

**THE RADCLIFFE SCHOOL**  
INSPIRE AND ACHIEVE

# Attendance and Punctuality Policy

Headteacher: P Lawson

Review frequency: 3 yearly

Chair of Governors: P Critchley

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## 1. Introduction / Aims

Good attendance to school has always led to better academic outcomes and life-chances for students (see appendix 1). However, good attendance also impacts positively on mental health and well-being. The importance of structure, routine and social contact cannot be underestimated and attending school everyday is key to developing positive relationships, improving confidence, resilience and well-being, especially for young people.

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly, and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

The Radcliffe School is committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting and rewarding good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school and overcome barriers to attendance.
- Promote and support punctuality in attending lessons.

We expect every pupil to attend every session unless there is a legitimate reason for absence. It is very important therefore that parents perform their legal duty by ensuring that their child attends regularly and this Policy sets out how together we will achieve this.

## 2. Why regular attendance is so important

[“Working Together To Improve School Attendance”](#) was implemented by the Department for Education in September 2022. The Radcliffe School uses the recommendations set out within the paper to improve the attendance of all students, key groups and individual students (Appendix 2 is a flow chart suggesting how everybody should be working together to improve school attendance).

Good attendance at The Radcliffe School is defined as being above **98%**. **Every day counts** towards that percentage and whilst we acknowledge that students can be ill and unable to come into school, any day lost to absence can impact on student confidence as they feel they have fallen behind or have missed work and can struggle to re-engage with learning and even with their friends.

The Radcliffe School Attendance Plan is designed to set out how The Radcliffe School supports a culture of good attendance and supports parents and students in identifying and overcoming barriers to good attendance. **Every day counts** and to illustrate this there are some figures below which illustrate the difference “Only a day” makes.

- 1 day of absence in a year = 99.48%
- 1 day of absence each term = 98.4%
- 1 day of absence each half term = 96.8%
- 1 day of absence each month = 94.3%
- 1 day of absence each week = 80%

As you can see one day can have a huge impact on a student's attendance. If a student is late to school after the register closes, this will also count as an absence and will impact on the overall student attendance.

### **For students in Years 7 to 11:**

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution or a Fixed Penalty Notice.

### **For students in Year 12 and 13:**

Excellent attendance is essential in Year 12 and 13, and parents are still responsible for ensuring that their child is in education or training until the age of 18. If a student chooses to attend The Radcliffe School Sixth Form, they will be expected to maintain good attendance as with the rest of the school. However, expectations on when students attend during the school day may differ in Year 13 to the lower school but remain the same for Year 12. As such, parents may not receive Parent Call when students are in Year 13, however, if a student's attendance becomes a cause for concern, parents and students will be informed and an attendance action plan put into place to improve the student's attendance. If poor attendance levels persist or continue to deteriorate, the student could be placed on an attendance contract. If, after the contract is in place, the student's attendance levels do not start to increase the student's place in the Sixth Form may be at risk. If parents or students have concerns about attendance, then they should contact the Sixth Form Team.

## **3. Safeguarding and attendance**

Our school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](#), we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our school's Child Protection and Safeguarding Policy for more information).

## **4. 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](#)

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

## 5. Promoting regular attendance

We are working to promote a culture in which the highest levels of attendance and punctuality are the norm. Helping to create a pattern of good, regular attendance is everybody's responsibility - parents, students and all members of school staff.

### **The Radcliffe School will:**

- work to ensure that all students feel valued and welcome, by modelling respectful relationships and appropriate communication.
- be a calm, focused learning environment in which all students feel safe.
- offer a varied curriculum that provides challenging, relevant, and significant pathways through learning in subjects, personal development and extensive extra-curricular opportunities.
- promote a culture where the highest levels of attendance and punctuality are the norm, using tutorial, positive referrals, assemblies and the school website to communicate this.
- communicate our expectations, processes and support structures related to attendance and punctuality clearly to all parents so that they understand what to expect and know what is expected of them.
- monitor attendance on a daily basis to ensure timely and reliable information can be provided to key stakeholders, and to rapidly respond to any trends or patterns which present themselves.
- monitor attendance and punctuality routinely and follow up absence and lateness promptly to ensure that we are keeping your child safe.
- monitor trends and, as appropriate, adapt school policies and practice to promote excellent attendance and reduce barriers to attendance.
- regularly report all students' attendance to parents via Insight.
- work to meet the needs of every student with Special Educational Needs and Disabilities.
- work with external agencies to support our students to attend school regularly and to remove barriers to attendance.
- meet our legal obligations in maintaining accurate attendance registers, using correct codes for absence.
- authorise absence consistently, fairly, and transparently, in accordance with this policy.
- provide effective training for all staff to ensure that they know their responsibilities in promoting a culture of excellent attendance and punctuality.
- publish the underlying school-level absence data alongside the national statistics.
- expect all staff to follow and apply this policy consistently.

