



Attendance Policy

Senior Leader Responsible for Attendance: Mrs Sarah Giller
Governor with responsibility for attendance: Mr Simon Welch

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting 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

We will also promote and support punctuality in attending lessons.

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](#)

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 Governors

The governors are 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:

- The 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, and/or authorising the Senior Attendance Lead to be able to do so
- Working with the parents of pupils with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for pupils with SEND, including where school transport is regularly being missed, and where pupils with SEND face in-school barriers

- Communicating with the Local Authority when a pupil with an education, health and care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to pupils and parents through all available channels

3.3 The Designated Senior Leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Quality assuring the Fast Track to Attendance Process
- Advising the headteacher (authorised by the headteacher) when to issue fixed-penalty notices

The designated senior leader responsible for attendance is Mrs S Giller and can be contacted via 01425 273381, sgiller@highcliffe.school

3.4 Heads of Achievement and Pastoral Leads (Heads of Year in 6th form)

Supported by Pastoral /6th Form Admin Support are responsible for:

- Monitoring and analysing attendance data (see section 7)
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Arranging calls and meetings with parents to discuss attendance issues and to work with families to improve students' attendance
- Working with Local Authority and external agencies to tackle persistent absence

3.5 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Registers are taken promptly at the start of each lesson.

3.6 School Attendance Admin Staff

School admin staff will:

- Take calls and emails from parents about absence on a day-to-day basis and record it on the school system
- Contact Parents through 'Group Call' when a student in years 7-11 is absent without contact from home.

3.7 Parents/Carers

Parents/carers are expected to:

- Make sure their child attends every day on time

- Call the school to report their child's absence before 8.30 on the day of the absence 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
- Work with the school to support good attendance and commit to engaging positively with the school should a child's attendance cause concern.
- Contact child's Pastoral Lead or Head of Year where you have concerns about your child that may impact their attendance

3.8 Pupils

Pupils are expected to:

- Attend school every day on time
- Attend every timetabled session on time
- Have a responsibility to ensure that their lifestyle beyond school does not, in any way, adversely affect their ability to attend school regularly, punctually and in a fit condition to learn.
- Sixth Form students please refer to Appendix 3

3.9 The Local Authority

The Local Authority fully supports schools in expecting parents and carers to make sure that children and young people attend school on a regular basis.

- Will support schools in ensuring the law is upheld. In law parents and carers are committing an offence if they fail to ensure the regular and punctual attendance of their child at school. Therefore, a pattern of unauthorised absence, which can include **taking holidays in term time**, can result in a Penalty Notice or further legal action, as outlined in the school's Attendance Strategy.

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 the first session of each school day and at the start of each 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:

- For pupils of compulsory school age 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 by 8.35 on each school day.

The register for the first session will be taken at 8.45 am at the latest and will be kept open until 9.15. The register for the second session will be taken at 12.20pm and will be kept open until 12.50pm

4.2 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 8.30 or as soon as practically possible by calling the school attendance line ((see also section 7).

Attendance Line: (01425) 282337 Email: attendance@highcliffeschool.com

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness (i.e. long-term illness without medical evidence)

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.

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.

A leave of absence from can be requested by emailing the school office. 6th Form students can obtain a leave of absence from the 6th Form Office.

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 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

Pastoral Leads monitor lateness and may place a student who is frequently late on a punctuality report.

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:

- › Text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- › 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
- › Text 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 making a referral to Social Care.

4.6 Reporting to parents/carers

Parents can view their child's attendance at any time by logging on the Parent View section of MyHighcliffe.

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.

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 3 weeks before the absence, and in accordance with any leave of absence request form, accessible via this link: [Leave of Absence | Highcliffe School](#) or by contacting the school office. 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
- Study leave
- 6th Form students visiting university open days

5.2 Legal Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

Penalty Notices

The headteacher (or someone authorised by them), Local Authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

If the school issues a penalty notice, it will check with the local authority before doing so, and send it a copy of any penalty notice issued.

Before issuing a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that pupil
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the pupil must not be present in a public place on that day).

Each parent who is liable for the pupil's offence(s) can be issued with a penalty notice, but this will usually only be the parent/parents who allowed the absence.

