any pastoral support programme or other agreement will have a time limit by which point the student is expected to attend full-time or be provided with alternative provision.

In agreeing to a part-time timetable the school has agreed to a student being absent from school for part of the week or day and therefore will record it as authorised absence.

Study Leave

Study leave should not be granted by default once tuition of the exam syllabus is complete, and study leave will only be granted to students in year 11 (at the discretion of the headteacher). If the school decide to grant study leave, provision will be made for those students who want to continue to come into school to revise.

Study Leave record of Attendance

Y11 students granted study leave will be marked on the attendance register as authorised absence using code S. No other attendance code is suitable for the purpose of study leave. Y11 students who are 16 years old are of compulsory school age (up to the last Friday in June) and will be marked on the attendance register accordingly.

APPENDIX 1 – Attendance codes.

Code L: Late arrival before the register has closed

The school has a policy on how long registers should be kept open. A student arriving after the register has closed will be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a student is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Student can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Student Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when Student are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code will be used when Student are present at an off-site educational activity that has been approved by the school. Ultimately the school is responsible for the safeguarding and welfare of students educated off-site. Therefore by using code B, the school is certifying that the education is supervised and measures have been taken to safeguard students. This code will not be used for any unsupervised educational activity or where a student is at home doing school work. The schools will ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual students. The school will record the student's absence using the relevant absence code.

Consortia Schools

Students attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They will be treated as guest students at the other consortia schools. The consortia schools however, will ensure suitable systems are in place for monitoring and reporting the attendance and absence of the students involved, which will be shared with the 'main' school.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of students at more than one school. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are students who are attending a student referral unit, a hospital school or a special school on a temporary basis. It can also be used when the student is known to be registered at another school during the session in question.

The school will only record the student's attendance and absence for those sessions that the student is scheduled to attend school. The school will ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code will be used to record time spent in interviews with prospective employers or another educational establishment. The school should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code will be used to record the sessions when a student is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code will be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for students in the final two years of compulsory education. The school will ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual student. Any absence should be recorded using the relevant code.

Authorised Absence from School

Authorised absence' means that the school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when Student is not present in school are as follows:**Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. The schools will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they will be marked absent in the attendance register using Code E. Alternative provision will be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they will be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

The Head teacher will not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

The schools will advise parents to notify them on the first day the child is unable to attend due to illness. The school will authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, the school will request parents to provide medical evidence to support illness. The school can record the absence as unauthorised if not satisfied of the authenticity of the illness but

will advise parents of their intention. The school will not request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. The schools will, however, encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

The schools will treat absence as authorised when it is due to religious observance. The day will be exclusively set apart for religious observance by the religious body to which the parents/student belong. Where necessary, the school will seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

The school will record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision will still be made available for those students who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the student is attending educational provision. It will not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School

Unauthorised absence is where the school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If the school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow the school to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

The school will follow up all unexplained and unexpected absences in a timely manner. Every effort will be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended. This code will not be left on a student's attendance record indefinitely; if no reason for absence is

provided after a reasonable amount of time it will be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence the school will record it as unauthorised.

Code U: Arrived in school after registration closed

The school actively discourages late arrival, monitors patterns of late arrival and liaises with parents for an explanation.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a student is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the student's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.

This code can also be used where a student is unable to attend because:

- The student is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the student is attending educational activities then they will record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

Code Z: Student not on admission register

This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. The school will put student on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

Code #: Planned whole or partial school closure

This code will be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Students

Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # will be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those students not attending on that day are still offered a full education over the school year.

Appendix 2- ATTENDANCE PROCESS

Action if no improvement:-

1. Level 1 parent contacted by school and targets set, review after 4 weeks
2. Level 2 meeting with parents and LA Attendance Officer targets set- reviewed 4-6 weeks
3. LA now leads- LA write to parents and make weekly visits, Attendance Officer continue to monitor. PSCO involvement.
4. LA arrange a legal pupil planning meeting at Civic Centre. First warning issued. Review 6 weeks.
5. At Review PPM parents issued with final warning, court case considered
6. No improvement- parents to court

Persistent Absence:-

Below 95% Attendance Officer to monitor.
LA Attendance Officer meeting every week to decide any action.

