



# LONGHILL

---

HIGH SCHOOL

## Student Attendance Policy

Date	September 2024

### **Statement of Intent**

Longhill High School believes that regular school attendance is essential in enabling pupils to achieve their full potential.

Our objective is to:

- Ensure parents/carers follow the framework set out in section 7 of the Education Act 1996, which states that the parent/carer of every child of compulsory school age, shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Promote and model good attendance behaviour.
- Implement our policies to reflect inclusivity and fairness in accordance with the Equality Act 2010.
- Offer early intervention support and work with other agencies to ensure the health and safety of our pupils.

### **The Law on School Attendance**

The law entitles every child of compulsory school age to receive a full-time education, it is the legal responsibility of every parent/carer to ensure this. Where parents/carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly and punctually, meaning that their child must attend every day that the school is open. There are a few exceptions, such as being too ill to attend or being given permission for an absence in advance from the school.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/working-together-to-improve-school-attendance) (applies from 19<sup>th</sup> August 2024)

[The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2024 \(legislation.gov.uk\)](https://www.legislation.gov.uk/uksi/2024/1000/contents/part-1) (applies from 19<sup>th</sup> August 2024)

### **Definitions**

**Authorised Absence** (this list is not limited to):

- An absence for sickness
- Medical or dental appointments which unavoidably fall during school time

## Attendance Policy

- Religious or cultural observances for days set aside by a religious body, for which the school has granted leave
- An absence due to a family emergency, taken with the school's permission

### **Unauthorised absence** (this list is not limited to):

- Parents/carers keeping children off school unnecessarily or without reason
- Truancy during the school day
- Absences which have not been properly explained
- Arrival at school after the close of registration
- Absence due to unofficial responsibilities at home
- Absence due to birthdays
- Absence due to term-time trips and holidays that have not been authorised by the school
- Leaving school without reason/the school's permission during the day

### **Persistent absenteeism:**

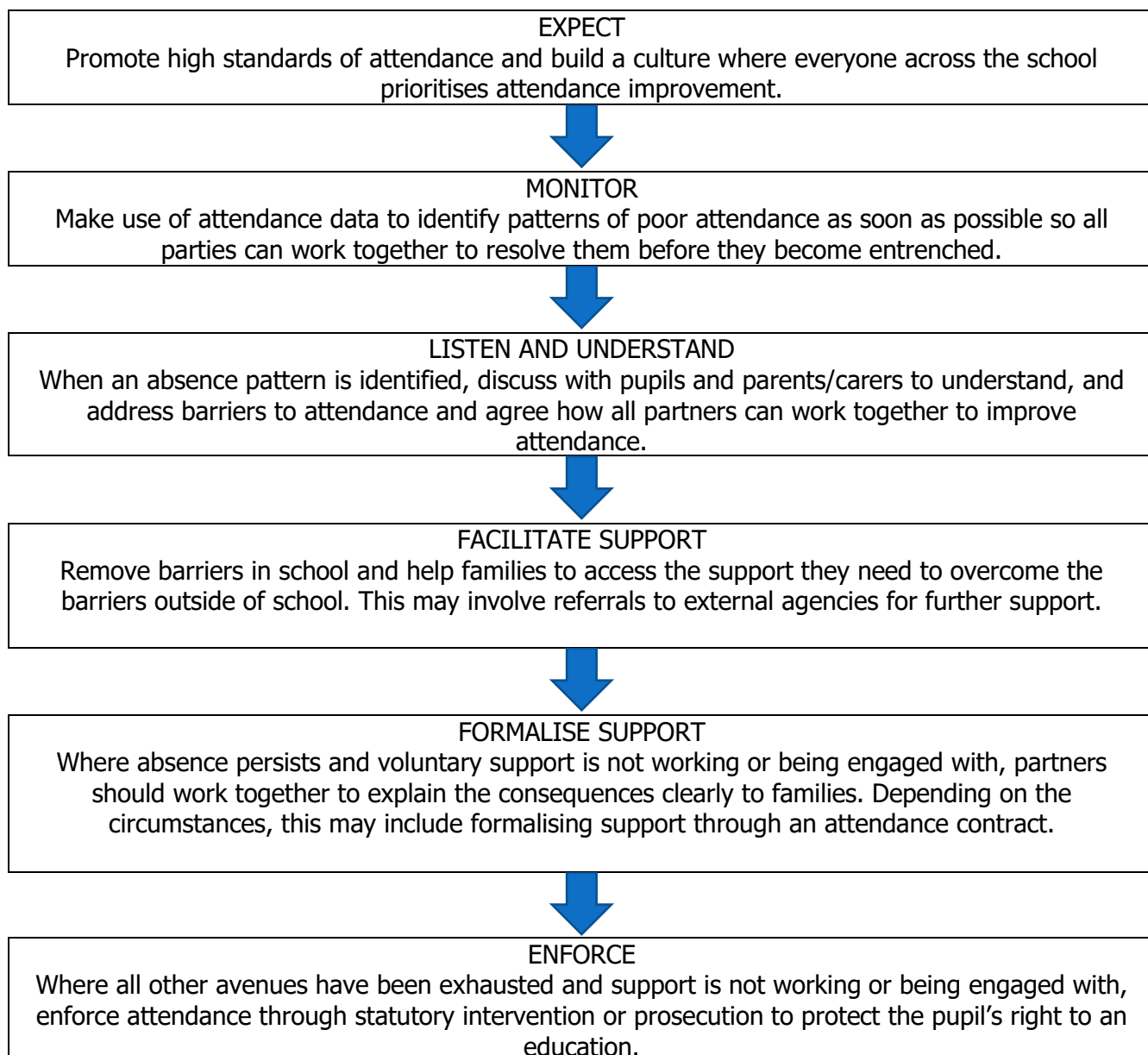
- Missing 10 percent or more of schooling during the academic year, for any reason