### **Governors will:**

- support the school in promoting good attendance.
- monitor the implementation of this policy.
- ensure that improving attendance is an integral part of the school's strategic plan.

### **The Headteacher will:**

- have overall responsibility for this policy, ensuring that it is consistently and fairly applied to all.
- receive monthly reports on attendance and punctuality.
- grant leave of absence for students in exceptional circumstances only.
- promote attendance as a key focus across the whole school.

### **The Senior Leader responsible for attendance will:**

- lead on attendance across the school promoting a culture of good attendance.
- regularly monitor, track and analyse attendance data and devise specific strategies to address areas of poor attendance.
- provide rewards for students, to celebrate good and significantly improved attendance.

- arrange calls and meetings with parents to discuss attendance issues and to identify barriers to attendance.
- write to parents if their child's attendance is causing concern.
- monitor and support House Teams in implementing attendance improvement strategies.
- request formal action to be taken by the Attendance Manager in extreme cases of unauthorised absence.

**The school Attendance Manager will:**

- monitor and analyse attendance data.
- monitor the effective completion of registration by Form Tutors and Subject Teachers.
- keep accurate records relating to contact with students and parents and use these to inform appropriate courses of action, including preparation for issuing fixed penalty notices.
- provide regular attendance reports to school staff and report concerns about attendance to the designated senior leader responsible for attendance.
- advise the Headteacher when to issue fixed-penalty notices.

**House Teams will:**

- ensure they are being proactive in establishing good attendance with the Houses.
- raise the profile of attendance and punctuality within their House, celebrating excellent attendance and highlighting the link between good attendance, attainment and improved mental health and well-being.
- monitor, track and analyse specific student attendance and punctuality where it becomes of concern to safeguard students within their House.
- be a key point of contact for specific parents with regards to attendance and punctuality.
- communicate consistently with students and parents at an appropriate early stage, when attendance and punctuality issues emerge.
- establish, develop and maintain positive relationships with students and parents and work with them in a problem-solving capacity to develop action plans to address attendance and punctuality concerns.
- manage Attendance Action Plans for students who are Persistently Absent and continually investigate and implement a range of strategies to improve attendance.
- liaise with Form Tutors regarding attendance and punctuality in order to drive good attendance.
- meet regularly with the school's designated Senior Leader and the Attendance Manager to discuss the attendance and punctuality of individual students.
- conduct home visits if we have safeguarding concerns due to student absenteeism.
- work with external agencies to support students to attend school regularly and to remove barriers to attendance.

**Subject teachers will:**

- take the register within the first 10 minutes of every lesson, ensuring that a mark is entered for every student and that no missing marks are left.
- know that a student should only be marked as present if they are in the room and that an N mark should be recorded in all cases a student is absent from their room.
- check absent students' attendance in previous sessions, and email Reception, Attendance Manager and House Teams if a student is absent from their session but has been present during the rest of the day, unless a note has provided an explanation (e.g. music lesson, medical appointment)
- highlight students whose absence from lessons is causing concern to the Curriculum Team Leader.
- work with House Teams and the Curriculum Team Leader to support the reintegration of a previously absent student back into lessons.

