

Philips High School Policy for Promoting Good Attendance



2022-23 School Attendance Target	97%
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Review Cycle	1 Year
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1. Introduction

- 1.1 At Philips High School we expect all pupils to:
- Attend every school day
 - Attend school punctually
 - Attend school prepared for the day
- 1.2 We believe that attending school, on time, is key to enabling children to make the most of the opportunities we offer to prepare them for their future.
- 1.3 We will work in partnership with our families to identify the reasons for poor attendance supporting them in addressing any barriers to attendance for their child.
- 1.4 Promoting good attendance is a matter for the whole school community. This policy sets out our expectations and our approach. Our approach is in line with the Department for Education's guidance (May 2022) 'Working together to improve school attendance' which applies from September 2022. [Working together to improve attendance](#)
- 1.5 Our approach to securing good attendance, in line with Ofsted's research, can be summarised as '*Listen, understand, empathise and support – but do not tolerate.*'
- 1.6 Every pupil should be able learn in an enjoyable and safe environment and be protected from harm. Attending school regularly promotes the welfare and safety of children whilst they are not in the care of their parents/carers.
- 1.7 In the case of specific illnesses that require pupils to be kept off school, parents should follow public health advice to ensure the wellbeing of the whole school community. These illnesses are Chickenpox, Diarrhoea and Vomiting, Impetigo, Measles, Mumps, Scabies, Scarlet Fever and Whooping Cough – see '[How long should you keep your child off school – checklist poster](#)'
- 1.8 This policy will be applied consistently and fairly. In applying this policy, we will take into account the needs of individual pupils.
- 1.9 This policy is supported by other school policies and procedures e.g., admissions, safeguarding and child protection, anti-bullying, behaviour and inclusive practice.
- 1.10 This policy takes into account the Human Rights Act 1998, the Equalities Act 2010, the Race Relations Act 2000 and the 1996 Education Act.

2 Expectations

- It is our responsibility to maintain a culture that promotes good attendance which is supported by consistently applied systems.
- Our dedicated senior leader with overall responsibility for championing and improving attendance is **Mrs J Dalziel** jdalziel@philipshigh.co.uk (0161 351 2220)
- Other staff in school who support attendance on a day to day basis are:
Attendance officer - Mr R Kell – 0161 351 2221 attendance@philipshigh.co.uk
- Staff who can provide support on attendance are non-teaching Heads of Year (0161 351 2200):
 - Year 7 – Mrs A Morris
 - Year 8 – Mrs A Dolan
 - Year 9 – Miss K Parkinson
 - Year 10 – Mrs S Hammond
 - Year 11 – Mrs C Gill
- Parents/ carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, by regular attendance at school or otherwise.
- We are committed to working with parents to promote positive attendance.
We expect all our **parents** to:
 - Maintain effective routines at home to support good attendance
 - Contact the school as soon as possible and on EACH DAY of absence via the email: attendance@philipshigh.co.uk or calling **0161 351 2221** if your child is absent, to let us know the reason for the absence and the expected date of return. This should be followed up with medical evidence where possible.
 - Avoid unnecessary absences. For example, pre-planned medical/ dental appointments should take place outside of school hours.
 - Inform us of any change in circumstances that may impact on your child's attendance.
 - Support us by becoming involved in your child's education, acknowledging the value of education and the importance of children receiving the same messages from home and school.
 - Work with us to address any barriers to attendance for your child including attending all meetings requested to discuss attendance issues.

