

# Frederick Bremer School



## Attendance and Punctuality Policy

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## Frederick Bremer School – Attendance and Punctuality Policy

### 1. Aims

The aims of this policy on attendance and punctuality are to enable maximum pupil attendance by encouraging parent/carers to encourage their children to take full advantage of their educational opportunities by regular and punctual attendance at school and:

- To establish and maintain a high level of attendance.
- Raise the profile of attendance and make it a priority for staff, pupils, parents and governors
- Ensure attendance procedures are effective and consistent
- Ensure the marking of registers is completed accurately, consistently, reliably and within agreed timescales
- Attendance data will be used to provide an effective monitoring system and to inform practice and target resources
- Develop a systematic approach to gathering, analysing and acting upon attendance data in order to target attendance related issues
- To identify pupils and groups of pupils whose absence is giving cause for concern and target resources to work toward the resolution of any difficulties being experienced

This policy, therefore, aims to promote an effective whole-school approach to the management of attendance where each member of the School community, including staff, governors, parents and pupils are aware of their roles and responsibilities and make an effective contribution.

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

***Frederick Bremer School defines regular school attendance as being 95% or above.***

#### 1.1 Philosophy

Frederick Bremer School recognises, values and respects each pupil's individuality. We believe that every pupil is entitled to the highest possible quality of education. Therefore, Frederick Bremer School is committed to providing a full, rich, efficient and appropriate education for all its pupils. To this end, the School is committed to giving the highest priority to attendance and developing an effective strategy. It is the policy of Frederick Bremer School to celebrate achievement and it is recognised that regular school attendance is a critical contributory factor to a productive and successful career. Full and/or improved attendance will be actively promoted and encouraged for all of our pupils. Irregular attendance undermines the pupil, school and the community as a whole, impairs pupil's academic progress and may place them at risk of involvement in anti-social and/or criminal behaviour.

#### 1.2 Regular school attendance and pupil achievement are inseparable

We believe that education is a lifelong process. Pupils are entitled to, and benefit from, our educational provision and that this entitlement can only be realised by regular attendance. Frederick Bremer School is committed to sending a clear message to parents and pupils that school attendance is a legal responsibility and that unnecessary absence will be challenged and where appropriate unauthorised. An ethos designed to enthuse, encourage and foster self-esteem is a vital contributory factor towards the achievement of the School's policy on attendance and punctuality. Frederick Bremer School is committed to developing effective strategies to ensure that all pupils in our school display the highest possible levels of attendance and punctuality, and that any factors which may impede full attendance are identified and acted upon as soon as possible.

#### 1.3 Encouraging Good Attendance for All

The attendance aims of Frederick Bremer School can only be achieved if every member of the School community plays their part. Every child has the right to an efficient full-time education which provides an appropriate curriculum which is designed to encourage pupils to want to attend school and ensure their safety.



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This will only be accomplished if relationships are positive; the School is happy, safe, secure and there is a stimulating environment in terms of learning and teaching.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [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. School procedures

### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the first session during the afternoon. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to known or 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 4 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

### Lateness and punctuality

As a school, we consider each pupil's punctual arrival into school and to each of their lessons as an essential part of their responsibilities as young adults.



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- Registers are marked in accordance with the above and if a child is marked late before registration closes the register shall be marked with the coding “L”. The school will implement discipline measures in respect of a child who is continually late and these will increase in severity.
- Where a child attends school after the register closes, the register shall be marked with the coding “U” by the Attendance Officer, this represents that the morning session has been missed due to an authorised absence
- Pupils who are persistently late after registration and marked with the coding “U” are to be referred to the Education Welfare Officer, who may if levels reach **12 ‘U’s** per term, instigate legal proceedings in a Magistrates Court or issue a **Fixed Penalty Notice of £100**.
- Pupils achieving regular ‘U’ codes will also be included in our Punctuality Caseload whereby members of the Pastoral and Leadership teams’ mentor them for a set period of time, having regular meetings with them to try to positively affect their Punctuality.
- The register for the morning registration session will be taken by Form Tutors at the beginning of the registration period at the start of each day (8.30am). However, pupils are expected to be on site by 8.25am. The register for the afternoon session will be taken by the Period 5 teacher and that lesson commences at 1.50pm.
- A process is in place to ensure that lateness to school is logged and sanctions are issued. See [appendix 1](#) for a full explanation of our process for managing lateness to school.
- A separate process for managing lateness to lessons is in place- [see appendix 2](#)

### 3.2 Unplanned absence

Parents must notify the School on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30am or as soon as practically possible (see also section 6). To report an absence, parent/carers should call Mrs Deere (Attendance Officer) on 020 8498 3332, or contact the school reception by email, telephone or using a school gateway account.