### **Parents are expected to:**

- work with the school to improve attendance and overcome any barriers to attendance.
- understand the importance of excellent attendance and punctuality and promote this with their child, aiming for 100% attendance (see appendix 3 for parents and student tips).
- contact their child's Form Tutor at the earliest opportunity if they have concerns about their child's learning, attendance or punctuality.
- understand that their child's regular attendance at school is their legal responsibility.
- ensure that their child arrives at school between **8:20am** and **8:30am** each morning, ready for an **8:35am** start to the school day.
- report specific reasons for absence by **8:30am** on every day of absence via the attendance email address, [attendance@radcliffeschool.org.uk](mailto:attendance@radcliffeschool.org.uk) or by telephone **01908 682 222**
- understand that The Radcliffe School authorises absence, and not parents. provide medical evidence for absence if asked to.
- report specific reasons for lateness by **8:40am** on the day using the attendance email address or telephone number.
- make appointments for their child outside of school time, unless unavoidable, and where appointments are made, minimise absence around such appointments.
- provide evidence for any appointment made during school time.
- collect their child from school for any appointment made during school time or arrange for an appropriate adult to do so and communicate this to us.
- not book holidays and days out during term time.
- only request leave of absence from school in exceptional circumstances and do so at least two weeks in advance of any such absence.
- provide evidence as asked for by the school to support any request for leave of absence.
- provide the school with up-to-date contact details for parents and other emergency contacts so that contact can be made if there are any safeguarding concerns related to absenteeism.

### **Students are expected to:**

- speak to their Form Tutor or an adult they feel comfortable speaking to if they have a concern that is making them feel unhappy at school or is affecting their learning, attendance or punctuality.
- attend school 100% of the time, unless they are unwell.
- arrive at school between **8:20am** and **8:30am** and be in Tutor Time by **8:35am**.
- ensure they attend Tutor time to gain their attendance mark and to take part in our extensive Tutor Time programme of study.
- if arriving after **9:05am**, they must sign in at the main reception so we know they have arrived safely on the school site.
- attend all sessions on time.
- catch up on any work missed following any absence and complete any homework that has been set.
- only leave the school site during the school day for authorised reasons and if they have signed out at reception.
- complete consequences issued for poor punctuality.

## **6. Understanding types of absence**

Each school day is made up of two 'sessions' – the morning and the afternoon. A student attends school for 190 days each year so there are 380 possible sessions. The school is legally required to record a mark in the attendance register against each student registered at the school for each session to show whether they attended or were absent. Marks for absence demonstrate the nature of the absence, with every half-day absence from school being classified as either authorised or unauthorised by the school (not by the parents). This is why information about the



cause of any absence is always required, preferably in writing, as we need to ensure that we are fulfilling our safeguarding responsibilities.

Authorised absences are mornings or afternoons away from school such as illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable causes (see Appendix 4 – absence codes)

Unauthorised absences are those which the school does not consider reasonable. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off school unnecessarily.
- truancy before or during the school day.
- absences which have never been properly explained.
- children who arrive at school after the morning register closes.
- shopping, looking after other children or birthdays.
- family day trips and holidays in term time.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are most effectively resolved while there is an ongoing dialogue between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending as this gives the impression that attendance does not matter and usually makes things worse. It is always best to discuss this with the school and parents are advised to contact their child's Form Tutor in the first instance or their child's House Team.

## 7. Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by **8:30am** or as soon as practically possible by calling the school reception. To report a child's absence from school due to a medical appointment please call **01908 282 222** where you will be prompted to leave details of your child's absence.

Alternatively, you can email [attendance@radcliffeschool.org.uk](mailto:attendance@radcliffeschool.org.uk) and provide your child's name, year group and a brief explanation for their absence. We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence such as a doctor's note, prescription, appointment card or other appropriate form of evidence. 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.

## 8. 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. However, 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.

Parents/carers who wish to request leave of absence should email the attendance team at [attendance@radcliffeschool.org.uk](mailto:attendance@radcliffeschool.org.uk) providing the child's name, year group, the reason for absence and the date / time that the absence is planned for.

If your child needs to leave school for a medical appointment they must:

- Inform their tutor as soon as they are aware of the appointment with a note from home.

- At the time they need to leave they must sign out at Reception and show proof of appointment (appointment card, text confirmation of appointment etc)

## 9. Absence procedures

If your child is absent parents must:

- Contact the school as soon as possible on the first day of absence (see above).

