



Attendance policy

Key points and summary

Harrow High aims to ensure learners attend school and will work consistently towards a goal of 100% attendance for all learners, as regular and punctual attendance is of paramount importance in ensuring that all young people have full access to the curriculum. Valuable learning time is lost when learners are absent or late. Learners should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

The DfE have outlined that the level for persistent absence is 10% and therefore every learner is classed as being persistently absent from school if their attendance rate falls below 90%.

Permitting absence from school without a good reason is an offence by the parent or carer. Under section 7 of the Education Act 1996, parents and carers are responsible for making sure that their children of compulsory school age receive efficient full-time education that is suitable to the child's age, ability and aptitude and to any special educational needs the child may have.

In the cases of persistent absence, the school can make referrals to the local authority for a penalty notice or legal proceedings to be issued and the school and the Local Authority are committed to working together to raise attendance levels.

A positive system of rewards which focuses on excellent attendance is used to promote attendance at Harrow High School.

This policy aims to:

- Clarify registration times and procedures linked to attendance.
- Give guidance to parents about procedures for authorized absence.

The emphasis of this policy is to ensure staff and parents are aware of their responsibilities. The policy is part of the Safeguarding suite of policies.

Approved on (GB): 29 June 2022

Review date: June 2023

Responsible for review: Matt Jukes

Published on website: yes (part of Safeguarding suite)

Responsibilities

Teachers will

- Take registration every morning and afternoon session as decreed by legislation. Period 6 registration is counted as the afternoon registration.
- Ensure registers are 100% accurate
- Mark learners who arrive after 8.55am to morning registration as late (L).
- Take a register at the start of every lesson.
- Promote excellent attendance in form groups.
- Display and discuss their form groups' attendance.

Learner Services will

- Register learners who arrive after 9.10am present in school but 'late'.
- Contact parents if a learner is unwell and has to return home.
- Arrange for parents/carers to collect their child from school for appointments or if returning home when unwell.
- Sign out the learner for appointments etc only after parental permission sought/granted.

Attendance officers will

- Send a text/email message to the parent/carer about their child not being in school.
- Classify the absence as either authorised or unauthorised. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been granted. This includes:
 - parents keeping children off school unnecessarily.
 - truancy before or during the school day.
 - absences which have never been properly explained.
- Produce weekly data on learner's attendance to be shared with HoYs and SLT.
- Produce graphs/displays of attendance, per form group for display in form rooms and notice boards.
- Clear all temporary N codes – using O code for reasons not given by parents or reasons we do not accept
- Follow the Attendance protocol in Appendix B and AIM Week protocol in Appendix E
- Run Attendance concern meetings in line with AIM procedures and record the concerns and targets using the meeting proforma in Appendix D
- Send out warning letters as per HoY instructions and inform the HoYs when the emails have gone. This is detailed in the protocol in Appendix B

Heads of Year / Head of Sixth Form will

- Follow the Attendance protocol in Appendix B and AIM Week protocol in Appendix E
- Discuss and monitor attendance of their year group weekly with the AHoY and SLT line manager.
- Monitor individual's attendance and be alert to patterns of absence – utilising SIMS summary panels to make them aware on a daily basis of how their year group is doing.
- Contact the parents to discuss reasons for absence and to work out a way forward in improving attendance.
- To hold parental meetings if previous meetings by the AHoYs and Attendance officers have failed to have an impact

AHoY will

- Contact parents if a learner has not registered in the morning. This will be by phone call but followed up by a text/email message if there is no answer to the phone call.
- Assist with the AIM evidence being inputted into evidence logs and SIMS.
- Contribute to Attendance meetings to engage and motivate parents/carers to increase their child's attendance and record the concerns and targets using the meeting proforma in Appendix D

Sixth Form Administrator will

- Promote good attendance and punctuality at school to reduce the percentage of persistent absentees.
- Assist with the AIM evidence being inputted into evidence logs and SIMS.
- Hold parental meetings as appropriate for learners with less than 90% attendance and record the concerns and targets using the meeting proforma in Appendix D.
- Act as mentor to learners with poor attendance or who are vulnerable.
- Establish a good working relationship with parents/carers.

