



Teesside High School  
*Education as it should be*

## Attendance & Punctuality Policy

DOCUMENT CONTROL	
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<b>Ratified by Governors:</b>	16 October 2024
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Committee:	Education

## TEESSIDE HIGH SCHOOL

<b>Policy Name</b>	Attendance and Punctuality
<b>Purpose</b>	To ensure maximum pupil attendance by valuing high attendance rates. To encourage pupils to take full advantage of their educational opportunity by attending regularly and being punctual. To recognise the external factors which influence pupil attendance and work in partnership with parents to address difficulties. To identify patterns of non-attendance at an early stage and work to resolve any personal/social difficulties. To provide an effective and efficient system for the monitoring of attendance.
<b>Applies to</b>	All staff and pupils within the School.
<b>Other Associated policies and documents</b>	Safeguarding and Child Protection Policy; KCSIE; Working together to improve school attendance - August 2024 - GOV.UK

### INTRODUCTION

To gain the maximum benefit from the educational opportunities offered by Teesside High School, attendance should be regular and consistent. Parents and teachers have a duty to ensure maximum attendance at School. Promoting regular attendance is part of creating an effective school which is committed to raising the levels of achievement of all its pupils. Teesside High School must also comply with DfE requirements.

### Attendance

Registration takes place at 8.40am in the morning and 2.05pm in the afternoon in the Senior School and 8.40a.m. and 1.00p.m. in the Prep School. Pupils should be in the Form Room on a morning promptly at this time and in School **at least** five minutes before this. Registration time is a significant daily expression of the School's care for the pupils and is a useful time for the sharing of information and the reinforcement of the need for parental notes (via Edulink) before and after an absence. The marking of registers should not be delegated to a pupil. In the Prep School afternoon registration will take place at 1.00pm. This will be carried out electronically, using Edulink or SIMS, afternoon registration in the Senior School will be in period 11 by teaching staff, electronically using Edulink or SIMS.. This will help us to immediately monitor attendance, punctuality and Post 16 attendance.

Procedure for Year 12 registration is the same as for Senior School. Year 13 are required to sign in and out of School electronically which allows accurate records of attendance to be kept.

Attendance is monitored by the use of an electronic database – SIMS. After Registration it is the responsibility of the School Office to log absences on to SIMS and to monitor attendance. The following codes will be used within SIMS. These were updated August 2024 and must be used consistently by everyone.

Registration Codes are intended to be a statement of fact so that patterns can be explored where they develop. e.g. a series of L or U codes could be caused by unforeseen traffic issues, but we believe it is important to register these accurately so that the information can be explored with parents.

There are **four** registration categories:

1. *Present*. Denoted by a forward or reverse oblique (am / or pm \ or L)
2. *Approved educational activity*.
3. *Authorised absent*.
4. *Unauthorised absent*.

<i>Approved educational activity</i>	
<i>Educated off site (inc. external exams, open days, transition or taster days)</i>	<i>B</i>
<i>Approved sporting activity</i>	<i>P</i>
<i>Educational Visits</i>	<i>V</i>
<i>Work experience</i>	<i>W</i>
<i>Attending a place, other than school or another school for educational provision arranged by local authority</i>	<i>K</i>

<i>Authorised absence</i>	
<i>Attending another school at which they are registered (dual registration)</i>	<i>D</i>
<i>Interview</i>	<i>J1</i>
<i>Exclusion</i>	<i>E</i>
<i>Illness (NOT medical or dental etc. appointments)</i>	<i>I</i>
<i>Medical/Dental appointments</i>	<i>M</i>
<i>Day of religious observance</i>	<i>R</i>
<i>Study leave</i>	<i>S</i>
<i>Leave of absence granted by school under special circumstances not covered elsewhere</i>	<i>C</i>
<i>Leave of Absence granted by school to participate in a regulated performance or undertaking employment abroad</i>	<i>C1</i>
<i>By arrangement the pupil is on a part time timetable and not expected to attend at this time</i>	<i>C2</i>
<i>Traveller Absence/Mobile Child with parent who is travelling for business</i>	<i>T</i>
<i>Unable to attend, does not live in walking distance and usual school transport unavailable</i>	<i>Y1</i>
<i>Unable to attend due to widespread travel disruption (transport/national travel issue)</i>	<i>Y2</i>
<i>Partial School closure (buildings issue)</i>	<i>Y3</i>
<i>Unable to attend as whole school site unexpectedly closed</i>	<i>Y4</i>
<i>Criminal justice detention</i>	<i>Y5</i>
<i>Attendance would be contrary to guidance around transmission of infection or disease from Secretary of State</i>	<i>Y6</i>
<i>Pupil unable to attend because of unavoidable cause</i>	<i>Y7</i>
<i>Non compulsory school age pupil not required to be in school (ie part time nursery or sixth form)</i>	<i>X</i>
<i>Unable to attend due to lack of access arrangements (transport not provided by LEA)</i>	<i>Q</i>

<i>Unauthorised absence</i>	
<i>Reason for absence not yet provided</i>	<i>N</i>
<i>Holiday not granted by school</i>	<i>G</i>
<i>No satisfactory explanation received</i>	<i>O</i>
<i>Arrived in school after registration has closed</i>	<i>U</i>

<i>Lateness (as marked on the Register)</i>	
<i>Late within the registration period or for an acceptable reason (present)</i>	<i>L</i>
<i>Late after the registration period (unauthorised absent)</i>	<i>U</i>

<i>Administrative Codes</i>	
<i>Prospective pupil not on admissions register</i>	<i>Z</i>
<i>Planned whole school closure</i>	<i>#</i>

### **Authorised absence**

The School decides whether an absence is authorised, not parents. At Teesside High School our aim is to maximise attendance. Holidays during term-time are particularly disruptive. The school has longer holidays than many and publicises holiday dates amongst parents well in advance. Absences can only be authorised if they are genuinely exceptional circumstances.

