



Codsall Community High School

Attendance Policy

Principles

Promoting positive excellent attendance is the responsibility of the whole school community. Codsall Community High School (CCHS) are working with VIP Education to ensure excellent attendance and punctuality at school.

CCHS has a comprehensive rewards policy in place which ensures that excellent attendance is appropriately rewarded. All students must be at school on time, every day the school is open, unless the reason for the absence is unavoidable.

Some students are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it does not help to cover up absence or to give in to pressure and excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence.

Our attendance policy includes referral agreements that are designed to promote and safeguard the welfare of students. CCHS has a duty of care to refer any absence where they have been unable to contact the parent/child or have general concerns about the absence to VIP Education. There may be further referrals to the Local Authority if the situation does not improve.

At CCHS an attendance register is taken twice a day, in the morning and afternoon, to establish the whole school attendance figures. This shows whether the student is present, engaged in an approved educational activity off-site, or absent. At CCHS a register is taken every lesson to monitor attendance; however, the morning and start of period 5 lesson (afternoon) registrations are

used for all attendance figures for the Local Authority and census returns. If a student of compulsory school age is absent, every half-day of absence from school has to be classified by the school, as either authorised or unauthorised. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing. When the attendance officer has spoken to a parent / carer on the phone the reason is logged and indicated by a red flag on the register.

Authorised absences are defined as mornings or afternoons away from school for a valid reason like illness or other unavoidable causes.

Unauthorised absences are defined as those absences which the school does not consider reasonable and for which no "leave" has been given. This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark

Parents whose child is experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is usually successful. If difficulties cannot be sorted out in this way, the school or the parent may refer the child to the Education Welfare Worker from VIP Education. The Education Welfare Officer (EWO) from VIP Education will try to resolve the situation with letters, phone calls, home visits and or school-based meetings. An action plan may be drawn up to support your child's attendance in school. If attendance does not improve a referral may be made to the local authority. The LA will work with the family but these Officers can issue Penalty Notices or use court proceedings to prosecute parents or seek an Education Supervision Order on the child. The maximum penalty on conviction is a fine of £2500 and/or 3 month's imprisonment.

Procedures

CCHS has a computerised system for recording and monitoring attendance. Lists are produced of any students who are late or absent for morning or afternoon registration.

CCHS applies the following procedures in deciding how to deal with individual absences:

Parents/Carers of CCHS students must –

1. Contact school via Edulink One, Phone, or email each day of absence by 08.45am. The dedicated phone number is 01902 907565 the email is attendance@cc-hs.com
2. Provide the form tutor with a written explanation of absence on your child's return to school.

CCHS will -

1. Contact you via text message on each day of absence if the school has not been informed of the reason for non-attendance.
2. Let you know if your child's absence or lateness is giving cause for concern.
3. Let you know of any changes or special dates for the term.
4. Include a record of your child's attendance on each school report.
5. Listen to your worries and concerns and work with you to find solutions to any problems that may arise.
6. Work in partnership with VIP Education, the Local Authority, and any other organisations that offer support to children and their families.
7. Welcome students back after any period of absence and help them to catch up with any missed work.
8. Praise and record excellent attendance and punctuality as well as any improvement that may have been shown.
9. Arrange meetings in school to resolve attendance issues with VIP Education, or provide a facility for VIP Education to hold meetings in school.

Times of the school day:

From March 2021 the school day will be structured as follows:

Teachers will need to be in their classrooms from 8:40am to welcome students for tutor time.

Lesson 1 - 9:00 am to 10:00 am

Lesson 2 - 10:00 am to 11:00 am

Break in separate social areas 11:00am - 11:20 am(No students in corridors)

Lesson 3 - 11:20 am - 12:20 pm

Lesson 4 - 12:20 pm - 1:20 pm

Lunch in separate social areas 1:20pm - 1:55 pm (No students in corridors)
If the weather is dry then students will be on the field.