The payment must be made directly to the Local Authority, regardless of who issues the notice. If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same pupil, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the pupil attends school.

They will include:

- Details of the pupil's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

6. Strategies for Promoting Attendance

Highcliffe School promotes good attendance through communication with parents via the school bulletin. The school also rewards attendance each week through Commendations and termly through certificates and celebration assemblies. The attendance and punctuality strategies can be found in the appendices to this policy.

7. Attendance Monitoring

Pastoral Leads (Year 7-11) and Heads of Year (Year 12 and 13) monitor attendance fortnightly, supported by the Assistant Headteacher, to identify any patterns of absence or any concerns around school attendance.

7.1 Monitoring Attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and fortnightly 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

- Will regularly identify students who miss 10 sessions in 10 weeks and initiate the Fast Track Process. Where the Fast Track process has already been followed, school may issue a Notice to Improve.

7.3 Using Data to Improve Attendance

The school will:

- Provide regular attendance reports to Pastoral Leads 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
- The attendance and punctuality strategies can be found in the appendices to this policy

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
- Work with BCP Reintegration Team where students are eligible for their support (BCP students who have not attended school for 3 weeks or more)

See attendance strategy in Appendix 3

8. Removal of a Pupil's Name from the School Roll

Deletion from the admission register of the name of a pupil (of compulsory school age) is permitted when:

- A school attendance order naming the school has been altered or revoked
- The pupil has been registered at another school
- The pupil has ceased to attend, and the parents have satisfied the Local Authority that he or she is receiving full-time education suitable to his or her age, ability and aptitude otherwise than at a school
- Transfer of the pupil's ordinary residence makes attendance at the school unreasonable (i.e. he or she has moved to another area)
- The pupil has failed to return to school within 10 days of the expiry of extended leave of absence for the purpose of a holiday unless the absence is because of sickness or some other unavoidable cause and both the proprietor and the local authority have failed, after reasonable enquiry, to ascertain where the pupil is.
- The pupil has been continuously absent for at least four weeks and, after reasonable enquiry, neither the school nor the Local Authority has been able to locate the pupil (NB: this means that the School Attendance Team and the school must agree. One cannot act alone)
- The pupil is known to have died
- The pupil will cease to be of compulsory school age before the school next meets and he or she intends to leave
- In a maintained school, he or she has been permanently excluded but only when the school appeal process has been concluded or the parent decides not to appeal

The Education (Pupil Registration) (England) (Amendment) Regulations 2016 means that all schools now have a duty to inform the local authority in all circumstances when a pupil is deleted from the register. The only exception is when a pupil has completed their final year of education.

9. Children Missing from Education

This refers to children who stop attending school and who are believed to have left the area without parents notifying the school and where the school has been unable to make contact:

- The school will try to make telephone contact.

- The school will write to the known home address.
- The school could make a home visit if appropriate.
- The school will make informal enquiries to relations or friends of the child and if the child has been missing, with no contact from parents or carers and no information as to where the child is for 10 days, a Child Missing Education Form will be completed and sent to the Local Authority.
- On receipt of such a referral the Child Missing Education representative in the Local Authority will complete checks to locate the child.
- The school will inform the Child Missing Education representative if the child returns to school.

If the school has any Child Protection concerns about the child, it will follow the Child Protection Procedures and contact social care **immediately**.

10. Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 years by Mrs Sarah Giller. At every review, the policy will be approved by the full governing board.

11. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: 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
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
S	Study leave	Pupil has been granted leave of absence to study for a public examination

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial

		<p>or sentencing, or</p> <ul style="list-style-type: none"> Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

Appendix 2: Employment of Children and Young Persons

The Law says:

The following rules apply until school leaving age. A child work-permit application should be completed by the employer.

A child reaches the end of compulsory school age on the last Friday in June in the school year during which he/she becomes 16. A work permit is not required after this date.

