



Attendance Policy

1. Policy Statement

For pupils to benefit fully from the educational opportunities provided by the School, they must have high levels of attendance and punctuality. Ineffective registration or poorly executed follow-up procedures can increase the risks of truancy and educational under-performance, which can negatively affect personal and social development among pupils. Poor attendance and/ or a child going missing from school is a potential indicator of abuse or neglect or in itself may indicate that a pupil is at risk of harm. Consequently, attendance and registration arrangements are hugely important and must be seen to be regarded as such by pupils, parents and staff.

Pupils are encouraged to take full advantage of their educational opportunities through maximum attendance, and are expected to attend all prescribed lessons and activities. Parents and teachers have a duty to ensure that pupils attend school for every school day except in the case of illness or if prior permission for absence has been granted.

2. Aims

This policy aims to provide a clear, consistent and cohesive framework which conforms with statutory requirements and promotes high levels of attendance and punctuality of pupils at the School, as well as outlining clear procedures for identifying and addressing situations where pupils fail to attend regularly or punctually, or go missing, so that:

1. Procedures and lines of responsibility within the School are clear as regards:
 - Attendance and Registration;
 - Authorisation and Clearance of Absence and Lateness (including Exeats);
 - How sanctions are used to reinforce expectations of attendance and punctuality;
 - How and when to report concerns, including identifying and addressing any situation where a pupil goes missing from School;
2. Staff, parents and pupils are aware of, understand and can readily comply with statutory regulations and School rules governing attendance;
3. Absences and instances of lateness are identified and recorded systematically and accurately and followed up quickly and appropriately in ways that promote high levels of attendance and punctuality.

3. Statutory Framework

The legal framework governing school attendance is summarised in *School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities* (2013), published by the Department for Education (DfE). The School also complies with guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Croydon Local Education Authority (LEA), regarding school attendance, which can be found by following this link: www.croydon.gov.uk/education/schools-new/attendance.

4. Responsibilities of parents

Parents with a child of compulsory school age have a legal duty to make sure that their child receives effective full-time education suitable to their age, aptitude and ability (and to any special education needs they may have). Children must legally be in education between the school term after their 5th birthday and the last Friday in June in the school year they turn 16. The Education and Skills Act 2008 increased the minimum age at which young people in England can leave learning. Since September 2013 all sixteen year-olds have been required to continue education or training until the end of the academic year in which they turn seventeen. Pupils must stay in some form of education or training until their 18th birthday if they were born on or after 1 September 1997.

Parents are responsible for informing the School on any occasion when their son/ daughter is unable to attend due to illness, a medical appointment or a university visit, providing the reason for non-attendance. This should be done by emailing the Tutor as far as possible in advance and at the very latest by **8am on the morning of the absence**. The Attendance Administrator should be copied in on the email sent to the Tutor (absence@trinity.croydon.sch.uk) Parents must make contact **each day** their son/ daughter is to be absent from School.

When parents/guardians are to be away from home overnight during term, they are required in the contract with the School to inform us of the name and contact number for a temporary guardian. This information should be provided to the Tutor, and copied to both the Attendance Administrator and the relevant Head of Year.

Parents wishing to take their son/ daughter out of School for exceptional reasons (such as attending a funeral or wedding, religious observance, elective surgery, or involvement in a regional or national extracurricular competition) must seek authorisation for the absence from the School by writing to the Deputy Headmaster in advance of the proposed date(s) of absence. The Deputy Headmaster, in consultation with the relevant Head of Section and Head of Year, will confirm whether the circumstances meet the definition of 'exceptional circumstances' for which leave of absence may be granted by the School.

Parents are committing an offence if they fail to ensure their child's regular attendance at school or otherwise. Prosecution could result in a fine of up to £2,500, a jail sentence of up to three months or a community sentence. Alternatively, LEA Education Welfare Officers, Police Officers and head teachers have the authority to issue penalty notices to parents of between £50 and £100.

Where parents need support to prevent their child from truanting or habitually arriving late, the School will meet with the parents and give advice. We expect that the parent will agree to comply with certain requirements in order to make the best use of this support.