Absence due to illness will be 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 parents 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 will be notified of this in advance.

### 3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; where evidence can be provided. Advance notice where possible should be given.

However, we encourage parents 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, for example if an appointment is at 11am we would expect the pupil to attend school for their first lesson (or as long as possible) before leaving for their appointment. To report an absence due to an appointment, parent/carers should call Mrs Deere (Attendance Officer) on 020 8498 3332, or send a message using their School Gateway account.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the School can authorise such absences can be found in [section 4](#).

### 3.4 Following up absence

The School will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. Any safeguarding concerns arising from investigation of an attendance issue will be logged following the School’s Safeguarding Policy and procedures.

### 3.5 Reporting to parents

Parents and carers can access attendance and punctuality information through their School Gateway account. A summary of this information updated attendance and punctuality information on each of their child’s academic reports, sent out on a termly basis.



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Where there is a concern over attendance and /or punctuality, parents may be contacted by the relevant Head of Year, PSO or form tutor.

### 4. Authorised and unauthorised absence

#### 4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' based on individual cases, taking into account: previous attendance, proximity to examinations, capacity to catch up on missed schooling etc.

The School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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

The School will not authorise the absence of any pupil due to a 'holiday' taken during any point of the school term (See section 4.2).

#### 4.2 Managing Holidays

Term-time holidays, including those to see family members abroad will not be approved and therefore any absence as a result of this would be considered unauthorised

- The school will not consider requests for family holidays during term time as this has a considerable impact on pupil progress and achievement
- The school is aware that many holidays and flights are much cheaper in school time, but it is a legal requirement for parents to ensure school attendance at all times
- Requests for absence during term time due to specific family circumstances or one off events will be considered and a form must be collected from the school office, completed and returned to **Ms Smith – Head Teacher** at least 3 weeks before any planned absence
- As much evidence must be provided as soon as possible to back up the request and it must be remembered this is not a parental right
- All decisions will be considered based on individual circumstances such as previous attendance; proximity to examinations, capacity to catch up on missed schooling etc., and the parents will receive a decision as soon as possible
- If the school does not authorise the request for leave of absence, but the time is taken off regardless, the parent will be liable for a **Fixed Penalty Fine** of at least **£60 per child**
- In addition, if there is a period of absence that has not been requested by the Parent but is still taken (such as pupils returning late for the start of a term or half term due to holidays or other circumstances), **Fixed Notice Penalties** will be issued



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- Flexi-schooling requests – In exceptional circumstances, this will be considered as an option for individuals, but DfE Guidance (March 2013) states that pupils should be educated whilst they are at home and the School is ultimately responsible for the attendance of all pupils registered.

### 4.3 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may consider:

- A 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 the parent or withdraw the notice.

## 5. Strategies for promoting attendance

Sustaining this profile and the momentum generated requires a whole school approach, where all staff are clear about their role in promoting good attendance. As a school we use a range of strategies to promote good attendance, reward good and improved attendance.

- Daily attendance monitoring by tutors and the Attendance Officer
- Daily Pastoral Support Officer (PSO) phone calls
- Weekly attendance monitoring procedures led by Heads of Year (pupils with 100% attendance and punctuality for the previous week get a positive SIMs point)
- Weekly Attendance Bulletins shared with all staff to profile Attendance data
- Attendance notice boards profiling and displaying Attendance data for pupils, staff and visitors to see
- Weekly attendance sessions/conversations in Tutor times
- Recognition and reward in assemblies
- Recognition through letters home
- Year group Attendance Challenges (done for a 2-week period every half term)
- Year group Attendance Caseloads (different pupils targeted every half term)
- Daily punctuality monitoring systems
- Daily punctuality detention system
- Half termly Punctuality Caseloads
- Early intervention strategies for individual pupils - reports / parental meetings
- Referral to the Educational Welfare Officer (EWO)