2.7 We expect all our **pupils** to:

- Be aware of when they should attend school
- Attend all lessons on time and be ready to learn
- Speak to a member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- Communicate with parents/ carers to encourage a written explanation to be shared with school to explain any absence that has happened or is foreseen
- Follow the school procedure if they arrive late

3 Daily routines

- 3.1 At Philips High School our Year Team staff meet and greet our pupils in their designated Year Zones. This begins at 8.25am each day. Pupils are able to go to the canteen before 8.35am.
- 3.2 Attendance registers are taken at the start of each morning session of each school day and once during each afternoon session. Lesson registers are also taken.
- 3.3 Our school day begins at 8.35am with a warning bell for all pupils to be in their Year Zones. The morning register will open and be taken at 8.40am.
- 3.4 If arrival is before 9.00am, pupils are to go to their form room and the pupil will be recorded as late (Late **before** the close of register) [ON day Detention of 20 minutes (Late to Form) and a behaviour point will be issued.] Any pupil arriving after 9.00am is required to report to the main school office to sign in and provide a reason for lateness. [ON day Detention of 40 minutes (late to School) and a behaviour point will be issued.] Where there are exceptional circumstances sanctions may be waived.
- 3.5 The school register will officially close at 9.30am. Any pupil arriving on or after this time will be marked as having an unauthorised absence (U) for the morning session (Late **after** the close of register) [ON day Detention of 60 minutes (late to School) and a behaviour point will be issued.]
- 3.6 Parents will be contacted to discuss any patterns of late arrival. Repeated arrival after the close of registration will result in further action being taken to support improved attendance.
- 3.7 Our afternoon registers are taken at period 4 – 12.15pm.
- 3.8 Our normal school day ends at 2.50pm for Year 7 & 8, and 3pm for Years 9 – 11.

4 Reporting Absence

- 4.1 If a child is absent from school, parents should contact attendance@philipshigh.co.uk or call the Attendance Officer, Mr R Kell, on 0161 351 2221, on the first day of absence providing a reason for the absence and the expected date of return.
- 4.2 If the absence continues, parents should contact attendance@philipshigh.co.uk or call the Attendance Officer, Mr R Kell, on 0161 351 2221 **on each day of absence** to identify the reason for absence and the expected date of return.
- 4.3 Where absence is recorded as unexplained, a reason for the absence must be obtained, by no later than 5 school days after the session.

- 4.4 If a child is absent, and we have had no contact from the parent to provide a reason for the absence, we will:
- Activate first day calling procedures after the register is closed before 10.00am.
 - If there remains no contact then a further telephone call will be made later that morning to the parent and, if no response, a call will be made to the pupil's other emergency contacts
 - If we cannot contact a parent and are concerned about the pupil then, a home visit may be carried out by Mr R Kell, Attendance officer. If the family is supported by a social worker, then the social worker will be informed of the absence.
- 4.5 If we have concerns around a pupil's safety, we may also visit the home of the pupil or request a welfare check to be made by the police.
- 4.6 We will contact home if a pupil leaves school without permission.

5. Requesting leave of absence

- 5.1 A leave of absence will only be granted (authorised) under exceptional circumstances. It is therefore unlikely that a leave of absence will be granted for the purposes of a family holiday. In making our decision we will take into account the specific circumstances and context behind the request. If a leave of absence is granted, the head teacher will determine the length of the time the pupil can be away from school. Requests for a leave of absence should be made in writing to the head teacher giving as much notice as possible Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice. Headteacher's decision is final.

5.2 Religious Observance

The school will authorise absence that is due to religious observance but the day must be:

- exclusively set apart for the religious observance;
- set apart by the parent's religious body, not the parents.