A child may undertake 'light work'. This refers to work that is not likely to be harmful to the health, safety or development of a child or to their attendance at school. There are certain jobs that cannot be undertaken by a child under the age of 16. Examples of prohibited employment types include:

- to sell alcohol, except in a sealed container
- in a commercial kitchen (this includes washing up, unless the washing up area is separate to the kitchen)
- to collect or sort rubbish
- employment where harmful chemical, biological or physical agents are used
- in the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult

Hours a child can work during term time

During school term time	Children aged 13 and 14 years	Children aged 15 and 16 years
Daily maximum (Monday to Friday)	2 hours (of which no more than 1 hour may be prior to the start of school hours)	2 hours (of which no more than 1 hour may be prior to the start of school hours)
Daily maximum (Saturday)	5 hours	8 hours
Daily maximum (Sunday)	2 hours	2 hours
Weekly maximum	12 hours	12 hours
Earliest start time	7am	7am
Latest finish time	7pm	7pm
Is employment during school hours permitted?	No	No

Hours a child can work during school holidays

During school holidays	Children aged 13 and 14 years	Children aged 15 and 16 years
Daily maximum (Monday to Saturday)	5 hours	8 hours
Daily maximum (Sunday)	2 hours	2 hours
Weekly maximum	25 hours	35 hours
Earliest start time	7am	7am
Latest finish time	7pm	7pm



'We value the power of education to change lives.'

HIGHCLIFFE SIXTH ATTENDANCE LINE: (01425) 282322

email: office@highcliffesixth.com

A PARENT/CARER MUST CALL or E MAIL BEFORE 9AM ON EACH DAY OF ABSENCE

Attendance Information for Parents and Students

Excellent attendance is one of the biggest key factors to a student's success in the Sixth Form. It is the student's responsibility to secure a high attendance rate. An exemplary record of attendance says a huge amount about a person: that they are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment. **We will report on attendance in University, apprenticeship and employment references.** Students should therefore aim for at least **95%** attendance per term.

SIXTH FORM ATTENDANCE DAY TO DAY EXPECTATIONS

- ALL Students are expected to attend Highcliffe Sixth Form from **8:35am on a Monday and Tuesday** and from **9am on a Wednesday, Thursday and Friday.**
- Once per half term, each student has a scheduled tutorial with their Sixth Form tutor on a Wednesday, Thursday or Friday morning which they must attend at 8:35am. The tutor will inform the student when their tutorial will take place
- Students can (provided they keep up to date with their work and have good attendance) sign out at lunchtime **1:20pm** to study at home (no earlier) if they have no lesson Period 5. This privilege will be removed if standards drop by the Head of Year or by request of parents

MONITORING ATTENDANCE

Attendance data is available for you to view on **myHighcliffe parent view**. We ask that you check this regularly. If a student views that their attendance record is incorrect, they should discuss the issue with the teacher concerned to resolve the issue. Students can investigate their attendance by going to the Student Administration office. Marks will not be changed where prior evidence was required but not produced in advance.

ILLNESS DURING THE SCHOOL DAY

If a student feels they must go home early due to illness, they will need to speak to their Head of Year or medical officer for permission. A parent/carer will be contacted in the event of illness.

PLANNED ABSENCE (SUCH AS A UNIVERSITY VISIT)

Prior to the planned absence, students should visit the Sixth Form Student Administration Office to complete a leave of absence form. Students then return the form, taking any evidence they can provide as a reason for the absence. Students will then be advised whether the absence will be classed as authorised or an unauthorised absence. Religious holidays must be notified at least 24 hours in advance to be classed as authorised absence.

SIXTH FORM TRIPS AND VISITS

If students are absent from any lessons due to a trip or visit, the absence will be authorised. Students are asked to inform teachers in advance of any lessons they will miss and catch up with the work in advance.

TEACHER ABSENCE

If a teacher is absent from a lesson, the class may have a cover teacher. Students are expected to work quietly in the classroom with the cover teacher on the work set. If a cover teacher does not turn up in the first 10 minutes (and for Year 13 students) students are expected to register in the study center and pick up the work set and work quietly in the study center for the hour/double period.

ARRIVING LATE

- If a student arrives late, they should go straight to class where they will be marked present but late.
- Students are asked to speak to their teacher at the end of the class to explain the reason for their lateness and to check that they have not been marked as absent.
- If a student arrives late for a class on a regular basis, their tutor will discuss this with them. Further sanctions will follow by the Sixth Form team which could lead to a fixed term or permanent exclusion.
- If a student knows they are going to miss a class due to lateness, they should inform the Student Administration Office on **(01425) 282322 in advance**

HOLIDAYS

This is classed as unauthorised absence. Missing lessons at this critical stage of education has a serious detrimental effect on progress. Leave of absence forms can be picked up from the Student Administration Office. It is important that we know if a period of time is to be missed due to holiday.