## 6. Attendance Monitoring

The school has a robust system for promoting, tracking and monitoring good attendance. This is done through the use of a tracking system. Each week, HOY meet with the Attendance Officer and all pupils whose data has decreased from the previous week are discussed. In addition to this, the following processes are in place to ensure effective management of pupil attendance:

- The attendance officer monitors pupil attendance for each registration session



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- Parents are expected to call the School in the morning by 8.25am or as soon as possible thereafter if their child is going to be absent due to ill health (see section 3.2).
- Parents should contact the School in the morning of each consecutive day of the absence.
- The School uses an electronic registration system 'SIMS' which gathers and holds attendance data. This is used to generate reports and to track the attendance of individuals and groups of pupils. This information is held on pupil files and is shared when a pupil moves to another school, college or educational establishment.
- The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.
- Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors every half term. This is also presented by the SLT lead on attendance every fortnight in SLT meetings.
- Where a pupil has Special Educational Needs or a Disability, is on a Pastoral Support Plan, a Child Protection Plan or is a Looked after Child absence could be an indicator of a greater concern and therefore intervention and support responses would be quicker as would potential communication of concerns with official agencies outside of school such as CYPS.

Please see [appendix 3](#) for further details on our attendance tracking and accountability process and systems

## 7. Roles and responsibilities

### 7.1 The governing body

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Headteacher to account for the implementation of this policy.

### 7.2 The Headteacher

The Headteacher has overall responsibility for developing Attendance Policy within the school, though this is delegated to the Deputy Headteacher i/c Attendance:

- Support the work of the Attendance Officer and other staff and ensure that there is good communication in relation to all attendance matters.
- Take a lead in promoting the need for good attendance through assemblies, and work with staff and pupils, and ensure that a culture of good attendance is maintained throughout the school.
- Analyse attendance data for patterns of poor attendance amongst particular year groups or other groups of pupils and take action to address any anomalies.
- Raise concerns and contribute to discussions about Attendance at appropriate meetings such as referral meetings
- Ensure that processes effectively inform parents of the school's expectations and their legal requests including taking pupils out of school during term-time.
- Ensure that processes are in place to identify and monitor potential / historic attendance concerns in relation to school transitions (Primary - Secondary transition and mid-term admissions).

### 7.3 The Attendance Officer

The Attendance Officer has overall responsibility for day-to-day operation of the School's attendance processes, including:

- Administering the registration system, noting where registers have not been completed or have not been completed accurately and taking appropriate action
- Ensuring that the school's official registers are in line with legal requirements and that any anomalies are reported to SLT





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- Operating the school's 'first response calls' for all pupils, prioritising contact with parents of pupils with unsatisfactory attendance or where truancy or safeguarding concerns are suspected.
- Completing all necessary attendance administration, including updating the attendance tracker and other monitoring documents.
- Reviewing attendance information to identify and respond to individual/group attendance concerns and pupils at risk of being persistently absent.
- Liaising with Heads of Year and EWO to manage attendance processes including identification and follow up to any identified attendance concerns.
- Contacting parents where absences have remained unexplained and investigate instances of suspected whole-day or lesson truancy and take appropriate action, including making initial contact with parents and informing the HOY
- Liaising with DHT in charge of behaviour to ensure that any pupils who are 'Dual Rolled' have their SIMs profile updated
- Liaising with Alternative Provisions to ensure the Attendance of 'Dual Rolled' pupils is monitored and logged
- Keeping in contact with long-term absentees and liaise with HOY to ensure that effective reintegration strategies are used, identifying "catch up" needs
- Meet with the Education Welfare Officer on a fortnightly basis and ensure that details of action are provided for the relevant stakeholders
- Working with targeted pupils to improve attendance through parental contact, attendance reports, short-term targets and rewards. Particular attention will be paid to pupils with attendance below 90% and those falling into the Persistent Absentee category
- Identifying and preparing cases for referral to the Education Welfare Officer and for cases where court action is required
- Working with HOY to involve outside agencies with individuals and groups of pupils.
- Collaborating with Education Welfare Officer to investigate reports of illegal juvenile employment of pupils and liaise with HOY on action to be taken in response.