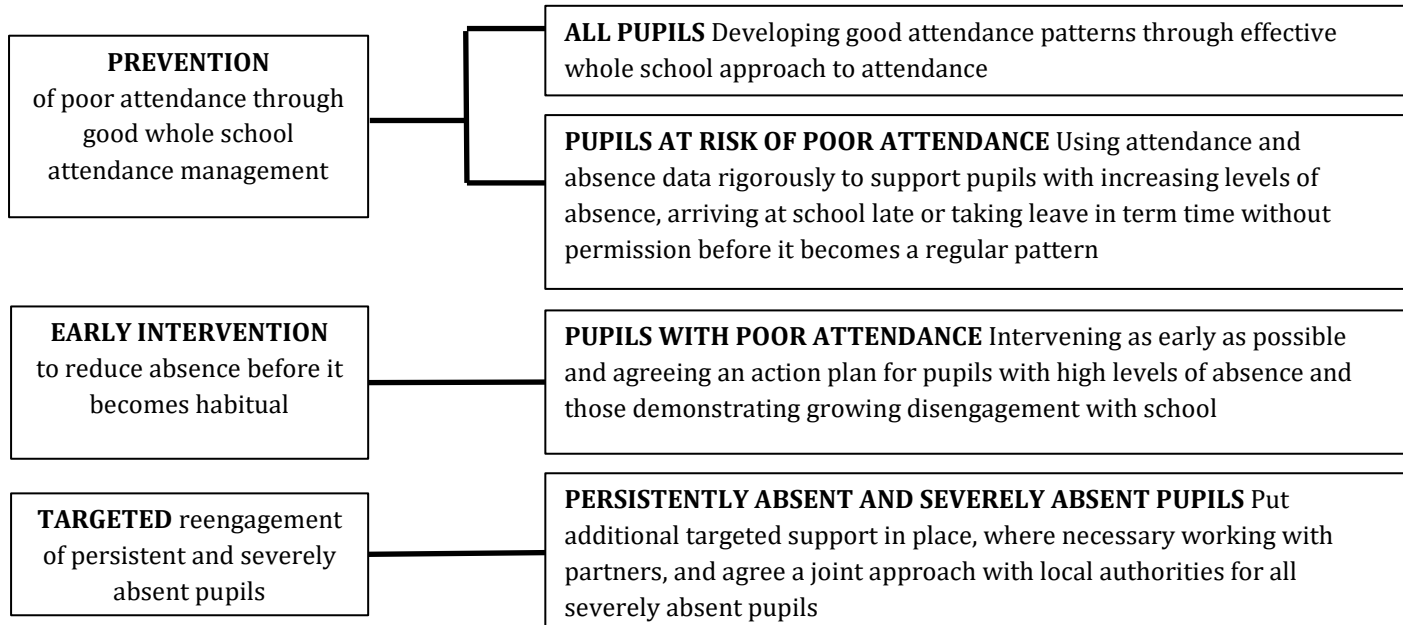
The school may only allow one day of authorised absence under these circumstances. All requests for leave due to religious observance must be made in advance by parents to the Headteacher.

6 Managing Attendance

- 6.1 We will inform parents about their child's attendance and punctuality twice a year on the school report, highlighting any amount of time missed and the impact on learning. All parents should access the data on SIMs and monitor on a weekly basis.
- 6.2 We value and recognise the importance of good attendance. We use the following to promote and celebrate good attendance:

Rewards

- Raise the profile of attendance at weekly assemblies. At the end of each assembly HOY announces the form with the best attendance and they are rewarded with the weekly trophy
 - Good half termly punctuality rewarded in attendance assemblies
 - 100% attendance for half a term rewarded by a pencil and a certificate.
 - Improved half termly attendance or punctuality rewarded by a text message home
 - Targeted pupils for attendance / punctuality are rewarded by a post card home
 - Achievement assemblies to include termly award for attendance. The best form in each year group are rewarded by a prize
 - End of year Rewards assembly for 98-99% attendance rewarded by a certificate and prize
 - End of year Rewards assembly for 100% attendance rewarded by a certificate and a prize
 - Trips for good attendance
 - Yr11 Prom for good attendance and good behaviour
- 6.3 We will regularly analyse attendance data to identify pupils who have consistently high attendance, those who have shown improvements in their attendance and to identify pupils who may be vulnerable (see 6.4 below). We will also analyse specific groups, classes, year groups to inform our strategy in promoting good attendance.
- 6.4 Our approach to attendance management is based on prevention, early intervention and targeted support. We will regularly analyse attendance data to identify pupils who are at risk of poor attendance, have poor attendance or are identified as being either persistently absent or severely absent.