Parents/carers will

- Notify the school attendance officer by telephone if their child is unwell or unable to attend school for any reason.
- Arrange appointments for their child outside normal school sessions and collect their child from school for any appointment that is unavoidable during school time.
- Arrange to collect their child from school whenever the child is deemed unfit to remain during the school day.
- Will keep requests to remove their child from school during term time to a minimum as the Head teacher can only authorise leave of absence in exceptional circumstances and if the leave request is granted, the head teacher will determine the length of time that the learner can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday.

Learners will

- Make sure that their attendance and punctuality is maintained at the highest level.
- They must come directly to school. Any deviations to get food on the way to school must not interfere in their punctuality.
- Arrive at school and all of their lessons on time, equipped and ready to learn.
- In the event of an absence, learners must remind parents/carers to contact the school by telephone on: 020 8861 7303 to confirm the reason for their absence. Sixth Form should ring the SF Administrator: 020 8861 7300, Ext: 267
- If learners arrive late to school after registration they must sign in at Learner Services.
- Any problems with attendance should be discussed with their Form Tutor, Standards and Achievement Leader and Assistant Standards and Achievement Leader or the Head of Sixth Form
- Will make adjustments to their journey if they know about disruptions to public transport or any road works that have been in place.

Other follow up

The school will

- Ensure that learners who are late for school to serve 20 minutes detention on the day they are late within the Single Detention System. Sixth Formers, will be part of this process.
- Report termly to the Governing Body on the percentage attendance and punctuality and compare this with national data.
- Operate an attendance protocol for dealing with all levels of an individual's absence --See Appendix B.
- Treat absence as authorised when it is due to religious observance up to 3 days per academic year at the discretion of the headteacher. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, the school will seek advice from the parents' religious body about whether it has set the day apart for religious observance.
- Celebrate individual learner's outstanding attendance using the school's rewards policy.

Attendance and the Law

- Learners whose attendance is persistently below 90% and has not improved after school action and parental meetings will be referred to the local authority for a court hearing as per the AIM process.

This may also include being referred to Harrow Social Services if the school feels parents/carers are being neglectful in their responsibilities.

- Registers, by law, must be kept for three years. Electronic back-ups of registers are made. These are also stored for three years.

Changes of address

If it is suspected that a learner's family has moved away from the area without giving their new address Harrow Social Services will be notified under Child Missing Education guideline.

Appendix A

School Attendance Statement from Harrow Local Authority.

Harrow High School promotes good school attendance and punctuality for every child. Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. School attendance is also a component of safeguarding children.

The Government expects schools and local authorities to:

- Reduce absence including persistent absence;
- Ensure every pupil has access to full-time education to which they are entitled; and
- Act early to address patterns of absence.
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend early; and
- All pupils to be punctual to their lessons and attend school regularly.

Legal Enforcement by Harrow Local Authority

As part of promoting good attendance and punctuality Harrow Local Authority will use its legal powers to enforce school attendance where this becomes problematic, including powers to prosecute parents who fail to comply with a school attendance order (Section 443 of the Education Act 1996) or failure to ensure their child's regular attendance at school (Section 444 of the Education Act 1996).

In addition, the Local Authority will impose Penalty Notices as an alternative to prosecution on parents for unauthorised absence and may also be issued where parents allow their children to be present in a public place during school hours without reasonable justification.

The Education (Penalty Notices) Regulations 2007 sets out the details of how the penalty notice scheme must operate. Harrow Code of Conduct for issuing penalty notices will be made available for schools, parents/carers and other interested parties.

Harrow Council will also be conducting Pre Court Panel meetings in accordance with the Police and Criminal Evidence (PACE) Act 1984.

The Harrow Attendance Guidance and Resources (pack) provides a clear outline of the process for escalating cases for legal action which is called Attendance Intervention Model (AIM).