### **Severe absenteeism:**

- Missing 50 percent or more of schooling during the academic year, for any reason

### **Working in partnership to improve attendance.**

Addressing the root causes of absence and removing barriers to attendance requires schools and local partners to work collaboratively with families:



### **Parent/Carer involvement**

The school will strive to build positive and respectful relationships with parents/carers to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance, and performance, so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

## Attendance Policy

### Parents/carers will be expected to:

- Build positive and respectful relationships with school staff
- Engage with school support when offered
- Call staff for help when needed (Tutor should be first point of contact)
- Communicate with the school about possible circumstances which may affect their child's attendance or require support
- Inform the school of any change of address and ensure contact details are up-to-date

### Attendance expectations at Longhill High School

#### Punctuality

Children are expected to be at school every day, on time.

The register is taken 10 minutes after the bell goes.

Start of the day	End of School Day
8.20	2.45

#### Registers are taken as follows throughout the school day:

- The start of tutor time is **8:20am**. Pupils will receive a late mark ('L' code - late) if they are not in their classroom by this time
- The register closes at **9:00am**. Pupils will receive a mark of absence ('U' code – unauthorised absence) if they do not attend school before this time.
- For lessons after break times, pupils are deemed late if they enter the room after the bell which rings at the very start of the lesson.
- For all other lessons, registers are marked within **5 minutes of the class starting**. Pupils will receive a late mark ('L') if they are not in their classroom by this time, or an absence mark if they are late ('U').

#### Late to School:

Any children arriving late to school must enter the school via reception where they must sign in, collect a late slip and then head straight to their classroom. Upon arrival, students must present their late slip to their teacher.

Students will receive a 15 minute same-day lunchtime detention if they are late to tutor.

Students will receive a 30 minute same-day after school detention if they arrive at school after tutor time.

If there is a genuine reason for lateness, please contact your child's Head of Year or Pastoral Support Assistant ahead of time so that we are aware and don't give the detention.

#### Late to Lesson:

## Attendance Policy

Students need to arrive at lesson within 5 minutes of the lesson starting otherwise they will be issued with a 15 minute lunchtime detention. After break times, students need to be in their lesson by the second bell otherwise they will also receive a 15 minute lunchtime detention.

If a student receives 2 or more of these in one day, they will also receive an after school detention.

If students have been receiving support elsewhere, they need to request a note from the member of staff they have been with.

If they have just arrived to school after a medical appointment, they need to sign in through reception and hand the automatically generated slip to their teacher.

### **Sickness**

If children are too unwell to attend school, parents/carers must contact the school attendance line on 01273 304696 on the first day of absence by 8am and then each school day thereafter. Children with low-level illness are still expected to attend school. The traffic light guidance below may help you decide if your child is well enough to come into school. Please also see NHS guidance here: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child has a medical condition that could impact school attendance, please let us know. There may be support that we can offer.

