



Enfield County School

Attendance Policy

January 2018

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Attendance Policy and Procedures

This attendance policy is based on the framework in 'The London Borough of Enfield - Education Welfare Service - Policy on Attendance' December 2013.

Enfield County School aims to:

- Promote good attendance and to reduce absence
- Ensure every student has access to the full-time education to which they are entitled
- Act early to address patterns of absence
- Support parents in performing their legal duties of ensuring their daughters attend regularly
- Ensure punctuality to school and to all lessons

The Legal Framework

This policy has regard to the Department for Education advice and the legal requirements contained in:

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations 2006 and the amendments 2010, 2011, 2013

Registration Practice

All students are registered electronically. On occasions when the network is incapacitated, a written register is taken and made available immediately to the School Office.

Students will be registered at the start of the school day between 8.30am and 8.35am during morning registration in their form room. The teacher will then save and close the register. Students will have either form time or an assembly until 8.55am. Students who arrive to school late are registered on the 'late gate' until 8.45am by a member of staff and this information is passed to the office. Should students arrive later than 8.45am they are to go directly to the school office to sign in and then straight to either form time or assembly. The teacher's 'closed' register will then be amended by the office staff so an absence code is replaced by a late code.

Students are also registered on arrival at their first lesson of the afternoon, lesson 4.

Parents/carers should telephone the school to explain absence on the first day of absence. Upon a student's return to school, a signed and dated note to cover the whole period of absence should be sent to the Form Tutor.

The School Office records telephone messages received on the first day of absence on the system. A Form Tutor or a tutor covering a register should draw attention to the Year Co-ordinator, any unusual reason or regularly repeated reason for absence or lateness. The advice of the EWO may be sought and the Year Co-ordinator may



find it necessary to remind the parent that the school makes the decision about authorising or not authorising absence.

Each half day (each session) of absence must be classified as either authorised or unauthorised. The school reserves the right to ask for further details and/or supporting evidence - such as a note from a medical professional - for absence which would normally be authorised, where overall attendance is a cause for concern or where a pattern of non-attendance is emerging.

Authorised Absence

Examples of authorised absence are:

- Illness, resulting in the student being too ill to participate in lessons
- A day set aside exclusively for religious observance
- Family bereavement
- Homelessness
- An interview at a Higher Education Institution or at another school
- Participation in an approved public performance for which the student has a performance licence granted by the Education Welfare Service
- Study leave granted by the Head Teacher
- Exclusion
- The student being dual registered with another educational establishment and attending a session there rather than at school
- School trip, participation in an approved activity or work experience including work experience
- The student being unable to get to school because of serious disruption to travel caused by natural disaster, a health or weather-related emergency, or disruption caused by the rationing or non-availability of fuel and public transport disruption

Unauthorised Absence from School

Examples of unauthorised absence are:

- No explanation being forthcoming from the parent
- The school is dissatisfied with the explanation
- Staying at home to mind the house, await deliveries or look after a sibling/siblings or other family members



- Shopping during school hours, taking a pet to the vet or any sundry excursion which could be undertaken out of school hours
- The school follow-up procedures show that the student truanted and the parent was unaware of the absence until informed by the school
- A family holiday during term-time
- Lack of School Uniform

NB: This is not a full list of unacceptable absences

Daily Monitoring of Absence

- Parents are advised to telephone the School Office when a student is absent
- When parents are not available by telephone, the School Office generates an SMS text message.
- Written notification as mentioned above and parental notes are recorded.
- The Year Co-ordinator maintains a list of students who are known to have truanted and/or have a poor attendance record and makes these the first priority for first day absence calling.
- Thereafter, the key stage co-ordinator or the office calls as many families identified by the school and EWO on the first day of student absence as time permits
- If a student is seen leaving the premises during a school session or is not in a lesson having been registered for the session, the School Office telephones the parents/carers once it is clear that the student is not on the premises.
- Staff marking a teaching group register may be aware of truants because they have seen them in school earlier in the session, or may be suspicious of an absence when marking the lesson register and send a message to the School Office to ascertain if the student was present at registration.
- At the Lower School when a student arrives late on two or more occasions in a week, the Year Co-ordinators sends an SMS text message to the parents, informing them of the resulting detention, and a slip is sent home with the student
- At the Upper School, Year 10 and 11 will serve a lunchtime detention on the day the lateness occurs.