Examples of authorised and unauthorised absence:

AUTHORISED ABSENCE	UNAUTHORISED ABSENCE
<ul style="list-style-type: none"> • Illness if conveyed to the school by a letter/e-mail or phone call from a parent/carer (the Study mentor will discuss any specific support arrangements a student requires for longer term illnesses and any unique circumstances they may have) • Hospital or orthodontist appointments which cannot be arranged outside Sixth Form hours, backed by evidence of an appointment card or letter from the health provider to Student Admin • A family bereavement • Attendance at a family funeral, a letter/phone call is required from a parent/carer • Religious festivals notified in advance (24 hours) by a letter/ phone call from a parent/carer • Visit to a university to attend an open day or interview; a career related interview or audition, production of a letter required before to the student Admin • Driving test and theory test (not a lesson), evidence required • Sporting, drama or musical events where a student is representing the country (a letter is required and any supporting documentation) • School organised trips/visits/sporting events/work experience week 	<ul style="list-style-type: none"> • Illness if no communication with the school has been made (a student's tutor will discuss any specific support arrangements a student requires for longer term illnesses and any unique circumstances they may have) • Holidays during term time • Doctor's/Dentist's appointment (this can be taken during a study period if evidence is provided but no lessons are to be missed) • Part- or full-time work • Voluntary work – not in enrichment time • Leisure activities • Birthdays or similar celebrations • Religious festivals not notified at least 24 hours in advance • Babysitting younger siblings • Accompanying family members to appointments • Driving lessons • Exclusion from lessons or the School site • Any permitted absence where evidence is required but has not been provided • Work experience - not in enrichment time

Appendix 4: Attendance and punctuality strategy

ATTENDANCE STRATEGY FOR HIGHCLIFFE SCHOOL

Parent / Carer	Student	Attendance %	Tutor / HOA / DHOA / PL
<ul style="list-style-type: none"> Ensures child attends school, arrives at 8.30am ready to start school at 8.35am, with correct uniform and equipment. If child is unwell or has a medical appointment, inform school on each day of absence by 10am using the absence line, giving reasons for absence 	<ul style="list-style-type: none"> Attend school daily on time – with correct uniform and equipment 	<p>100%-97%</p>	<ul style="list-style-type: none"> Letter sent to all students at the start of academic year setting out attendance expectations. Weekly commendation for 100% attendance Letter of commendation for 100% half-termly attendance Certificate for 100% termly attendance Attendance line – absence recorded Parents contacted after 10am if absence has not been communicated to school Tutors to encourage those students that have achieved the Highcliffe target or beyond – 97% Lates recorded on system by tutor Data given to tutors each half term to enable a discussion and patterns of absence are identified Support student if lacking in uniform/equipment PL / Tutor
<p>Average of 95% over 5 years at school = approximately ¼ of a school year missed.</p> <ul style="list-style-type: none"> Check timetable for missed lessons and support child to complete all work (use information on the Learning Journey and resources such as Dr Frost, Oak Academy, BBC Bitesize, SENECA) Support child to improve attendance Set boundaries for school day at home Parent to contact Pastoral Lead with any concerns Engage with any support offered Check attendance including late marks on MyHighcliffe Parent Portal 	<ul style="list-style-type: none"> All work missed is completed All work set on MyHighcliffe to be completed Engage with any support offered 	<p>96% - 93% Frequent lates</p>	<ul style="list-style-type: none"> Tutors to check in with students after absence. Lates recorded on system by tutor - to be monitored Student attendance will be discussed bi-weekly at Year Team meeting and half termly with AHT IST Lates recorded on system by tutor- to be monitored bi-weekly by Tutor/DHOA - Use of late report card Data given to tutors each half term to enable a discussion and patterns of absence are identified