<p><b>RED – STAY AT HOME</b></p> <p><b>Sickness &amp; Diarrhoea</b></p> <p>48 hours must have elapsed before a child can return to school from the last episode.</p>	<p><b>AMBER – COME TO SCHOOL AND COMMUNICATE WITH STAFF</b></p> <p><b>Headache, Feeling Sick, Stomach Ache</b></p> <p>Children often feel unwell if they are anxious, if in doubt contact the school for advice.</p>	<p><b>GREEN – COME TO SCHOOL</b></p> <p><b>Mild cough, Cold, Sore Throat, Feeling Tired</b></p> <p>We will always contact you if your child is ill during the school day</p>
--	--	--

If your child is ill, please inform the school by:

- Calling 01273 304696
- Emailing [attendance@longhill.org.uk](mailto:attendance@longhill.org.uk)
- Writing a ClassCharts message

### **Appointments**

In accordance with DfE guidance, routine medical and dental appointments should be arranged outside of school hours wherever possible. If the appointment time allows your child to come to

## Attendance Policy

school for registration and then leave later, this will mean that less school is missed. Your child should return to school straight after their appointment wherever possible.

### **Term time holidays**

The DfE statutory guidance states that "Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance." It also states that "a school cannot grant leave of absence retrospectively."

The fundamental principles for defining 'exceptional' are where requests are rare, significant, unavoidable and short.

For term-time absence to be granted:

- a) Permission must be requested at least two weeks before the absence begins.
- b) Permission must be requested by the parent/carer who the pupil normally lives with.
- c) A parent/carer must explain in writing/by completing an Absence During Term Time Request Form why they believe the circumstances to be exceptional and provide all necessary evidence to the school at the time the request is made.

It is the parent/carer's responsibility to provide evidence when making the request.

If a leave of absence is granted, it is for the school to determine the length of the time the pupil can be away from school.

A term-time absence taken without the school's written permission may trigger a Fixed Penalty Notice, which is issued by the Local Authority.

### **Fixed Penalty Notices**

The national threshold for triggering a Fixed Penalty Notice is met when a pupil has been recorded as having had unauthorised absence for 10 or more sessions (5 or more school days) in a period of 10 school weeks. One or a combination of the following codes count as unauthorised absence:

- G-codes (unauthorised term-time holiday)
- N-codes (no reason yet provided for absence)
- O-codes (poor attendance)
- U-codes (lateness after close of registration)

The first fine is £160 *per parent/carer per child*, if paid within 28 days, reduced to £80 if paid within 21 days.

If a second fine is issued to that parent/carer within a period of 3 school years, the fine is £160 *per parent/carer per child* to be paid within 28 days and there is no reduction if paid within 21 days.

A third penalty notice cannot be issued to the same parent/carer in respect of the same child, within 3 years of the first fine being issued. In a case where the national threshold is met for a

## Attendance Policy

third time (or subsequent times) within those 3 years, alternative action could be taken, such as prosecution.

There is no right of appeal once a Fixed Penalty Notice is issued, so disputes over how an absence is classified must be settled with the school before the absence is taken.

Full details relating to Fixed Penalty Notice amounts and thresholds can be found in the Code of Conduct on the Brighton & Hove City Council website.

### **Religious observances**

Absence can be granted on a day that is exclusively set apart for religious observance by the religious body the parents/carers belong to. Parents/carers must have requested and secured permission from the school in advance.

### **Modelling, sport and acting performances/activities**

Parents/carers of pupils that will be taking part in entertainment/performances, (i.e. modelling, TV, films, theatre, etc) which require them to be absent from school, must obtain permission from the school before a child performance licence can be issued. The agent, organiser or parent/carer will usually be the person who requests the absence from the school. Further information regarding licensing legislation can be found here: [England Performance Legislation - NNCEE - National Network for Children in Employment & Entertainment](#). For more information, please visit Brighton & Hove City Council's website: [Apply for a child performance licence \(brighton-hove.gov.uk\)](#) or contact [childperformancelicensing@brighton-hove.gov.uk](mailto:childperformancelicensing@brighton-hove.gov.uk).