Where parents fail to ensure regular attendance, do not engage with support services or work with the school to resolve attendance or punctuality problems, a parenting order may be requested by the LA or imposed by Magistrates. This is not a voluntary agreement and requires that parents attend parenting classes for a maximum period of up to 12 weeks. The order may be given for a period of up to 12 months and would require parents to have regular contact with a supervising officer – usually the Education Welfare Officer.

5. Responsibilities of pupils

Pupils have a responsibility to attend school when they are fit and well, and to arrive at School in time for registration (morning and afternoon) each day during term time. If, for any reason, a pupil needs to leave the School site during the School day, he/she should first seek and receive an Exeat from the relevant Head of Year. Exeats from the Head of Year will only be granted if a request has been made

by a parents, ideally in at least 24 hours in advance of the absence. If the relevant Head of Year is not available, an exeat may be granted by the Head of Section. No pupil may leave the site unless an exeat has been granted.

Failure to attend school regularly or punctually, or failing to attend registration without good reason, or leaving the School without an Exeat constitute breaches of the School's Behaviour, Rewards and Sanctions Policy and may lead to disciplinary action being taken.

Pupils must remain on school premises from morning registration to the end of the last afternoon lesson unless they have the permission of the Head of Year/ Head of Section/ Deputy Headmaster, with the exception of Upper Sixth students who have no afternoon lessons or after-school commitments; they may go home after period 6, provided they follow proper registration and signing out procedures.

Pupils in certain year groups may be granted study leave during periods of public and internal/ mock examinations.

Inter-school fixtures take place on Saturdays and during weekday evenings: pupils are required to play if selected to represent the School. The same applies if a School event takes place on Sunday. Requests to miss a fixture/ event must be two weeks prior to the fixture/ event taking place. Attendance at practices after school is also compulsory.

Pupils who absent themselves from practices, fixtures and other school events at which attendance is required will be regarded as having truanted and will incur the same disciplinary sanction as they would for deliberately not attending a lesson. This sanction is, in the first, instance, a Saturday detention.

6. Responsibilities of the School

The School has a legal responsibility for taking and maintaining an accurate School Register (SR) of all pupils in the 5th Year and below twice each day throughout term time: once at the beginning of the morning session and once in the second (afternoon) session. Every entry in the SR must be preserved for a period of three years after the date on which the entry was made. Likewise, a back-up copy of the SR will be retained for three years.

The School is also required to agree with the LEA, the regular interval that the School will inform the LEA of any pupil who fails to attend school regularly, or has been absent without the school's permission. The School has agreed to inform the LEA if, for any pupil, unauthorised absences cause concern to the DSL.

The School will also inform the relevant LEA and/or Children's Social Care (CSC), as appropriate, immediately if:

- A single absence raises child protection concerns (see the Missing Pupil Policy and the Safeguarding and Child Protection Policy);
- A pupil in the 5th Year or below has ten consecutive days of unauthorised absence (other than for reasons of sickness or leave of absence);
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known, when the family is moving abroad or if the child is to be home-schooled. The School is required to report these circumstances as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.

7. Registration Procedure

The Tutors of pupils have primary responsibility for registering their tutees in the morning and afternoon and following up absenteeism and lateness. Tutors will take the attendance register at the start of each session of each school day during the Morning Registration Period (MRP). A second attendance register will be taken after lunch, at the beginning of the second session of the day, during the Afternoon Registration Period (ARP).