If your child is absent, we will:

- review absence at the start of the school day once registers have closed to safeguard children.
- aim to contact all parents of students who are not in school and whose parents have not provided a reason for absence on the same day, but this may not always be possible. In addition, we will attempt to telephone to find out the reason for absence.
- If absence persists, we will invite you in to discuss the situation with your child's House Team and/or with our Attendance Manager and Assistant Headteacher.
- Refer the matter to the Legal Intervention Officer or issue a Fixed Penalty Notice if attendance falls below required levels.

## 10. Telephone numbers

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Please help us to help you and your child by making sure we always have up to date contact numbers and e-mail addresses. Failure to keep us updated with the correct contact details could result in something important being missed and could lead to safeguarding issues.

## 11. Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information. Late arriving students also disrupt lessons and it can be embarrassing for the child which can subsequently encourage absence.

## 12. How we manage lateness

Our school gates open at **8:20am** and all students must be through the gates before our **8:30am** school bell. This allows them time to get to their Tutor rooms, get themselves ready for their day of learning and to be ready to take part in our thorough Tutor Programme that starts at **8:35am**. Therefore, being punctual to school sets a positive tone for students for the rest of their day. Where students do not meet our CLEAR expectations, appropriate sanctions will be applied (refer to our school Behaviour and Learning policy).

At **9:05am** the registers will be closed. In accordance with DfE regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Fixed Penalty Notice if the problem persists.

If your child has a persistent late record this may be addressed with a Form Tutor or Head of House report. You will be contacted by the school and you may be asked to meet with the Assistant Head of House/Head of House to resolve the problem. However, you can approach us at any time if you are having problems getting your child to school on time and wish to seek support from the school or discuss anything further.

### 13. How we reward good attendance and punctuality

Students who demonstrate good attendance and punctuality will be rewarded for adhering to our vision, culture and expectations outlined in our Personal Responsibility Agreement which is based on our CLEAR values. Students with good attendance and punctuality will not only be more successful learners who will gain better academic outcomes but they will also be able to communicate their exemplary attendance and punctuality records to their future destinations and into the world of employment. Our aim is to create a school culture where good attendance and punctuality is supported by praise and recognition. Our reward system recognises students who demonstrate the CLEAR values as well as progress in subject areas.

As a result, students are allocated achievement points which creates:

- Star of the term awards,
- Pride of House awards,
- Curriculum awards,
- Awards evening nominations,
- Reward trips,
- End of year reward afternoon nominations
- House Competition Trophy

Examples of other rewards include:

- Verbal and nonverbal praise given by all staff.
- Positive emails home recognising good attendance and punctuality.
- Positive phone calls home recognising positive behaviours.
- Congratulatory letters to the parents of students who have maintained 100% attendance.
- Inter-form and Inter-house competitions winners celebrated half-termly.
- Special responsibilities/privileges.

### 14. 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. An example of 'exceptional circumstances' include attending the funeral of a close relative.

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 two weeks before the absence. The Headteacher may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments,
- 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.

"Exceptional circumstances" will be interpreted as being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time.

## 15. Holidays in Term Time

Schools are not permitted to authorise holidays in term time.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice or prosecution.

## 16. Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when their overall attendance is 90% or below. Absence at this level will significantly hinder a child's educational prospects and could also impact their mental-health and well-being. Therefore, it is vital that parents fully support and cooperate with the school to tackle this issue.

We monitor all absence thoroughly in order to safeguard our students. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. PA students are tracked and monitored carefully through our pastoral system, and we also combine this with academic mentoring as absence also affects attainment.

All our PA students and their parents are subject to an Attendance Action Plan. The plan may include allocation of additional support through Teaching Assistant/Learning Mentor, Family Support Worker or Children and Family Practices. Absence from school may be deemed as a safeguarding concern and we may notify Milton Keynes Multi Agency Support Hub (MASH team) and complete a Multi Agency Referral Form (MARF). All PA cases are also automatically made known to the Legal Intervention Officer who is based at the Local Authority.

If you believe that your child is at risk of becoming a PA, please speak to the school as soon as possible so that we can work together to breakdown any barriers to attendance that have arisen and put the appropriate support in place.