6.5 Our strategy for using data to target our work on attendance, including reducing persistent absence (pupils who are absent for 10% or more sessions) and severe absence (pupils who are absent for 50% or more sessions) is based on the table below:

0 – 4 days missed	98 – 100% attendance	PREVENTION Whole school approach/ celebrating good attendance	Form tutor weekly monitoring. HOY achievement assemblies – certificates and prizes issued Achievement points issued for 100% attendance
5 – 9 days missed	95 – 97.9% attendance	PREVENTION Pupils at risk of poor attendance	Form tutor discussions re. previous weeks' attendance. Form tutor weekly monitoring. HOY monitoring
10 – 19 days missed	90.1 – 94.9% attendance	EARLY INTERVENTION Pupils with poor attendance	Form tutor weekly monitoring. HOY monitoring Attendance Officer support Parent meetings when necessary. HOY - Attendance Officer discussion
20 or more days missed	90% or below attendance	PERSISTENTLY ABSENT 10% or more absence SEVERELY ABSENT 50% or more absence	Medical Evidence required for absences. Form tutor weekly monitoring. HOY monitoring Attendance officer input – parent meetings. Multi agency involvement where needed e.g. SSF/EBSA

- 6.6 We will regularly analyse attendance data to identify pupils or cohorts of pupils that need support. We will focus staff efforts on developing targeted actions for those cases.
- 6.7 If we have concerns about a pupil's attendance and/ or their punctuality then we will work in partnership with parents to support improvements. This may involve a meeting in school to support the family in identifying, and addressing the barriers to attending school and/ or attending school on time.
- 6.8 We recognise that poor attendance can be an indication of difficulties and trauma in a child's life. This may be related to problems at home and/or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help us to identify any additional support that may be needed. It is expected that the child and their family work collaboratively with us to identify the most appropriate support. Where relevant, the support would involve following the Emotionally Based School Avoidance pathway or completing a 'Story So Far' tool. (SSF)
- 6.9 We recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children. We will support all pupils to enable them to attend school.
- 6.10 We will hold regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable to discuss attendance at, and engagement with, school. This will include pupils who are classed as being persistently absent (10% or more absence), those who are severely absent (50% or more absence), those with patterns of absence and pupils who show an unexpected or unexplained dip in attendance.
- 6.11 Working with parents, we will identify pupils who need support from wider partners and will make the necessary referrals as quickly as possible. With parental consent, this may include exploring Early Help support through the completion of the 'Story So Far' tool, or through discussion within a team around the school meeting.
- 6.12 We will support pupils back into school following a lengthy or unavoidable period of absence to build confidence and bridge gaps.
- 6.13 If we have any concerns about the welfare and wellbeing of a pupil then, in line with our safeguarding responsibilities, we will make any necessary referrals.
- 6.14 If we have been unable to contact the family, and have not seen the pupil, then we will inform the Local Authority so that joint enquiries can be made to establish the whereabouts of the child through Children Missing Education procedures.