### 7.4 Subject Teachers and Form Tutors

Subject Teachers and Form Tutors play a vital role in ensuring the effective implementation of the school's attendance processes, including:

- Ensuring that registers are accurately completed during all subject lessons and daily registration sessions, making sure that these are submitted to the Attendance Officer within 5 mins of the start of the lesson or form session.
- Ensuring that any pupils who arrive late for lessons are marked late and the school's processes and procedures for sanctioning lateness is followed
- Ensuring a high quality and productive learning environment is in place for all pupils to maximise the benefit of good attendance for each pupil.
- Informing the on-call staff immediately if a pupil is absent during completion of the register but they are indicated as having been in attendance at any other point during the school day.
- Ensuring that attendance follow up conversations are completed (tutors) and that appropriate catch-up work (subject teachers) is available for absent pupils via google classroom.
- Ensuring that appropriate work is set and marked for long-term absentees and those on exclusions, so that return to school is made as easy as possible
- Providing a welcoming environment for all pupils with specific focus on ensuring that pupils are welcomed back and supported in their learning following any absence.
- Actively discouraging any adverse comments about the absence from other pupils within the class
- Form Tutors will have different pupils on their Caseload each half term and they will need to meet them every week and liaise with home at the beginning and end of each half term.
- Form Tutors will also be assigned Tutor Conversations every week with targeted pupils following the meeting between HOY and Attendance Officer



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- Each half term Form Tutors will have to monitor the Attendance of targeted pupils in their classes Attendance Challenge

### 7.5 Heads of Year (supported by Pastoral Support Officers)

Heads of Year play an important role in promoting pupil attendance and are responsible for leading the school's attendance processes as they apply to pupils in their year group. including:

- Meeting with attendance officer on a weekly basis to review the attendance of pupils within the Year Group, deciding on appropriate actions to address individual / group concerns (including deciding Tutor conversations, relevant referrals to EWO and outside agencies)
- Leading all required attendance processes implemented by the tutor team, including monitoring completion of the attendance conversations, attendance challenge and attendance caseload processes.
- Monitoring the attendance rates of forms within the Year Group, taking action alongside form tutors where particular forms are identified as having poor attendance.
- Fostering a positive attitude to school attendance within the Year Group through assemblies, the form notice boards and constant reinforcement with pupils. Encourage a spirit of healthy competition between forms and individuals.
- Liaising with subject teachers to ensure that appropriate work is set via google classroom for long-term absentees and those excluded from school.
- Liaising with parents on matters related to their child's attendance. Input should include calling Progress Review Panels for pupils at risk of being poor attendees and joining the Attendance Officer, as appropriate, in attendance reviews for those with attendance below 95%
- Implementing sanctions where there have been instances of truancy, whether from individual lessons or whole days
- Ensuring that parents who wish to take pupils out of school during term-time are contacted and the potential consequences explained by passing any requests to the SLT i/c attendance

### 7.6 Reception staff

Reception staff are expected to take calls from parents about absence and pass this information to the Attendance Officer.

### 7.7 Parent/Carers

Parents/Carers have a legal responsibility to ensure that their child attends school regularly. Within the processes outlined by this policy, parents/carers are also asked to ensure they communicate effectively with the school and support the school in implementing its attendance processes, including:

- Ensuring that their child arrives into school before 8.25am each morning and that they are fully prepared for the day.
- Contacting the school whenever their child is unable to attend school – preferably on the first day of absence before **8.30am**
- Keeping in contact with school and inform Ms Deere (Attendance Officer), if any problem occurs which may hinder their child's regular attendance or behaviour in school
- Making efforts to attend meetings in school to discuss their child, including Parent/Carer Evenings and Information Evenings

## 8. Monitoring arrangements

This policy will be reviewed annually by the Deputy Head i/c attendance. At every review, the policy will be shared with the governing body.



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### 9. Links with other policies

This policy is linked to the Learning and Teaching policy, E-Safety policy, the Safeguarding policy, the school's Anti-Bullying policy and the Behaviour policy. All staff must be mindful of the Safeguarding Policy and procedures and the relationship between poor attendance and safeguarding issues such as extremism, FGM etc. There are experts for each of these key areas in school and these are highlighted in the Safeguarding Policy.