Morning Registration

- Pupils should be at school by 8:25am, so that they are present for registration at 8:30 in their Form Room.
- Tutors must register pupils within the MRP (8.30-8.35am) using the SIMS Registration module. In case of technical problems precluding the use of SIMS, Tutors should email Martina Duncombe a list of absentees.
- Only where a Tutor has received communication about a pupil's absence in advance of the MRP from their parent should the absence be 'Verified' immediately during the MRP.
- Pupils must not be registered present unless they are sighted by the Tutor during the MRP.
- Pupils who have music lessons during registration must sign-in on the list in the music office. This sign-in list will be passed to the Attendance Administrator at 8.55am.
- Pupils arriving at School between 8:30am – 8:50am must report to their Form Room to register their presence and get a late mark. Pupils arriving after 8:35 on a morning when there is an assembly should register in the Library. For whole school assemblies, pupils should remain in the library for the duration, while for year group assemblies the pupil should join his or her peers in assembly once registered.
- Pupils arriving to School after 8:50am must report to the Attendance Administrator at the School Office.
- If a pupil arrives late to School on a day when their year has a Year Group or Whole School Assembly, they should report to the Library and sign in with the member of staff on duty. The pupil should then remain in the library until the end of registration period (8.50am)
- By 10:15, the Attendance Administrator will generate a final list of pupils who have not been registered which will be displayed on the 'absence report' area of Firefly. After contacting classrooms to check whether these pupils are present, the Attendance Administrator will contact the parents of those who appear to be absent by telephone. If the parents believe their child to be in school or if there is still no confirmation of the reason for a pupil not being registered by 11:30, the Attendance Administrator will inform the Deputy Headmaster and the Designated Safeguarding Lead (DSL), who will discuss whether to invoke the Missing Pupil Policy.

During Lessons

While a formal register need not be taken in lessons, teachers should note absentees and, from P3 onwards, check the absence report of Firefly to establish whether they have been marked absent. If they are not marked absent, then the teacher should contact the Attendance Administrator.

Afternoon Registration

- Afternoon registration is taken by Tutors in Form Rooms. All pupils should report to their Form Room by 2:20pm and Tutors will register them using the SIMS Registration module. In case of technical problems precluding the use of SIMS, Tutors should email Martina Duncombe a list of absentees.

Games registration:

- For afternoon games sessions, all pupils register with the teacher who is responsible for their games option that term
- This information will be collated and entered into the register by the person responsible for attendance at games
- Pupils off games must complete this process as usual and then follow the advice of that teacher about where they should spend the session.

8. Procedures for Clearing Absences and Lates***Tutors' responsibilities***

Tutors must follow up any absences promptly to:

- Ensure that any necessary safeguarding action is taken (see Safeguarding and Child Protection Policy)
- Ascertain the reason for an absence being recorded;
- Identify whether or not an absence is authorised;

In particular, if Tutors are not convinced about an explanation of illness provided to excuse absence they should discuss it with the relevant Head of Year, who may request that parents provide medical evidence to confirm the illness. Medical evidence can take the form of prescriptions or appointment cards, as well as doctors' notes.

9. Exeat Procedure

- Heads of Year or Heads of Section issue Exeats on receipt of communication from parents about a planned absence, by completing the electronic Exeat Form.
- When a pupil leaves School, he or she must sign out at the school office, where staff will check that an Exeat form has been completed.
- If the pupil is not on the Exeat list, office staff will contact the relevant Head of Year or Head of Section to confirm permission can be granted
- Pupils returning from an Exeat should sign back in at School Reception.

10. Procedures for lateness or failure to register***Late arrivals***

- All pupils are expected to be present for registration by their Tutor in their Form Room at 8:30am.
- Pupils arriving after 8:35am but before 8:55am should register with their Tutor in their Form Room but will be marked 'Late'. Pupils, through Tutors, may challenge a lateness recording, if they have evidence of, or information about, extenuating circumstances which mitigate the lateness.
- Pupils who arrive after 8:55am must go directly to the School Office and sign in with the Attendance Administrator.

Sanctions for lateness and failure to register

Tutors should report frequent or regular lateness to the Head of Year (see section 11). At lower levels of concern, the tutor should contact home to raise concern about punctuality. If this fails to amend behaviour, the Head of Year will use their lateness sanction ladder and contact with home to address this problem.

If a pupils fails to register at all in the morning during either registration period (including if he / she has failed to register at a music lesson) then he / she immediately incurs a sanction.

At all stages the Attendance Administrator will aim to treat all pupils equally and fairly. In the event of a disputed instance of lateness, the Head of Year will consider the appeal, which should be made by the Tutor on behalf of the pupil, and will decide whether or not a 'Late' should be excused.