Lesson 5 - 1:55 pm -2:55 pm

If a student arrives during curriculum time he/she must report to Student Services to sign in. Access is through the gate to the left of main reception.

All medical reasons for lateness should be explained in a letter, or an appointment card can be given as proof of attendance.

Lateness is monitored by the Assistant Headteacher – Pastoral. Lunchtime detentions and after school detentions are issued for lateness to school. VIP Education will periodically supervise 'late gates' and advise parents/carers and students of punctuality to school.

The school registers will close at 9.20am in the morning and 1.15pm in the afternoon. This will be reviewed when the times of the day are reviewed following the re-opening of the school from the national lockdown.

Arrangements for Leave of Absence

As from January 2016 no holidays can be authorised by schools.

If a parent / carer would like to request a leave of absence, then this must be done by filling out an absence request form, four weeks before the leave of absence is requested.

All requests will be considered on their own merits.

The power to authorise/ not authorise a leave of absence is at the Executive Headteacher's discretion and is not an automatic right.

An absence for the bereavement of a close family member, and their funeral will be counted as exceptional, and leave of absence will be granted. This would be a 'C' code on the register.

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

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by Codsall Community High School. Ultimately Codsall Community High school is responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, Codsall Community High School certifies that the education is supervised and measures have been taken to safeguard the student. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Codsall Community High school will contact the provider of the alternative activity regarding any absences by individual pupils. If absent Codsall Community High school will record the pupil's absence using the relevant absence code.

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 pupils at more than one school. This code is used to indicate that the pupil 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 pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

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

Code P: Participating in a supervised sporting activity

Code V: Educational visit or trip

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Any absence will be recorded using the relevant code.

Authorised Absence from School

Code C: Leave of absence authorised by the school

Code E: Excluded but no alternative provision made

Code H: Holiday authorised by the school

The Executive Headteacher will not grant leave of absence unless there are exceptional circumstances. An application must be made in advance and the Executive Headteacher 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 Executive Headteacher will determine the number of days a pupil 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)

Code M: Medical or dental appointments

Code R: Religious observance

Code S: Study leave (During 2021 there is no study leave all year 11 will be marked as 'C' when the exams are finished)

Code T: Gypsy, Roma and Traveller absence

Unauthorised absence is where Codsall Community High 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.

Code N: Reason for absence not yet provided

Code O: Absent from school without authorisation

Code U: Arrived in school after registration closed

Not attending in circumstances relating to coronavirus (COVID-19) 2020-2021 only

For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'

Code X: not attending in circumstances relating to coronavirus (COVID-19)
(This code is not counted as an absence in the school census)

If there is an enforced national lockdown, students who have a Social worker or an EHCP are required to attend school. If they remain at home and do not have Covid19 then this will be recorded as a 'C' which relates to authorised absence.

Penalty Notices

CCHS will work closely with VIP Education and the Local Authority to ensure regular attendance at school. The Education Welfare Service can take legal action against a parent/carer if the student does not attend school regularly and there is not a medical reason for the absence.

This action might take one or two forms, either issuing a penalty notice or prosecution in the magistrate's court.

Penalty Notice Procedure

Penalty notices may be considered appropriate if any one of the following criteria are met.

- The Local Authority may issue Penalty Notices for CCHS as part of their ongoing casework or following a referral from the school.
- A formal written warning will be issued to each parent or carer detailing that they may be issued with a Penalty Notice.
- If there are unauthorised absences of at least 10 sessions (5 school days) owing to a leave of absence (inc. holiday related) in term time not agreed by the Executive Headteacher.
- A Penalty Notice will be issued through the post at the end of the 10school day period if the required level of improvement has not been achieved.
- If an excluded student is in a public place at any time during school hours in that student's first five days of exclusion. An excluded student is one who has been excluded from school for a given period under the Education and Inspection Act 2006. If the excluded student is present in a public place during school hours on a school day then the parent has committed an offence under section 103 of the Education and Inspections Act 2006 and is liable, on summary conviction, to a fine.