The exceptions to this are Post 16 students, students who are on a school managed work related curriculum resulting in a reduced timetable in school and students who have signed out properly at reception for a recognised appointment. The School Office has copies of work related students' timetables and access to the signing out data.



Recording and Monitoring Absence

If an explanation for absence is not received, the following staged procedure is followed:

- The form tutor asks for a note to explain the absence
- If no reason for absence is given to the school, a standard absence letter is sent home by the school office.
- Absences which have not been explained after 4 - 5 weeks will be recorded as unauthorised. However, where unauthorised absence occurs more than once, it is usual to refer the student to the EWO.

Illness and Medical Evidence

We may ask for medical evidence to support illness if the authenticity of illness is in doubt. The school can record absences as unauthorised if not satisfied of the authenticity of the illness but will advise parents of our intention to do this. We will not request medical evidence unnecessarily, however, once a student's attendance becomes a serious concern medical evidence in the form of prescriptions, appointment cards will be required in order for absences to be authorised.

Holidays and Extended Leave During Term Time

We do not authorise any holidays taken during term time. If a parent removes their child from the school during the published term dates their child's absences will be unauthorised.

Whilst we understand unforeseen circumstances happen, the headteacher must be informed in writing and parents/carers should be aware that such matters are dealt with on an individual basis.

Monitoring Attendance

Attendance and punctuality is monitored regularly and shared with students during form time. Form tutors receive fortnightly attendance percentages and number of late sessions for the students in their form.

If attendance is a cause for concern students are more closely monitored by the Year co-ordinator and may intervene through 1:1 and small group conversations.

Communication About Attendance

Parents/carers are told of their attendance record in a number of ways:

- An attendance certificate is included in their child's progress report which is sent home twice a year.
- Parents/carers receive letters/telephone calls and text messages about absences.



- Each half term letters are sent to parents/carers where their daughter's attendance is below 95% to notify them of our concerns and if appropriate to invite them to a meeting with the Year co-ordinator.

Support and Intervention

In order to effectively support students to meet the school's attendance target of 95% or above, we use thresholds to group students and ensure prompt intervention.

100%	Dark green	Half termly 100% certificate and badges Entered into termly attendance lottery
95% or above	Light green	Recognised by form tutors and entered into termly attendance lottery
90.1% - 94.9%	Amber	Discussion with form tutor during registration Half termly letter home in consultation with Year co-ordinator Intervention by Year co-ordinator where appropriate
90% and below (persistent absence)	Red	Referral to Educational Welfare Officer (EWO) and outside agencies considered Students invited to attendance clinics and meetings to discuss attendance

Attendance interventions are likely to take the form of:

- 1:1 conversation with students to raise awareness of concerns regarding absence and to identify reasons and ways to improve attendance. This may take place with the student's form tutor, Year co-ordinator, key stage co-ordinator or a member of the Senior Leadership Team
- Communication with parents/carers by text, telephone, letter or meeting
- Attendance clinics with the Year co-ordinator and EWO
- Referral to outside agencies

Safeguarding and Attendance

All staff, but especially the pastoral and attendance teams will be vigilant to any absences or requests for absences that may be of a safeguarding nature. Staff are trained to be vigilant to requests for holidays overseas to regions with a high incidence of female genital mutilation (FGM) or to students who may be at risk from forced marriage; if there is a perceived risk or concern the Designated Child Protection Lead will make an immediate referral to Children's Services. Similarly, students who might be at risk from abuse or who have a Child Protection Plan will also be referred if an absence is unexplained, of a significant duration or suspicious in any way.



Rewarding Good Attendance

Good attendance is recognised by 100% Attendance Certificates awarded during the Whole School Assembly. At the Lower School students will also receive badges for 100% - bronze, silver and gold.