### **Young carers**

Schools will provide a caring and flexible approach to support the needs of young carers, to help maintain regular attendance at school. Further support from other agencies will be sought, if appropriate.

### **First day absence protocols**

On the first day of absence, parents/carers must contact the school via any of the following methods by 8am:

- Calling 01273 304696
- Emailing [attendance@longhill.org.uk](mailto:attendance@longhill.org.uk)
- Writing a ClassCharts message

School will contact parents/carers of any child who does not arrive at school by 9.45am, to confirm the reason for absence. Further safeguarding action will be taken if necessary.

Schools will check messages, emails and voicemails for any notifications of pupil absence and will update registers with reasons for absence.

### **Attendance Contacts**

Please contact the school via your pupils Tutor or Head of Year to discuss any potential support that can be offered.



## Attendance Policy

Other members of staff that oversee and are directly involved with attendance are:

Pastoral Support Assistant

Education and Welfare Officer - Mark Fleming

Assistant Headteacher in charge of Attendance - Mike Jones

### **Assistant Headteacher**

Mike Jones - [mjones@longhill.org.uk](mailto:mjones@longhill.org.uk)

- Responsible for improving and maintaining good attendance, establishing and maintaining effective systems for tackling absence, ensuring they are followed by all staff
- Responsible for regularly monitoring and evaluating progress, including the efficiency of the school's strategies and processes
- Responsible for implementing the attendance rewards system
- Ensures the Attendance Policy is fully implemented
- Ensure there is a whole school approach to improving attendance.

### **Education Welfare Officer**

Mark Fleming - [m Fleming@longhill.org.uk](mailto:m Fleming@longhill.org.uk)

The Education Welfare Officer will:

- Check email, phone messages and absence reporting systems and update registers accordingly
- Oversee first day absence protocols
- Oversee attendance processes
- Conduct attendance reviews in line with escalation procedures.
- Establish a range of evidence-based interventions to address barriers to attendance and provide additional support
- Provide parents/carers with 'Leave of Absence Request Forms' when requested
- Ensure attendance processes are integrated throughout the school
- Maintain an attendance tracking system
- Verify that a parent/carer's contact details are up to date
- Conducts home visits
- Completes attendance support meetings (ASM's)

Where a pupil at risk of Persistent Absenteeism (PA) is also at an increased risk of harm, the school will work in conjunction with all relevant authorities, e.g. Social Services, to support the pupil in line with the school's duty of care.

### **The Local Authority**

- Has an Attendance Team that work with schools in the city to help identify barriers to attendance when necessary
- Monitors local attendance data
- Offers opportunities for schools in each area to share best practice

## Attendance Policy

- Can provide information/signposting for support services for pupils identified as persistently or severely absent (or at risk of becoming so)
- Works jointly with the school to provide formal support options and legal processes
- Will, where there are safeguarding concerns, facilitate joint working between the school, children's social care and other statutory safeguarding partners where necessary
- Can, where support is not appropriate (e.g. term time holidays) or being engaged with, enforce attendance through legal intervention and Fixed Penalty Notices

### **The School Governing Body**

Matt Vermeer - Attendance Link Governor

- Work with senior leaders to set strategic goals or areas of focus for school attendance, providing support, and challenge, where necessary
- Review attendance data at board meetings (including school-level trends and benchmarking with other schools)
- Pay particular attention to pupil cohorts that have poor attendance, have had poor attendance historically, or face entrenched barriers to attendance. For example, pupils:
  - With a social worker
  - From a background where attendance has been a concern
  - With a long-term medical condition
  - With special education needs and/or disabilities (SEND)
  - With Free School Meals eligibility
- Analyse the school's absence and attendance rates

### **Staff training**

All school staff are expected to promote a focus on attendance and recognise the importance of early intervention. As part of their induction and refresher training, staff will be able to identify potentially "at-risk" pupils and understand that absence can indicate wider issues requiring support. If support is unsuccessful or not engaged with, all staff will be aware of escalation processes.

### **Pupils at risk of persistent absence (PA)**

The school will ensure it offers support to pupils at risk of persistent absence (PA), in conjunction with all relevant external authorities, where necessary.

### **Monitoring and review**

Attendance and punctuality will be monitored throughout the year. The school's attendance target is **96 %**

This policy will be reviewed **annually** by the headteacher. The next scheduled review date for this policy is **September 2025**.

## Attendance Policy