



Hove Park School Attendance and Punctuality Policy

Date Ratified			Frequency of Review		Next Review Date
09.12.19			Non-statutory policy - reviewed bi-annually		2021
Staff Link			Committee		
Michelle Prentice			Non-statutory policy		

Hove Park School

Attendance and Punctuality Policy

What is good attendance and why is it important?

Children need to attend school regularly to benefit from their education¹. Children with poor attendance tend to achieve less in school and statistically are unlikely to achieve their potential when they sit their exams at the end of Year 11.

Parents/carers are the greatest asset students have in supporting good attendance. Parents/carers are expected to perform their legal duty by ensuring their children attend regularly.

Good attendance means 95% or more.

At Hove Park School we are: Here Everyday Ready On-time (HERO)

Students are expected in school every day the school is open unless the absence is unavoidable. Hove Park is a Good school (OFSTED 2017) and your child's regular attendance helps make it so for them. Students that attend school regularly far outperform their peers. The school is committed to working with students, parents and carers to ensure as high a level of attendance as possible and that every child's welfare and life opportunities are promoted.

Registration

A warning bell sounds at 0825 by which time students should have arrived at school. Registration takes place at 0830. Students arriving in class after 0830 will be marked late.

Every school is required by law to take registration twice daily. First thing in the morning and then again half way through the school day. At Hove Park School we also register students as present, late or absent in all lessons. Where students are not present and no reason has been provided for their absence school will contact home.

Promoting regular attendance:

Excellent attendance is its own reward because it leads to better progress.

Maintaining a pattern of regular attendance is everyone's responsibility – parents/carers, students and all school staff.

At Hove Park School we will celebrate the achievement of regular attendance.

Understanding types of absence:

Authorised Absence

Absence can be authorised where the parent/carer has given good reason. Good reason includes religious observance, unavoidable medical appointments, illness or other exceptional circumstances.

Where absence is planned parents/carers should fill out the absence during school time form and return as soon as possible for the attention of the Head of Year (Forms are available from the main office on both sites and on the website).

Parents/carers are the greatest asset students have in supporting good attendance and it is important that where possible medical appointments are made outside school hours and that absence for illness is genuine and unavoidable.

Absence for other exceptional circumstances is unlikely to be authorised if a student's attendance is not good.

It is important to remember that even if absence is unavoidable and authorised it will impact on student outcomes.

Understanding types of absence (ctd):

Unauthorised Absence

Unauthorised absence is where no reasonable justification has been given for the absence. No reasonable justification includes no contact from the parent/carer and illness that prevents a student having minimum expected attendance which is not covered by a Doctor's note or equivalent. Holidays in term time will likely not be authorised unless there are exceptional circumstances.

Holidays in term time

We are only able to authorise absence in exceptional circumstances. Holidays in term time will definitely not be authorised if a student's attendance is not good. We would urge you to plan your holidays around school time as any absence will affect progress and achievement.

A Fixed Penalty Noticeⁱⁱ will be issued for all holidays where school has not authorised the absence.

Punctuality

All students are expected in school on time every day. Being on time is a life skill and one we promote here at Hove Park. A warning bell sounds at 0825 by which time students should have arrived at school. Registration takes place at 0830. Students arriving in class after 0830 will be marked late.

Where a student is late for school they will have to pay back the learning time they have missed by attending detention. This applies to all lessons as well as morning registration.

A Fixed Penalty Notice will be issued where students are persistently late to school past the close of registration

Persistent Absence (PA)

A student is classed as persistently absent when they miss 10% or more of schooling across the school year for whatever reason and students will be flagged as PA whether absence has been authorised or not. Absence at PA level is doing considerable damage to any child's education and we need parents/carers full support and co-operation to tackle this. PA students are tracked and monitored closely. Please see on the website persistent absence – A guide for parents/carers.

Children Missing Education (CME)

School will refer students to the Local Education Authority (LEA) as per guidance for the following:

- Where a parent removed a student from school roll to electively home educate.
- School leavers where destination is unknown.
- Students on Child Protection(CP)/Child In Need(CIN) plans with attendance below 90%.
- Students vulnerable to exploitation particularly with attendance below 50%.
- Any student with attendance below 30%.

Responsibilities

Parent/Carers

Parents/carers are reminded that they are the greatest asset students have in supporting good attendance.

Parents will call the attendance line on the first day of absence and for every subsequent day missed 01273 294987. Parents can also email our Attendance Officers absence@hovepark.org.uk.

Parents/carers are expected to perform their legal duty by ensuring their children attend regularly.

Where a student misses school for illness enough to prevent them having good attendance school will request that parents provide medical evidence to support further absence.

Parents/carers will engage with the school and work with staff to discuss concerns and support good attendance for students.

Parents will plan holidays around school time as any absence will affect progress and achievement.

Students

Students will be Here Everyday Ready On-time (HERO) unless they are genuinely unwell or are absent for other authorised circumstances.

Students will be on time to school and to all lessons

Students will not leave lessons or the school site without permission.

The Governing Body

The governing body has responsibility for school attendance and will be familiar with current legislation.

A nominated governor will be the schools link for attendance. The governors will receive regular reports on attendance and will discuss attendance data and school interventions.

Head Teacher

The Head Teacher has overall responsibility for attendance in the school. Individual tasks are delegated to key staff members. The Head Teacher will receive regular reports on attendance.

School Staff

It is everyone's responsibility in school to promote regular attendance. Students and parents/carers may work with many staff to improve attendance including the Education Welfare Officer, Attendance Officers, Head and Assistant Head of Year, Tutors and the Senior Leadership Team.

Links

The Attendance and Punctuality Policy links to the bullying policy and safeguarding policy.

Bullying is not tolerated by the school but alleged bullying is also not a reason for a student to be absent from school. All students have the right to feel safe at school and the school will do all it can to support students and make them feel safe.

School has a duty to safeguard all students therefore where attendance is not good and where school has reason to believe that an individual may be at risk of harm there is a duty to follow concerns up including by a referral to social services.

Attendance information is available on Brighton and Hove City Council's website and by email.

attendanceteam@brighton-hove.gov.uk

ⁱ **Extract from *School Attendance*, DfE 2016**

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Department for Education 2016.

The government expects:

• *Schools and local authorities to:*

- *Promote good attendance and 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 regularly.*

• *All pupils to be punctual to their lessons.*

Department for Education 2016.

ⁱⁱ **Please note the following from Brighton and Hove City Council Code of Conduct:**

Circumstances when a penalty notice might be issued for unauthorised absence/truancy:

- Persistent late arrival to school (After registers are closed).
- Students whose attendance has not reached a satisfactory level (90%) during a 6-week period.
- Where parents allow their children to be present in a public place during school hours without reasonable justification during a fixed term exclusion.
- Penalty notices will be issued following assessment of poor attendance which the LA considers to be 4 sessions or more within a term. This does not relate to unauthorised holidays but any other unauthorised absence.
- Penalty notices will be issued for all unauthorised holidays taken during term time.

A Fixed Penalty Notice is £60 per parent per child, if paid within 21 days of receipt. If it is not paid, another £60 fine will be issued to each parent per child, making a total of £120 per parent per child.

Failure to pay the outstanding amount within 28 days of receipt of the notice may result in prosecution under section 444 of the Education Act 1996.