### 10. Other key issues relating to attendance

Our procedures for registering pupils educated off-site, mid-term admissions and off-rolling can be found in our safeguarding policy.



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### Appendix 1 – Registration and Punctuality to School Processes:

Attendance registers are completed each morning by form tutors. Staff are present at the school gate each morning to record details of any pupil who arrives late to school. The school follows the procedure outline below whilst managing the late arrival of pupils to school:

Arrival Time	Action / Sanction	Staff responsible
Before 8.25am	▪ Marked present & full benefit of form-time activities received	Form Tutor
	▪ 1 Achievement point received for “100% Punctuality” per week	Form Tutor
Arrival after 8.25am (Up to 8.45am)	▪ Marked late & 1 behaviour point added to SIMs	Attendance Officer
	▪ Notification of late arrival to school sent to parent/carer	Attendance Officer
	▪ After school late detention for each late arrival (15mins)	Head of Year
Arrival after 8.45am (Up to 9.00am)	▪ Marked late & 2 behaviour points added to SIMs	Attendance Officer
	▪ Notification of late arrival to school sent to parent/carer	Attendance Officer
	▪ After school detention for each late arrival (30 mins)	Head of Year
Arrival after 9.00am	▪ Marked as “U” & 3 behaviour points added to SIMs	Attendance Officer
	▪ After school detention for each late arrival (45 mins)	Attendance Officer
	▪ HOY/PSO contact made with parents to address issue	Head of Year
Persistent Late Arrival (12 times per term)	▪ Fixed Penalty Notice issued to parent/carer for pupil’s persistent late arrival to school	Attendance Officer & EWO
	▪ Inclusion in the Punctuality Caseload	Pastoral Teams & SLT

**Please note:** The school acknowledges that there may be specific circumstances which result in a pupil arriving late to school and will consider any notification provided by parents on a case by case basis whilst implementing the process outlined above.



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### Appendix 2 – Registration and Punctuality to Lessons:

Subject teachers complete attendance registers for each lesson within the timetable. The school follows the procedure outline below whilst managing the late arrival of pupils to lessons:

Arrival Time	Action / Sanction	Staff responsible
Late to Lesson	▪ Marked 'late' in register and number of minutes are recorded	Subject Teacher
	▪ 1 behaviour point added to SIMs	Subject Teacher
15+ minutes late to lesson in a week	▪ After school detention for persistent late arrival (15 mins per late to lesson)	Attendance Officer
	▪ HOY/PSO contact made with parents to address issue	Head of Year



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### Appendix 3 – Attendance Monitoring Processes:

To help ensure we fulfil our commitment to maximising pupil attendance, the school is committed to implementing the following attendance monitoring processes:

Monitoring Period	Monitoring Process	Staff responsible
Daily	<ul style="list-style-type: none"> <li>Review of attendance registers to identify pupil absence</li> </ul>	Attendance Officer
	<ul style="list-style-type: none"> <li>Communication to parents to report any pupil absence where prior notification has not been received (Truancy Call).</li> </ul>	Attendance Officer
	<ul style="list-style-type: none"> <li>Personal contact made with parent/carer if the pupil has had two or more consecutive days of unauthorised absence.</li> </ul>	Attendance Officer
	<ul style="list-style-type: none"> <li>Pastoral Support Officers make phone calls to targeted pupils in their Year groups to check welfare.</li> </ul>	PSOs
	<ul style="list-style-type: none"> <li>Follow up calls home if parent/carer has not responded to 'Truancy Call' by 11.30am.</li> </ul>	Attendance Officer
	<ul style="list-style-type: none"> <li>Daily attendance summary shared with pastoral teams and SLT</li> </ul>	Attendance
Weekly	<ul style="list-style-type: none"> <li>Monitoring documents are updated with most recent pupil attendance information.</li> </ul>	Attendance Officer
	<ul style="list-style-type: none"> <li>Overall pupil attendance reviewed, and issues identified in attendance meeting between Attendance Officer and SLT Lead.</li> </ul>	Attendance Officer & SLT Lead
	<ul style="list-style-type: none"> <li>Pupil attendance &amp; punctuality reviewed and actions agreed in attendance meeting between Attendance Officer and Head of Year.</li> </ul>	Attendance Officer & Head of Year
	<ul style="list-style-type: none"> <li>Attendance follow up recesses are delivered via Form Tutors and reported back to the Attendance Officer.</li> </ul>	Head of Year
	<ul style="list-style-type: none"> <li>Pupil attendance &amp; Punctuality reviewed weekly and achievement points added for 100% attendance and/or 100% punctuality.</li> </ul>	Form Tutors
	<ul style="list-style-type: none"> <li>Meeting with EWO to address identified persistent absence cases and review serious attendance concerns.</li> </ul>	Attendance Officer & E.W.O.
Half-Termly	<ul style="list-style-type: none"> <li>Pupil attendance &amp; Punctuality reviewed and celebration of pupils with 100% attendance and/or 100% punctuality.</li> </ul>	Attendance Officer
	<ul style="list-style-type: none"> <li>Attendance Caseloads</li> </ul>	Pastoral Teams
	<ul style="list-style-type: none"> <li>Attendance Challenges</li> </ul>	Pastoral Teams
	<ul style="list-style-type: none"> <li>Punctuality Caseloads</li> </ul>	Pastoral & Leadership Teams
	<ul style="list-style-type: none"> <li>Pupil attendance reviewed and issue of Persistent Absence notification to parents for pupils with attendance below 90%.</li> </ul>	Attendance Officer
Other	<ul style="list-style-type: none"> <li>Termly notification of attendance data provided to parents through individual academic reports.</li> </ul>	Data Manager