Update all 'N's and make first contact home for those without reasons for absence. Ensure all missing marks are cleared at end of school day

If N's for one period only email Teacher for explanation and amend SIMS accordingly

Ensure all morning AM registers have been taken and email staff for any missing registers

Morning Update

Attendance Officer to update records for all absences by 10.30am

Attendance Officer to contact home regarding any concerning/questionable reasons

Absence Line/School Comms

Attendance Officer
To take absence notifications from absence line and enter on SIMS accordingly

Lates = loss of appropriate time at break
3 Lates = 1 hour Detention (Monday)

Persistent Lates- Letter sent by attendance officer to parents

FORM TUTORS register Pupils 8.45 – 9.10am / (Present) L (Late) N (No reason yet provided)

Any Pupils arriving between 8.45am and 9.10am go through late gate, if after 9.10am go through reception- To be added to SIMS/Attendance using the relevant code

APPENDIX 3

LETTER 1 – Fall below 98%

RE: Attendance for <Pupil Name>

In order to maintain high attendance and punctuality, we regularly review the school registers. This also helps to identify pupils who may need some support in improving their attendance or punctuality.

We are concerned that <PUPIL NAME> has only <figure> % attendance and is falling below what we would expect of students which is 98%. May I take this opportunity to remind you that parents/carers have a legal responsibility to ensure their children attend school regularly. We would request that if there are any issues that are affecting <PUPIL NAME>'s attendance that you inform myself so we can best support <PUPIL NAME> and your family.

I would be grateful if I could call on your continued support in this matter and please feel free to contact me at any time.

I thank you for your support.

Yours sincerely

Mrs E Sedgwick
Attendance Officer

LETTER 2 – Below 95%

RE: Attendance for <Pupil Name>

In order to maintain high attendance and punctuality, we regularly review the school registers. This also helps to identify pupils who may need some support in improving their attendance or punctuality.

We are concerned that <PUPIL NAME> has only <figure> % attendance compared to the school average of 95%. This is now falling to a level we find really concerning. May I take this opportunity to remind you that parents/carers have a legal responsibility to ensure their children attend school regularly. We would request that if there are any issues that are affecting <PUPIL NAME>'s attendance that you inform myself so we can best support <PUPIL NAME>.

I would be grateful if I could call on your continued support in this matter and please feel free to contact me at any time.

I thank you for your support.

Yours sincerely

**Mrs E Sedgwick
Attendance Officer**

LETTER 3 - Level 1 Sample Letter

RE: Attendance for <Pupil Name>

In order to maintain high attendance and punctuality, we regularly review the school registers. This also helps to identify pupils who may need some support in improving their attendance or punctuality.

We are concerned that <PUPIL NAME> has only <figure> % attendance compared to the school average of 95% and below 90% which is a huge concern. May I take this opportunity to remind you that parents/carers have a legal responsibility to ensure their children attend school regularly. We would request that if there are any issues that are affecting <PUPIL NAME>'s attendance that you inform myself so we can best support <PUPIL NAME>. We are getting to a concerning stage that means we may need to get the Locally Authority Attendance Officer with Southend City Council involved, if <his/her> attendance doesn't improve. May I remind you that 90% means that your <son/daughter> has missed over 19 days of school.

I would be grateful if I could call on your continued support in this matter and please feel free to contact me at any time.

I thank you for your support.

Yours sincerely

**Mrs E Sedgwick
Attendance Officer**

LETTER 4 - Level 2 Sample Letter

RE: Attendance for <Pupil Name>

In order to maintain high attendance and punctuality, we regularly review the school registers. This also helps to identify pupils who may need some support in improving their attendance or punctuality.

We are concerned that <PUPIL NAME> has only <percentage> % attendance compared to the school average of 95%.

As <PUPIL NAME>'s attendance is not at the levels we would expect at St Thomas More, you are invited to attend a meeting with myself and <PUPIL NAME>, our Local Authority Attendance Officer on <DATE> at <TIME> to discuss the problems that are affecting <PUPIL NAME>'s attendance in school.

I would be grateful if you could contact me to confirm you are able to attend this meeting. I thank you for your continued support in this matter and please feel free to contact me at any time to discuss any problems that <PUPIL NAME> may be experiencing that may affect full attendance.