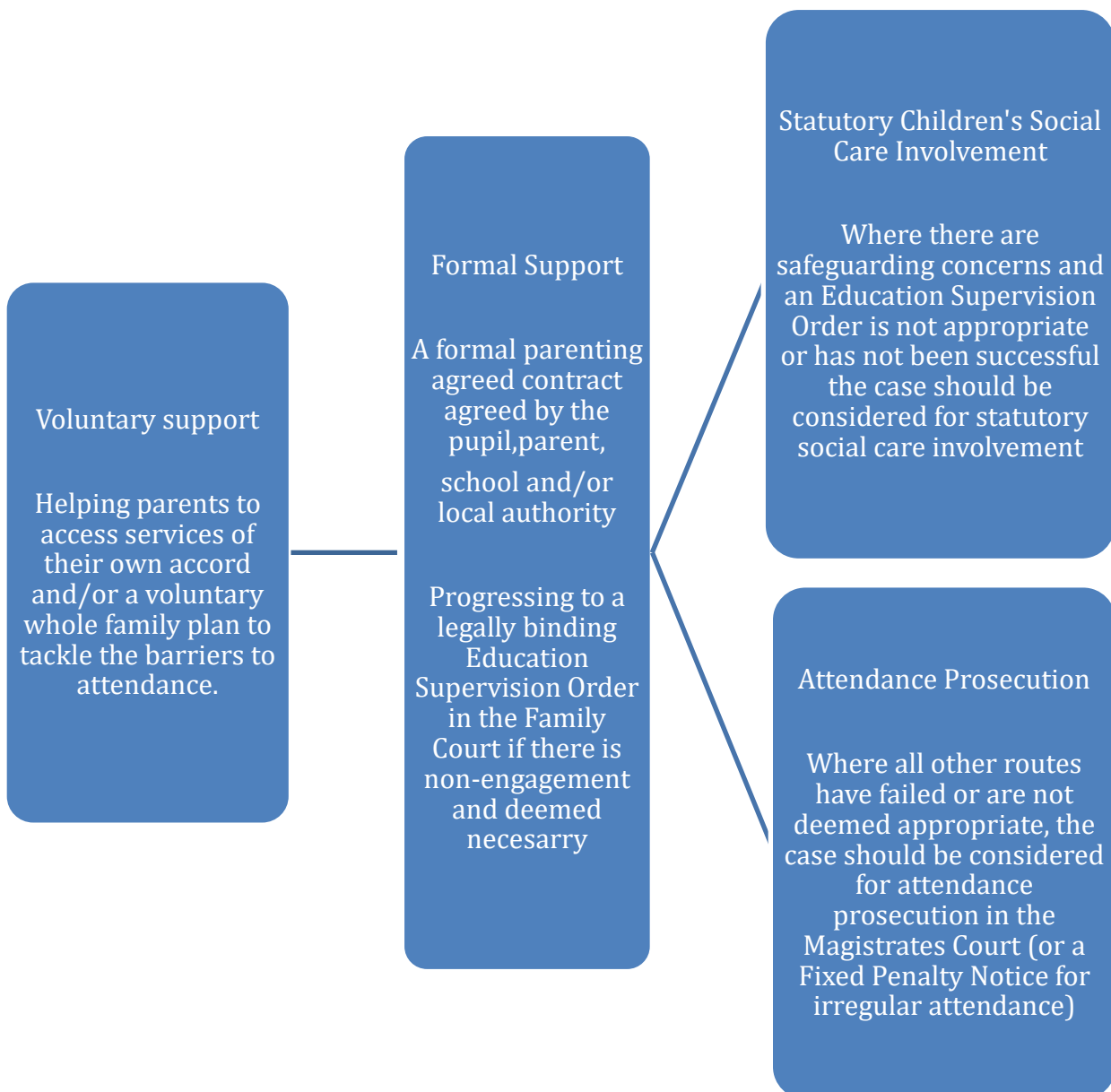
7. Voluntary support, formal support and statutory action

7.1 We will implement a range of strategies to support improved attendance. These may include:

- Discussion with parents and pupils
- Discussion with the Virtual School where the child is looked after and/ or has a social worker
- Working with attendance professionals, internal and/ or external to the school
- Attendance panels
- Attendance support plans
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities
- Friendship groups
- Personal, social and health education
- Anxiety-based school avoidance resources
- Trauma-informed approaches
- Early help referral options
- Family learning
- Reward systems
- Time limited part-time timetables
- Additional learning support
- Behaviour support
- Inclusion resources
- Reintegration support packages including remote learning

7.2 Support offered to families, both internally and externally, will be child-centred, trauma informed and inclusive; planned in discussion and agreement with both parents and pupils.

7.3 Our approach to attendance management is based on the principles of prevention, early intervention and targeted support. At all stages we aim to work in partnership with parents/ carers to address any barriers to attendance and/ or punctuality together. Where support is not successful, or is not engaged with, the law protects pupils' right to an education and provides a range of legal interventions to formalise attendance improvement efforts, and where all other avenues have been exhausted, enforce it through prosecuting parents.



7.4 We will work with Bury local authority to use the full range of legal interventions available to us to protect our pupils' right to an education. These are:

- Parenting contracts
- Education supervision orders
- Attendance prosecution
- Parenting orders
- Fixed penalty notices (see section 8)

7.5 Decisions on which intervention to take will be made on a case-by-case basis after considering the individual circumstances of the family.