A penalty notice can only be issued by the Local Authority

The Local Authority will respond to a request from CCHS within 10 school days of receipt and where the criteria are met, the following will ensue;

1. A penalty notice can only be issued in the case of unauthorised absences
2. In cases where there is more than one poor-attending student in a family multiple notices may be issued.
3. Parents will only receive one warning notice period for improvement in attendance in a single academic year. If attendance deteriorates again then no further formal warning notice will be issued and the Local Authority can automatically consider other statutory actions in un-authorised absence re-occurs.
4. If there are 20 unauthorised sessions in a twelve-week period (10 school days) lost to unauthorised absence by the student during the previous three terms, then a referral to the Local Authority can be made.
5. Where parents fail to comply with the procedures contained within the protocol for a family holiday a Penalty Notice may be considered.

Changes to the Code of Conduct for Penalty Notices Commencing 1st January 2018

- **Penalty Notice for leave of absence (holiday) in term time**

Any period of unauthorised leave may result in you as a parent/carer receiving a penalty notice fine. The Executive Headteacher will continue to be the only person able to authorise leave in term time, but this will apply only in exceptional circumstances. Any unauthorised absence will be referred by the Assistant Headteacher (inclusion) to VIP Education.

- **Penalty Notice for persistent lateness**

10 unauthorised late marks, can result in a penalty notice being issued, these unauthorised late marks do not have to be consecutive.

- **Period of time used to measure persistent absence and lateness**

If your child has had 10 days unauthorised absence or is late 10 times over a twelve-week period, you may receive a penalty warning notice and also potentially a fine.

Payment of Penalty Notices

1. Arrangements for payment will be detailed on the Penalty Notice
2. Payment of a Penalty Notice discharges the parent or carer's liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the Penalty Notice.
3. Payment of a Penalty Notice within 21 days is £60 and payment after this time but within 28 days is £120
4. The council retains the revenue from Penalty Notices to cover enforcement costs
5. Payments are not accepted in part or by instalments.

Non- Payment of Penalty Notices

Non-payment of a Penalty Notice will result in the withdrawal of the Notice and will trigger the fast-track prosecution process under the provisions of section 444(1), of the Education Act 1996. Prosecution will be actioned by the Local Authority. This could result in a fine of up to £1,000 for each student whose attendance is causing concern and for each parent/carer involved in the prosecution.

Attendance Data

Attendance trends are analysed on a daily basis. Pastoral Managers, Heads of Year and the Assistant Headteacher will act to improve a student's attendance. Parents are contacted by letter (or a phone call) if the school has concerns about attendance issues.

When an individual student's attendance level falls below 92% in any term without good reason, VIP education will be contacted. Following investigation any unresolved issues or a continuing drop in education could result in an action plan being sent to the Local Authority. This will then be an open case for the Local Authority and may result in a Penalty Notice or ultimately a prosecution under the Education Act 1996 section 444.

CCHS will not authorise absences for shopping, looking after other children, haircuts etc. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which need to be in school time.

CCHS does the following to promote good attendance:

1. Edulink One is an app for all parents and students to use which gives details of attendance in every lesson and for the whole year.
2. All students will get a reward point if they have 100% attendance in a half term. This will be awarded by the form tutor or Head of Year

3. Love to shop vouchers are awarded to students with 100% attendance for the year. Names are drawn from a raffle.

Staff

The staff responsible for attendance at CCHS are the following:

- Assistant Headteacher
- Heads of Year
- All Form tutors
- Pastoral Managers
- Attendance Officer for first day response.
- VIP Education Welfare Service

Summary

CCHS has a legal duty to publish the attendance figures to parents; this is done through the planner. Equally, parents have a duty to make sure that their children attend school. School staff are committed to working with parents as the best way to ensure as high a level of attendance as possible.