## 17. Emotionally Based School Avoidance (EBSA)

Emotionally-based school avoidance is a term referring to reduced or nonattendance at school by a child or young person. Rather than the term 'school refusal', the term EBSA recognises that this avoidance has its root in emotional, mental health or wellbeing issues. (ref: [Emotionally Based School Avoidance Guidance \(milton-keynes.gov.uk\)](#)) EBSA can present differently across individuals, but can include one, or a combination of, the following: fear and anxiety (including physical symptoms), complaints of feeling ill without obvious cause, reluctance to leave home, tantrums, and/or oppositional behaviour. Although EBSA is a complex issue, positive outcomes are very achievable if parents and the school work closely together to break down the barriers to school avoidance.

What parents can do:	What the school can do:
<ul style="list-style-type: none"><li>- One of the most important ways you can support your child is to calmly listen to them and acknowledge that their fears are real to them.</li><li>- Remind them how important it is to attend school and reassure them that you and the school will work with them to make school a happier place for them.</li><li>- Contact your child's Form Tutor or House Team immediately if you have concerns</li></ul>	<ul style="list-style-type: none"><li>- Monitor attendance and aim to <b>identify</b> students who are experiencing EBSA, or who are at risk of EBSA, early.</li><li>- Work with children and parents to break down the barriers to attendance to attendance and <b>implement</b> EBSA action plans which include strategies to support the student. This could include the implementation of; curriculum adaptations, quiet places to study, allocation of a</li></ul>

<p>about your child’s learning, attendance or punctuality so that an action plan can be established.</p> <ul style="list-style-type: none"> <li>- Make an appointment for your child at the doctors to discuss their mental health and well-being.</li> </ul>	<p>Learning Mentor, referral to external support agencies or a referral to the SEN team.</p> <ul style="list-style-type: none"> <li>- <b>Review</b> EBSA action plans periodically to ensure that the implemented strategies are having the desired impact and adjust the plan accordingly.</li> <li>- <b>Report</b> safeguarding concerns to the Local Authority to prevent impairment of a young person’s health or development.</li> </ul>
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## 18. Legal sanctions

We will always do all we can to support and work with parents/carers and our students to raise attendance levels so that we avoid legal sanctions. However, 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. The payment will be made directly to the local authority. Penalty notices can be issued by the 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.

## 19. School targets, projects and special initiatives

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

**Good attendance** for this school is defined as **98% or above** and we will keep you updated regularly about progress to this level and how your child’s attendance compares. Parents can monitor their child’s attendance every day by accessing the Insight app.

Our target is to achieve better than this, however, because we know that good attendance is the key to successful learning, improved mental health and well-being, we believe our students can be amongst the best in the city.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made. Information on any projects or initiatives that will focus on these areas will be provided in our Newsletter and we ask for your full support.

## 20. The people responsible for attendance matters in this school are;

Form Tutors

Heads of House;	<a href="mailto:cowper.house@radcliffeschool.org.uk">cowper.house@radcliffeschool.org.uk</a>	01908 682 243
	<a href="mailto:hayes.house@radcliffeschool.org.uk">hayes.house@radcliffeschool.org.uk</a>	01908 682 244
	<a href="mailto:lee.house@radcliffeschool.org.uk">lee.house@radcliffeschool.org.uk</a>	01908 682 242
	<a href="mailto:mccconnell.house@radcliffeschool.org.uk">mccconnell.house@radcliffeschool.org.uk</a>	01908 682 275

Sixth Form;	<a href="mailto:S.Chapman@radcliffeschool.org.uk">S.Chapman@radcliffeschool.org.uk</a>	01908 682 211
	<a href="mailto:T.Hudson@radcliffeschool.org.uk">T.Hudson@radcliffeschool.org.uk</a>	01908 682 210

Mrs R Harris, Attendance Manager;	<a href="mailto:R.Harris@radcliffeschool.org.uk">R.Harris@radcliffeschool.org.uk</a>	01908 682 278
Mr G Stilton, Assistant Headteacher;	<a href="mailto:G.Stilton@radcliffeschool.org.uk">G.Stilton@radcliffeschool.org.uk</a>	01908 682 285
Mrs P Lawson, Headteacher		

## 21. Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and students as the best way to ensure as high a level of attendance as possible.