8 Fixed penalty notices

- 8.1 School and the local authority will have regard to our safeguarding duties as set out in the statutory guidance in Keeping Children Safe in Education.
- 8.2 Fixed penalty notices will be served on parents as an alternative to prosecution where parents have failed to ensure that their child regularly attends the school. Fixed penalty notices will be used where the pupil's absence has not been authorised by the school and the absence constitutes an offence. Fixed penalty notices can be issued to each parent liable for the attendance offence/s, which should usually be the parent or parents with day to day responsibility for the pupil's attendance.
- 8.3 We will only use a fixed penalty notice, in line with the Education (Penalty Notices) (England) Regulations 2007, where support to secure regular attendance has not been successful. Fixed penalty notices will be issued for unauthorised holiday in term time.
- 8.4 Fixed penalty notices can be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion the days that the child must not be present in a public place.

Appendix 1 Flow chart showing how schools, and local partners, work with families to improve attendance

EXPECT

Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school



MONITOR

Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched



LISTEN AND UNDERSTAND

When a pattern is spotted, discuss with pupils and parents to listen, to understand barriers to attendance and to agree how all partners can work together to resolve them



FACILITATE SUPPORT

Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues



FORMALISE SUPPORT

Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order



ENFORCE

Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

Appendix 2 – Staff roles to support good attendance

Form Tutors will:

- Actively greet pupils when they arrive to registration
- Promote attendance through encouragement and praise in form time. Ask pupils to log their weekly and termly attendance in their planners
- Record the weekly cumulative form attendance on the form notice board
- Identify how many lost learning hours a pupil has missed and encourage them to complete 'catch up' work
- Discreetly discuss the reason for the absence and the importance of attendance when pupils return from any absence
- Work with targeted pupils (as identified by the AHT Attendance) in their form to support the improvement of their attendance
- Will inform the Attendance Officer if a pupil is suspected of truancy
- Send any absence correspondence to the Attendance Officer

Class Teachers will:

- Actively greet pupils to every lesson
- Make sure all electronic registers are completed every lesson within the first 15 minutes
- Promote attendance through encouragement and praise in lesson time
- Discuss the implications of absence with pupils returning to school and make sure they "catch up" missed work. The class teacher should provide the necessary support required to help them catch up quickly
- Make parents aware when a pupil's progress is affected by their poor attendance
- Monitor class and individual's attendance carefully and alert the Head of Department when patterns of absence emerge
- Issue detentions for any lesson missed due to truancy
- Set work for pupils on Satchel One as directed
- Inform the Attendance Officer and SLT on call if a pupil is suspected of truancy
- Send any absence notes to the Attendance Officer

Heads of Department will:

- Promote and track pupil attendance in the department
- Support the subject teacher in making sure appropriate 'catch up' work is set and support is given to help pupils catch up quickly

The Attendance Officer will:

- Meet with the AHT for Attendance and action the intervention strategies as identified each week
- Make home visits (as deemed appropriate by the school)
- Visit parents at home to discuss attendance issues if they do not attend meetings in school
- Update SIMS with attendance and punctuality updates (including all actions taken)
- Meet and discuss absence on the return of any student with persistent absence
- Mentor and set targets for any student with poor attendance
- Issue attendance letters to raise awareness with parents/ carers
- Track the use of codes and ensure an accurate record is kept, and validation of attendance with training providers is maintained
- Carry out truancy checks using SIMS reports and notify SLT/HoY if any pupil is suspected of truancy and inform HoY/SLT on call
- Produce attendance data for SLT

- Track unauthorised holidays and issue fines where appropriate
- Supply Form Tutors with attendance data on a half termly basis
- Have regular contact with the Local Authority (LA) Attendance team, Pastoral team and SLT
- Operate a 'lates gate'
- Submit the school's half termly data to the LA at the end of each half term
- Produce Attendance certificates half termly
- Complete the annual attendance return and make sure the data is an accurate account
- Organize display work to promote good attendance
- Oversee the rewards system for attendance and punctuality
- Produce a weekly report for SLT listing current attendance, number of PA's in each year group, number of parent meetings and number of home visits
- Meet with parents and pupils to set attendance targets (Pre-Referral meetings) to prevent referral to the School Attendance Team
- Collaboratively work to reduce the percentage of PA (Persistent Absence) and lateness to school
- Support the LA in cases of prosecution of parents/carers who fail to ensure their child attends school regularly
- Check any Reduced Timetable Notification forms and seek approval from the Headteacher prior to notifying the Authority