11. Responsibilities for Monitoring Attendance

Tutors

The Tutors of pupils have primary responsibility for registering their tutees in the morning and afternoon and following up absenteeism and lateness. Tutors will take the attendance register at the start of each session of each school day during the Morning Registration Period (MRP). A second attendance register will be taken after lunch, at the beginning of the second session of the day, during the Afternoon Registration Period (ARP).

Tutors must identify the code to be entered in the School Register. The options are as follows:

- / Present (AM)
- \ Present (PM)
- E Approved educational activity
- L Late
- M Medical/ Dental
- N No reason yet provided for absence
- S Study leave
- V Absence verified
- W Work experience
- X Non-compulsory school age absence

Tutors **must not** approve or authorise a leave of absence. Such leave must be agreed between the Deputy Headmaster (in consultation with Heads of Section and Heads of Year) and the parents in advance. The Deputy Headmaster will inform the Attendance Administrator of all leave of absence granted.

Tutors must keep a file on each pupil recording correspondence relating to absences. Contact with parents may be made by email, telephone, note or otherwise, but there should be a single record of all contact (for example, an Outlook mailbox folder or paper file).

Tutors should regularly remind parents to advise them, in advance, if their son is going to be absent or late. Early communication between parents and Tutors leads to better, more efficient record-keeping.

Each week tutors should look back over uncleared absences to date.

- Tutors should discuss each absence with the tutee and seek confirmation of clearance from parents or colleagues for the absence as necessary.
- Absence must not be cleared without contact with parents or colleagues to confirm the reason.
- Tutors must act to clear all absences within two weeks.
- Tutors should report any worrying patterns of absence to the Head of Year. This would include frequent absences, an extended period of absence (more than 5 days) and regular absences (eg many Tuesdays)

Tutors should monitor lateness in their form group and report any worrying patterns to the Head of Year. This would include frequent late marks or regular late marks (eg late every Thursday). Tutors are expected to notify the Head of Year when a student has reached three late marks in a term, and to

Speak to the student about strategies for addressing this. On the fourth late mark, the student should be put on 'early report' with the Head of Year, signing in at 8.15am for a week.

Attendance Administrator

Maintain the school's absence and lateness records accurately;

Email parents of all pupils who are registered as '**Not present**' during the MRP

Telephone the parents of pupils who were present in the MRP, but subsequently registered as absent in the ARP. Where no contact is received from parents, inform the Deputy Headmaster, relevant Head of Section, Tutor and Designated Safeguarding Lead (DSL).

Register pupils who arrive later than 8.55am and maintain a record of reasons given for late arrival.

Designated Safeguarding Lead

- Contact the relevant LEA with any concerns about any pupil's attendance and in any case where a pupil has ten consecutive days of unauthorised absence (other than for reasons of sickness, confirmed by medical evidence);
- Contact children's social care services where:
 - A single absence or repeated absences raise safeguarding or child protection concerns (see the Missing Pupil Policy and the Safeguarding and Child Protection Policy);
 - A pupil of compulsory school age is to be deleted from the school register when the next school is not known, the family is moving abroad, or the child is to be home-schooled.

Head of Years

- Investigate and follow up any apparent patterns of absence or persistent or unauthorised absence and lateness. Take appropriate action (including sanctions and contact with home) and report any ongoing concerns to the relevant Head of Section;
- In particular if Tutors are not convinced about medical absence, then Head of Years should assist in seeking clarification with the parents and/or medical professionals.
- Refer requests for absence in exceptional circumstances to the Deputy Headmaster. This may only be done in advance and with the number of days specified.
- Follow up with Tutors absences not cleared after two weeks and, where necessary, contact parents.

Heads of Section

- Train tutors in registration and clearing procedures and assist Tutors who have queries about the system;
- Review lates and absences with Heads of Year on a half-termly basis.

Deputy Headmaster

- Follow up with teachers and/or tutors who occasionally fail to complete registers during the Registration Periods
- Consider requests for leave of absence or holiday absence in exceptional circumstances. This may only be done in advance and with the number of days specified. Inform the Attendance Administrator of any leave of absence granted.

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