## 22. Amendments

Date	Page	Item	Detail
03.05.17	4	2	Why Regular Attendance is Important - Differentiate procedure for Sixth Form students.
03.05.17	5	5	Understanding Types of Absence – fourth bullet point – change in time register’s close form 8.45am to 8.55am
03.05.17	5	6	Persistent Absenteeism (PA) – percentage changed from 45% to 10%.
03.05.17	6	10	How we Manage Lateness – third paragraph - change in time register’s close form 8.45am to 8.55am (as change 2).
03.05.17	7	11	Holiday in Term Time – change in legislation year added.
03.05.17	7	12	School Targets, Projects and Special Initiatives – third paragraph – Minimum level of attendance changed from 95% to 97%.
03.10.18	6	7	Addition of third paragraph on what student needs to do if signing out for appointment.
Nov '21			Re-write/update
Sept '23			Re-write/update

## 1. Appendix 1 – Attendance and academic outcomes

Evidence shows that the students with the highest attendance throughout their time in school gain the best GCSE and A Level results. Research found that pupils who performed better both at the end of primary and secondary school missed fewer days than those who didn't perform as well. <https://explore-education-statistics.service.gov.uk/find-statistics/the-link-between-absence-and-attainment-at-ks2-and-ks4>

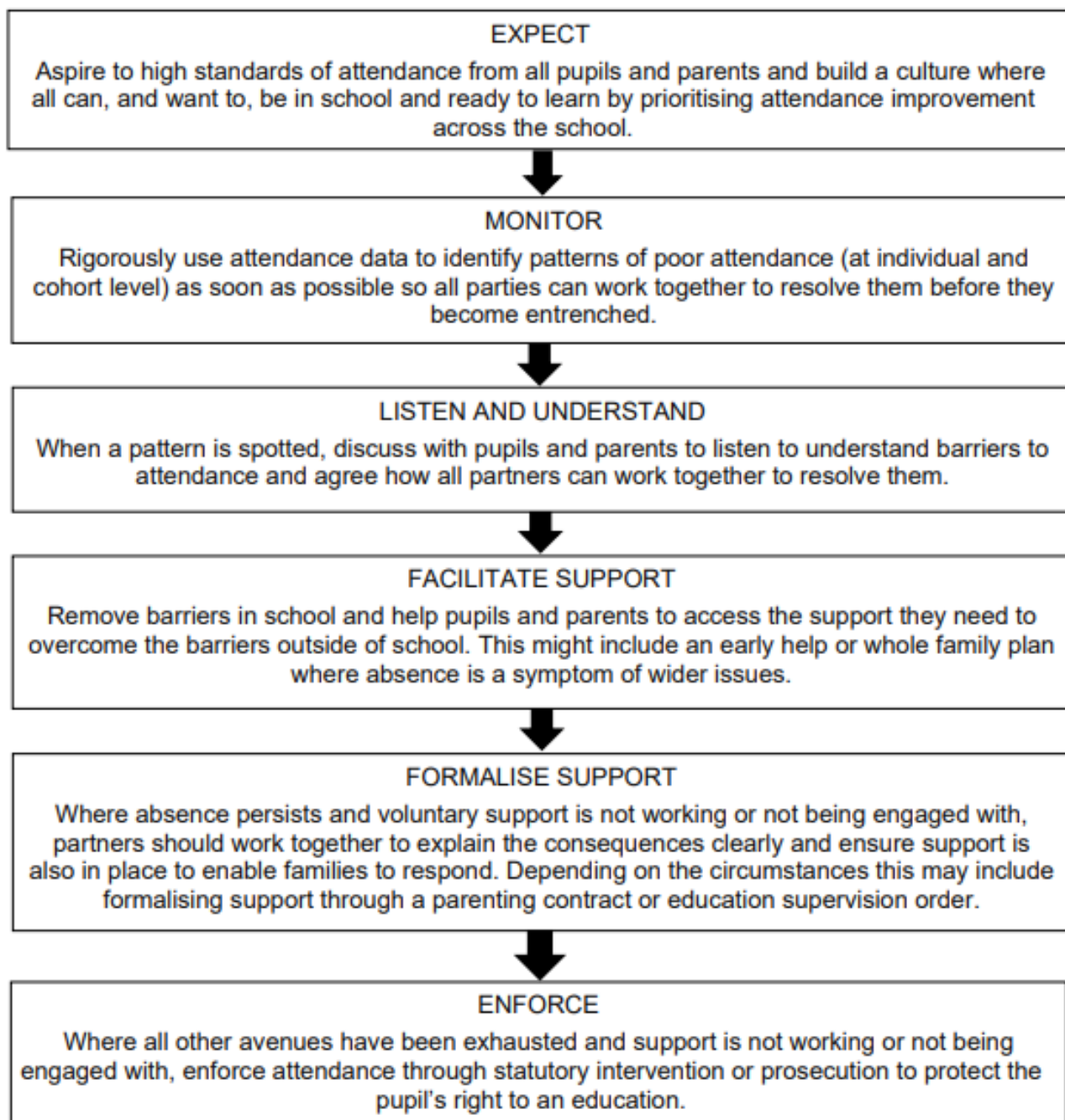
The headline facts and figures from the above release were as follows:-