The Office Staff will:

- Update electronic registers if a pupil arrives after the registers have closed; and
- Inform the Attendance Officer, SLT and HoY of any truancy by radio and email.

Heads of Year (HoY) will:

- Monitor attendance during period 1 and telephone/text parents if no reason for absence has been received
- Text parents to acknowledge any reported absences
- Make first day absence calls
- Monitor SIMs system noting where registers have not been taken and informing form tutors and subject staff. All errors to be reported and to Attendance Officer and Headteacher's Secretary
- Issue weekly attendance updates to form tutors
- Discuss attendance and punctuality concerns at each pastoral meeting
- Promote good attendance and punctuality through encouragement and praise throughout the year during every assembly
- Monitor and track the attendance of all Pupils within their year group
- Monitor and track persistent absence in their year group
- Monitor and track the attendance of individual forms
- Plan and deliver intervention strategies looking at individual Pupils' personal and educational needs, thereby encouraging good attendance
- Make sure form tutors monitor and discuss pupil's attendance as stated above during their visits during form time
- Support the Attendance Officer/AHT Attendance in raising the importance of good attendance within their year group
- Complete a pupil's Reduced Timetable Notification and send to Attendance Officer and AHT in charge of attendance for checking and seek approval from the Headteacher.

SENCO will:

- Monitor the attendance and punctuality of pupils who have SEN and Medical needs
- Advise the Pastoral Team, Attendance Officer and SLT on how to support pupils so we prevent any child from becoming a school refuser
- Meet with pupils, parents and other professionals to help remove barriers if any arise towards attendance
- Complete a pupil's Reduced Timetable Notification and send to Attendance Officer and AHT in charge of attendance for checking and seek approval from the Headteacher
- Refer pupils to the Safe space

AHT in charge of LAC will:

- Monitor the attendance and punctuality of pupils who are Looked-after children or children in care
- Meet with pupils, parents and professionals to help remove barriers if any arise towards attendance
- Complete a pupil's Reduced Timetable Notification and send to Attendance Officer and AHT in charge of attendance for checking and seek approval from the Headteacher

AHT in charge of Attendance will:

- Keep Governors informed about school attendance
- Set school targets for attendance
- Working alongside all staff to promote excellent attendance, reducing levels of absence and working with children and families to promote high levels of attendance
- Be the central coordinator in school for attendance and punctuality. This will involve monitoring and tracking attendance data, and identifying the intervention strategies that need to be implemented
- Track the impact of all intervention strategies
- Provide SLT with weekly attendance updates
- Oversee meetings with parents and pupils to set attendance targets to prevent referral to the School Attendance Team
- Have weekly meeting with the Attendance Office to target and review pupils with regard to attendance
- Analyse attendance data looking at specific groups such as boys/girls, vulnerable groups, year by year each term
- Provide attendance data to the LA when requested
- Collating information with regard to the attendance of pupils who may be experiencing attendance difficulties in order to inform school, LA and parents/carers
- Work alongside CAMHs in trying to prevent EBSA
- Monitor and review the Attendance policy
- Check any Reduced Timetable Notification forms and seek approval from the Headteacher prior to notifying the Authority
- Refer pupils to the Safe space
- Monitor pupils in Safe space
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The Senior Leadership Team will:

- Discuss attendance regularly at year link meetings and discuss strategies at SLT meetings
- Promote good attendance through encouragement and praise throughout the school including assemblies
- Manage and provide support/guidance to Heads of Year
- Monitor and track attendance in each year group and whole school providing support and advise when needed

APPENDIX 3: Attendance chart showing impact of Days missed