The amount of time off which children have for holidays in term time is a matter of considerable concern. All leave for holidays in term time is unauthorised except in exceptional circumstances (for example parents being married abroad). Requests for holiday must be made in advance by the parent with whom the child normally lives and should not be made for more than 10 school days in any school year. Only the Head teacher can grant permission for holidays in term time.

Years 10, 11, 12 and 13 are extremely important years in a pupil's education and we cannot authorise absence in those years (other than in exceptional circumstances). Examination periods in the Prep and Senior Schools are very important and parents are requested not to ask for leave during those periods.

Any request for leave should be addressed to the Form Tutor or Pastoral Support Officer who will consult with the Deputy Head Pastoral and/or Headteacher

There will always be exceptions to any rule but authorisation of absence is never a matter of routine. Absences will be recorded on reports

### **Punctuality and lateness**

The Education Act 1996 requires parents to ensure that their child receives efficient, *full time* education.

Some occasional lateness is exceptional and acceptable

- an early morning medical appointment
- adverse weather conditions
- transport failure

If a pupil arrives during registration then they are marked as present / or \. If a pupil arrives after registration is finished then the U in the register should have the / or \ added. Pupils arriving after registration **must** sign in at the School office on arrival. If a pupil leaves school during the school day they must sign out and in again at the school office. It is essential that these procedures are followed.

Parents must be informed if lateness is anything other than occasional. Form Tutors should consult

the Director of the Prep School or Pastoral Support Officer/Deputy Head, Pastoral before contacting parents.

### **Informing School of Unplanned Absence**

Parents should contact school by through edulink on the first day of absence. If a child is absent and no edulink notification is received, the office will contact home on the first day of absence to ascertain the reasons for absence.

Parents should inform the school of visits to the doctor and dentist but **these visits do not count as an absence** provided morning registration and afternoon registration are attended. We ask that evidence of the appointment (text message or letter) are attached to the edulink notice.

### **Occasional Absence**

An 'odd day' absences because of a cold, headache, etc. are disruptive and unsettling to pupils, who should get into a good work routine – part of the learning process at school must be to develop strategies to cope with feeling slightly unwell, **not** to give in to it. It is a good 'life lesson' to carry forward to post-school education and beyond that, employment. Employers will ask about attendance and illness records; it is important to establish the right attitude when young. We will try not to send pupils home during the school day unless genuinely unwell and will help them to cope.

We want to get our absence rate to a minimum and maintain it at that level. To do this we will offer rewards to those who have a full attendance record throughout the term, and the whole year.

Letters, certificates and pin badges will be awarded for full attendance. Full attendance for a whole year will be suitably rewarded.

### **Monitoring and Review**

It is the responsibility of the Office and Form Tutors to monitor patterns of attendance and raise any problems or concerns with the Form Tutor, Pastoral Support Officer and/or Deputy Head Pastoral/Director of Prep. Parents and PSO should be informed and involved at the earliest possible stage.

The Director of Prep, Pastoral Support Officer and the Deputy Head, Pastoral will check attendance data and absence in their section of the School at least once every half-term.

Our Senior Attendance Champion is our Deputy Head, Pastoral; Miss Nicola Stephens, contactable on [nstephens@teessidehigh.co.uk](mailto:nstephens@teessidehigh.co.uk)

Should a child be absent for 10 days, Children Missing Education protocol will be followed. It is important the absence is monitored as children absent from education can progress to CME issues and this should be managed as a safeguarding concern.

### **Persistent or Severe Absence**

We will work with all relevant external agencies including the Local Authority and Early Help to try to remove any barriers to attendance for students. Should it be required we are duty bound to work within the details of the National Framework for Penalty Notices using Notices to Improve, penalty notices or other legal interventions if support is not appropriate, not successful or is not engaged with.

### **Evaluation Criteria**

Registers are kept in accordance with legal requirements and clear criteria are in place by which absences are authorised or unauthorised.

The attendance policy is promoting positive relationships with parents. The policy is regularly

monitored and evaluated.

Initiatives are in place to promote and acknowledge good and improved attendance and to celebrate success in attendance and punctuality.

Punctuality throughout the day is monitored and prompt action taken to address problems.

The rationale behind good attendance is positively promoted throughout the school.

### **Covid 19- Addendum to Attendance Policy**

#### **Effective from 23 March 2020 for duration of School Closure/Distance Learning**

This is an addendum to our policy with regards to the Covid-19 situation. During school closure and implementation of our Distance Learning Policy all students will be recorded using the [ Y6 ] code in SIMS. This indicates that the pupil is not on site but is being educated remotely.

Should a parent inform School that their child is unwell, this will be marked into SIMS using the [ I ] code for illness.

Teaching staff are required to register pupil engagement within their lessons using the present [ / ] code. This allows accurate tracking of engagement for all pupils but importantly for our vulnerable, educational VISA and SEND students to ensure appropriate intervention is implemented in a timely manner.

Staff can access registers remotely at home via our Edulink platform or SIMS through remote desktop. Registers will be monitored weekly by the SLT.