I look forward to hearing from you and thank you for your support.

Yours sincerely

Mrs E Sedgwick
Attendance Officer

APPENDIX 3 – Should I send my child to school

What it's called	What it's like	Going to school	Getting treatment	More advice
Chicken Pox	Rash begins as small, red, flat spots that develop into itchy fluid-filled blisters	Yellow dot	Pharmacy	Back to school 5 days after on-set of the rash
Common Cold	Runny nose, sneezing, sore throat	Green dot	Pharmacy	Ensure good hand hygiene
Conjunctivitis	Teary, red, itchy, painful eye(s)	Green dot	Pharmacy	Try not to touch eye to avoid spreading
Flu	Fever, cough, sneezing, runny nose, headache body aches and pain, exhaustion, sore throat	Yellow dot	Pharmacy	Ensure good hand hygiene
German measles	Fever, tiredness. Raised, red, rash that starts on the face and spreads downwards.	Red dot	G.P.	Back to school 6 days from on-set of rash
Glandular fever	high temperature, sore throat; usually more painful than any before and swollen glands	Green dot	G.P.	Child needs to be physically able to concentrate
Hand, foot & mouth disease	Fever, sore throat, headache; small painful blisters inside the mouth on tongue and gums (may appear on hands and feet)	Green dot	G.P.	Only need to stay off ill feeling too ill for school
Head lice	Itchy scalp (may be worse at night)	Green dot	Pharmacy	
Impetigo	Clusters of red bumps or blisters surrounded by area of redness	Red dot	G.P.	Back to school when lesions crust or 48 hours after start of antibiotics
Measles	Fever, cough, runny nose, and watery inflamed eyes. Small red spots with white or bluish white centres in the mouth, red, blotchy rash	Red dot	G.P.	Back to school 4 days from on-set of rash
Ringworm	Red ring shaped rash, may be itchy rash may be dry and scaly or wet and crusty	Green dot	G.P.	
Scabies	Intense itching, pimple – like rash Itching and rash may be all over the body but commonly between the fingers, wrists, elbows, arm	Green dot	G.P.	Back to school after first treatment
Shingles	Pain, itching, or tingling along the affected nerve pathway. Blister-type rash	Yellow dot	G.P.	Only stay off school if rash is weeping and cannot be covered
Sickness bug/ diarrhoea	Stomach cramps, nausea, vomiting and diarrhoea	Yellow dot	Pharmacy	See GP if symptoms persist after 48 hours
Threadworms	Intense itchiness around anus	Green dot	Pharmacy	Ensure good hand hygiene
Tonsillitis	Intense Sore throat	Green dot	Pharmacy	See GP if temperature lasts more than 48 hours or cannot swallow
Whooping cough	Violent coughing, over and over, until child inhales with "whooping" sound to get air into lungs	Red dot	G.P.	Back to school after 5 days of antibiotics or 21 days from onset of illness

See www.patient.co.uk for further information on each of these conditions

This leaflet has been produced in partnership between

This information is a guide and has been checked by health professionals however, if you are unsure about your child's wellbeing we recommend you contact your pharmacy or GP to check.

APPENDIX 4 – House Points for Attendance

WEEKLY

10 points to be awarded to the top form in each year group. They will also get a mention in contact on a weekly basis and this will also be sent to form tutors each week.

MONTHLY

Along with the monthly certificate for the form with the highest attendance merit points will be given to the winning form PLUS any form over 97%.

100 points for the winning form

20 points for each form with over 97% attendance for that month!

TERMLY

Along with termly attendance cup being awarded to the form with the highest attendance at presentations assembly there will be merit points awarded for the top 3 spots.

1st – 250 points

2nd – 150 points

3rd – 50 points

APPENDIX 5- Timings of the school day

Bell	Period	Timings
8.40 8.45 late	Registration	8.45 – 9.10
9.10 9.15 late	P1	9.10 – 10.10
10.10 10.15 late	P2	10.10 – 11.10
11.25	BREAK	11.10 - 11.30
11.30 late	P3	11.30 – 12.30
12.30 12.35 late	P4	12.30 – 1.30 Angelus before dismissal
2.25	LUNCH	1.30 – 2.30
2.30 late	P5	2.30 – 3.30