- Pupils with higher attainment at KS2 and KS4 had lower levels of absence over the key stage compared to those with lower attainment.
- Pupils who did not achieve the expected standard in reading, writing and maths in 2019 had an overall absence rate of 4.7% over the key stage, compared with 3.5% among pupils who achieved the expected standard and 2.7% among those who achieved the higher standard.
- Pupils who did not achieve grade 9 to 4 in English and maths GCSEs in 2019 had an overall absence rate of 8.8% over the key stage, compared with 5.2% among pupils who achieved a grade 4 and 3.7% among pupils who achieved grade 9 to 5 in both English and maths. Generally, the higher the percentage of sessions missed across the key stage at KS2 and KS4, the lower the level of attainment at the end of the key stage.
- Among pupils with no missed sessions over KS2, 83.9% achieved the expected standard compared to 40.2% of pupils who were persistently absent.
- Among pupils with no missed sessions over KS4, 83.7% achieved grades 9 to 4 in English and maths compared to 35.6% of pupils who were persistently absent.

## 2. Appendix 2

### Working together to improve attendance

13. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:





### 3. Appendix 3 – tips for parents and students

We are working to promote a culture in which the highest levels of attendance and punctuality are the norm. Below are some tips for parents and students that we have found useful in creating a pattern of good, regular attendance.

#### **What you should do to help if your child has had a period of absence?**

- Report specific reasons for absence by 8:30am on every day of absence via the attendance email address, [attendance@radcliffeschool.org.uk](mailto:attendance@radcliffeschool.org.uk) or by telephone 01908 682 222
- Provide evidence for any appointments that you were not able to make outside of school time.
- Ensure your child has caught up on any work missed during periods of absence.

#### **What you can do to support your child's attendance:**

- Ensure there are clear morning and nighttime routines at home to help establish the habit of punctuality and attendance e.g., ensuring their school bag is packed the night before, setting an alarm to wake up in good time, having a suitable breakfast to set them up for a day of learning.
- Promote good sleep hygiene by setting clear times for switching off devices / access to wi-fi, going to bed and lights out.
- Monitor your child's attendance and punctuality on Insight and contact their Form Tutor at the earliest opportunity if you have concerns about their learning, attendance or punctuality.
- Make appointments for your child outside of school time, unless unavoidable.
- book holidays and days outside of term time.
- Only request leave of absence from school in exceptional circumstances and do so at least two weeks in advance of any such absence.
- Ensure your child has caught up on any work missed during periods of absence.
- Provide the school with up-to-date contact details for parents and other emergency contacts so that contact can be made if there are any safeguarding concerns related to absenteeism.

#### **What students can do to support their own attendance:**

- Speak to their Form Tutor or an adult they feel comfortable speaking to if they have a concern that is making them feel unhappy at school or is affecting their learning, attendance or punctuality.
- Attend school 100% of the time, unless they are unwell.
- Arrive at school between 8:20am and 8:30am and be in Tutor Time by 8:35am to ensure they gain their attendance mark and to take part in our extensive Tutor Time programme of study.
- If arriving after 9:05am, they must sign in at the main reception so we know they have arrived safely on the school site.
- Attend all sessions on time.
- Catch up on any work missed following any absence and complete any home-learning that has been set.

## 4. Appendix 4 - Attendance codes

The following codes are taken from the DfE's guidance on school attendance:

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised absence		
Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school

Unauthorised absence		
Code	Definition	Scenario
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day