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	<ul style="list-style-type: none"> <li>▪ Termly review of late arriving pupils and initiation of Fixed Penalty Notice for parents of persistent late arriving pupils.</li> </ul>	Attendance Officer
	<ul style="list-style-type: none"> <li>▪ Where a pupil is missing from school unauthorised for more 15 days, this will be referred to EWO and the BACME Team</li> </ul>	Attendance Officer

### Weekly Monitoring of Attendance and Defined Responses

Pupil attendance information is reviewed on a weekly basis and an appropriate response is initiated in the instance any concerns identified for individual pupils. Concerns are identified and responded to in either of the following categories:

1. **Week-on week decline in attendance:** We will act on any decline in attendance through a graduated approach, the exact response initiated will depend on the numbers of weeks that the decline has been evident.

Stage	Action	Exceptions
1 <sup>st</sup> Week of decline	<b>Action 1:</b> Tutor conversation	These actions are guidance and pupil's context and circumstances are always taken into consideration before any decisions are made
2 <sup>nd</sup> Week of consecutive decline	<b>Action 2:</b> Attendance Officer speaks to pupil and makes a call home. Support provided through Tutors during regular attendance conversations.	
3 <sup>rd</sup> Week of consecutive decline	<b>Action 3:</b> Letter 1 –attendance concern – sent by Attendance Officer. Support provided by HOY during regular attendance conversations.	
4 <sup>th</sup> Week of consecutive decline	<b>Action 4:</b> Letter 2-HOY Attendance Meeting. Letter sent by LDE for time agreed with the Head of Year.  Attendance meetings with families	
5 <sup>th</sup> Week of consecutive decline	<b>Action 5:</b> Letter 3- SLT Attendance Meeting. Letter sent by LDE for time agreed with Year Group Line Manager.	
Non-attendance at SLT meeting	<b>Action 6:</b> Home Visit conducted by Attendance Officer plus one other member of staff (HOY or PSO)	
Continued decline after Home Visit or SLT meeting	<b>Action 7:</b> Letter 4 - Final Warning letter. Letter sent by LDE.	
Continued decline after Final Warning Letter	<b>Action 8:</b> Referral to Education Welfare Officer and BACME Team as appropriate.	

**Appendix 4 – Attendance Codes used in School Registers:**

The school adheres fully to DfE guidance and makes use of the following registration codes when recording pupil attendance:

**Table 1 – Registrations Indicating Pupil 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

**Table 2 – Registrations Indicating 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
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
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	Year 11 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



## Frederick Bremer School – Attendance and Punctuality Policy



X	Absence relating to COVID 19	Pupil is unable to attend school due to potential/confirmed instance of COVID19 or is under quarantine processed
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**Table 3 – Registrations Indicating 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

**Table 4 – Other Indications**

Code	Definition	Scenario
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