Appendix B

Attendance Protocol 2021-22 (June 2021)

Daily

Learner absent	Phone call home Logged on Attendance Action spreadsheet	AHoY
Learner absent	Text/email sent home	LH
Attendance Action Log	Spreadsheet log of all actions building up to AIM procedures updated daily	HoY

Weekly

N codes to be cleared	Additional phone calls home requesting evidence / reasons for absence	LH/AHoY
Year Team Attendance club	SAL/ASAL monitoring group to be met with	HoY / AHoY
Publishing graphs	Tutor graphs to be printed and put on display boards	LH / GC
On Roll figures	Email to SLT re: on roll numbers	LH
Individual learner attendance figures (colour coded Attendance)	Email to SALs/ASALs/SLT with each learners attendance rate and whether they have gone up or down compared to the last week	MD
Year Team actions	Year team spreadsheet with actions to be checked in LM	HoY / SLT LM

Every 5 weeks

AIM Weeks of Action: Warning letters	Every 5 weeks checks on attendance Week 5, 10, 15, 20, 25, 30 Letters to be issued <ul style="list-style-type: none">● HoY warning letter (pre AIM)● AIM First School Warning Letter● AIM Second School Warning Letter + leaflet● AIM Third School Warning Letter (formal)● AIM Fourth letter (court warning)	HoY / LH
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HoY follows AIM Week Process

Appendix C

Unauthorised absence (truancy).

Her Majesty's Inspectors define unauthorised absence as:

"Absence from school for any period as a result of a premeditated or spontaneous act by the learner or parent or both. This includes parentally condoned absence." (Education Observed, No 13)

Parentally condoned absences include absences when:

- a parent is ill .
- a parent is using the learner as a childminder.
- a learner is supporting other members of the family.
- work patterns, for example shift work, make it difficult for the family to ensure the child attends school.
- a parent wants company.
- a parent gives in to a learner who wants to stay at home.
- it is the learner's birthday.
- a parent does not care whether the learner attends school.
- a parent has taken the learner shopping.
- a parent cannot control the learner.
- a parent has taken the learner to the hairdresser.
- a parent is hostile towards the school or towards education in general.
- a parent distrusts authority .
- a parent is using the learner as an interpreter.

Appendix D

Date of meeting: _____

Harrow High School Attendance Concern meeting



Learner: _____

Parents/Carers: _____

Staff: _____

Attendance rate: _____%

Lateness: _____%

Attendance certificate printed: Y / N

Actions to date:

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Factors impacting on Attendance and Punctuality – refer to additional sheet for guidance

Personal Factors – the learner themselves

Learner view:

Parent/carers view:

Factors at home

Learner view:

Parent/carers view:

Factors on the journey to and from school

Learner view:

Parent/carers view:

Factors in school

Learner view:

Parent/carers view:

Targets

Attendance target: _____%

Punctuality target: _____%

Any other targets: _____

Action Plan to achieve targets

Actions by the learner regarding self-management and organisation

Actions by parents/carers at home

Actions to help journey to and from school

Actions by the learner at school

Actions by the school

Date of next meeting to review progress: _____

Agreement signatures

Learner

Parent/carers

School staff initials _____

Appendix E

'AIM Week' Process

These weeks take place every fourth school week starting from week 4 and evaluates the cumulative attendance rate up to the end of the Friday before.

Monday of AIM Week

Data Manager generates the attendance rates for the end of the previous week in SIMS marksheet on Monday morning

This populates the AIM marksheet in SIMS for each year group. HoY will be able to see the cumulative attendance rates over time and their actions from previous AIM weeks within this marksheet.

Monday - Wednesday of AIM Week

HoY identifies an AIM related action in the spreadsheet for all learners under 90%

Letter Code	Description
SAL	SAL Warning letter
AIM1	AIM First School Warning Letter
AIM2	AIM Second School Warning Letter + leaflet
AIM3	AIM Third School Warning Letter (formal)
AIM4	AIM Fourth letter (court warning)
Meeting Code	Description
MEET1	Attendance Meeting 1
MEET2	Attendance Meeting 2
MEET3	Attendance Meeting 3
MEET4	Attendance Meeting 4
MEET5	Attendance Meeting 5

If learners below 90% do not need an action a note in the comment column should explain why. This is usually because they have had good reason to be below 90% eg medical issues or they have been making improvements since the last AIM week. If there are learners above 90% but have significant falling attendance they can be added and a comment can be recorded to show a non-AIM action eg a parental meeting.

This must be completed by the year team and discussed with HoY LM by Wednesday.

Thursday of AIM Week

MRJ to check all year group actions and notes for all under 90% within the relevant weekly folder. List will be agreed or an adjustment/addition will be requested via email returns.

Friday of AIM week

List of actions to Attendance for letters. These will be set up and generated in SIMS to be emailed to parents.

Week after AIM Week

HoY to check that letters were sent.