	Average of 95% over 5 years at school = approximately ¼ of a school year missed	Under 95% Frequent Lates	<ul style="list-style-type: none"> Letter sent to ensure parents is aware of attendance level. Lates recorded on system by tutor- monitored fortnightly
<ul style="list-style-type: none"> Check timetable for missed lessons and support child to complete all work Support child to improve attendance Set boundaries for school day at home. Parent to contact Pastoral Lead with any concerns Engage with any support offered Attend School Attendance Meeting Check attendance including late marks on MyHighcliffe Parent Portal 	<ul style="list-style-type: none"> All work missed is completed All work set on MyHighcliffe to be completed Engage with any support offered Attend School Attendance Meeting 	92% – 90% Frequent lates	<ul style="list-style-type: none"> Lates recorded on system by tutor – to be monitored bi-weekly by Tutor/DHOA – Use of late report card Data given to Tutors each half term to a discussion and patterns of absence are identified Initial attendance meeting – PL at 90% Student attendance discussed bi-weekly in year teams Student attendance discussed half-termly with PL/HOA/ AHT IST
Average of 90% over 5 years at school =approximately ½ of a school year missed	Average of 90% over 5 years at school =approximately ½ of a school year missed	Under 90% or 10 sessions missed in 10 weeks Lates/attendance not improving	<ul style="list-style-type: none"> Fast Track to Attendance Process triggered for parent/carer and student to attend with PL and DHOA Minutes of meeting to be logged Pastoral Lead to identify if there is a younger sibling and contact primary school to establish if there is a family issue regarding attendance Attendance to be monitored All absences to be marked as 'O' unless absence is supported by medical evidence Lates recorded on system by tutor- to be monitored weekly by HOA - Use of late report card/sanctions Data given to tutors each half term to enable, a discussion and patterns of absence are identified Student attendance discussed bi-weekly with year teams Student attendance discussed half-termly with PL/HOA/AHT IST
<ul style="list-style-type: none"> Support child to improve attendance Visit GP to discuss any on-going health concerns that are 	<ul style="list-style-type: none"> All work missed is completed – liaise with teaching staff 	Under 90% Further absences Lates continue to be an issue	<ul style="list-style-type: none"> Fast Track to Attendance Meeting with PL, HOA or SENDCo. Consider referral to School Health (School Nurse/Doctor) Consider GP card

<p>impacting attendance</p> <ul style="list-style-type: none"> • Liaise with school on a regular basis – working with Pastoral Lead /HOA • Set boundaries regarding non-attendance at school and leisure time. • Support child to complete all work missed • Attend School Attendance Meeting • Ensure medical evidence is sent into school • Engage with any support offered • Check attendance including late marks on MyHighcliffe Parent Portal 	<ul style="list-style-type: none"> • All work set on MyHighcliffe is completed • Engage with any support offered • Attend School Attendance Meeting 		<ul style="list-style-type: none"> • Review provision – timetable, Jubilee, ELSA, CAMHS, EHH, Career advisor, RIO Team, liaison with School Inclusion Team • Lates recorded on system by tutor- to be monitored weekly by HOA - Use of late report card/sanctions • Consider advice from School Inclusion Team, Notice to improve, FPN, Prosecution • Data given to tutors each half term to enable a discussion and patterns of absence are identified • Student attendance discussed bi-weekly with year team • Student attendance discussed half-termly with PL/HOA/AHT IST
<p>Average of 80% over 5 years at school = 1 school year missed</p> <ul style="list-style-type: none"> • Support child to improve attendance • Discuss increasingly low attendance with GP – request further support/referral • Support completion of all work set • Set boundaries regarding non-attendance at school and leisure time • Attend School Attendance Meeting • Check attendance including late marks on MyHighcliffe Parent Portal • Ensure medical evidence is sent into school. 	<p>Average of 80% over 5 years at school = 1 school year missed</p> <ul style="list-style-type: none"> • All worked missed is completed • All work set on MyHighcliffe to be completed • Engage with any support offered • Attend School Attendance Meeting 	<p>85%-90% No improvement made</p>	<ul style="list-style-type: none"> • Consider advice from School Inclusion Team, FPN, Prosecution • Fast Track to Attendance Final Meeting with SLT • Notice to improve letter may be given • Data given to tutors each half term to enable a discussion held and patterns of absence are identified • Student attendance discussed bi-weekly with year team • Student attendance discussed half-termly with PL/HOA/AHT IST