All students in Year 7 – 11 who have an attendance percentage of 95% or above are entered into an 'Attendance Lottery' which takes place at the end of each term. Prizes are also awarded to the student in each year group with the most improved attendance.

Each half term, letters are sent home to congratulate students who have significantly improved their attendance.

Penalty Notices (PNs) Section 23 of the Anti-Social Behaviour Act 2003

The Local Authority (LA) has set out a code of conduct with regard to imposing PNs as a strategy to deal with parents who appear unwilling to meet their parental responsibility by ensuring the regular attendance of their children.

This will include:

- persistent absence
- overt truancy
- parentally condoned absence
- excessive holidays in term time and or delayed return
- persistent late arrival at school, after the register has closed

Parents at risk of a Penalty Notice will receive a warning letter from the school. Should there not be an immediate improvement, a referral will be made to the EWS and a formal warning letter will be issued advising of a period of 15 days within which the pupil must have no unauthorised absence, to include lateness after registration has ended. Should there be an improvement; a formal notice will not be issued. Failure to improve will result in the LA issuing a Penalty Notice.

The notice carries a fine of £50.00 if paid within 28 days rising to £100.00 after this time, but within 42 days.

The LA has set out a code of conduct with regard to imposing PNs as a strategy to deal with parents who appear unwilling to meet their parental responsibility by ensuring the regular attendance of their children at school.



Education Welfare Officer

The Education Welfare Officer (EWO) undertakes preventative (clinic) work and caseload (formally referred) work with and on behalf of the school.

Students with an overall attendance of less than 90% will have been seen by the EWO by one of these routes. Where a student's attendance falls to 90% and does not immediately recover with target setting and parental support from the EWO and Year Co-ordinator working together, the case will be formally referred to the EWO. The exceptions to this are where a student is hospitalised or there is substantial evidence that a student is ill at home and it would be dangerous to return to school. In the former case, the school would liaise closely with the hospital tutor and in the latter case would send work home, taking medical advice regarding highly infectious or contagious diseases.

Keeping Parents Informed

In addition to the methods of communication already outlined in previous sections, the EWO is available to meet parents/carers by appointment at the school or by home visits.

How the School receives Information about Previous Attendance

- From primary schools at primary/secondary transfer
- On the Standard Transfer Report form for casual admissions
- Directly from the Education Welfare Service when a student joining the school, or older sibling(s) have been the subject of EWS intervention previously.

In the above cases, the Year Co-ordinator will set targets with the student and family for improvement in attendance prior to the student's commencement at the school. The EWO may be involved at this stage as necessary.

Out of Borough Students

The Year Co-ordinator and school attached EWO keep the EWO in the student's Local Authority (LA) apprised of any clinic work undertaken and the reasons for the concern. Should an out of borough student meet the criteria to be formally referred, this is always to the Education Welfare Service of the relevant LA, with which the Year Co-ordinator and Enfield EWO will work closely.



Emergency Procedures

Twice a day a full list of all students present in school is produced by the School Office in form order and placed in a folder in the Student Support Office. This folder is updated throughout the day as students arrive and leave the site. In the event of a fire this list is taken out of the building and circulated to Form Tutors and Year Co-ordinators to ensure a full emergency registration takes place.

In addition to the practice of student presence being noted by the School Office in the event of lateness, all students must sign out and in, if leaving the school premises during the day for whatever reason. Such signing out is undertaken by the School Office upon receipt of a dated and signed parental note verified by a Form Tutor or Year Co-ordinator indicating that the appointment has been verified, or by a telephone call if the student has forgotten a note.

Students who are unwell report to the School Office where they are assessed. Students who are unwell and need to leave school will have arrangements made by the Senior Welfare Assistant, including contacting parents, and ensuring students have appropriate transport arrangements. The Senior Welfare Assistant and/or the Year Co-ordinator make a decision to send a student home for sickness. If a student leaves school without the permission of the Senior Welfare Assistant, even if collected by a parent, the absence will not be authorised. If the Senior Welfare Assistant and /or the Year Co-ordinator have decided that a student should be sent home, the time at which they are collected by parents and leave the premises is noted in the Medical Book in the School Office.