



Attendance and Punctuality Policy

GB Committee Responsible:	Curriculum & Achievement
Reviewed by:	Hary Ilanko
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Bentley Wood High School

Attendance and Punctuality Policy

At Bentley Wood High School we are all responsible for monitoring, celebrating, supporting and improving the attendance of our students. We recognise that excellent school attendance is an essential part of a student's social development, a good solid foundation to effective learning and therefore supporting them in reaching their academic potential and social maturity. It is also a legal requirement and entitlement for all.

We believe that students should attend school regularly and they should be punctual each day, school establishes excellent routine keeping behaviours which will be with them for years to come. Loss of learning due to lateness or absence should be for unavoidable circumstances only. We work with our parents and carers to establish these behaviours in our students.

An attendance register is taken at the start of each day and again in the later part of the school day. On each occasion it is recorded whether every student is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Not attending in circumstances relating to coronavirus

The school will then follow up any absences to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Identify whether the absence is approved or not
- Identify the correct code to be used

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws.

The Government expects schools and local authorities to:

- Ensure every student has access to full-time education to which they are entitled;
- Act early to address patterns of absence;
- Parents / carers to perform their legal duty by ensuring their children of compulsory school age are registered at school attend regularly;
- Ensure all students to be punctual to their lessons and attend school regularly.

Bentley Wood is committed to providing an excellent education for all students and embraces the concept of equal opportunities for all. We are committed to providing an environment where all students feel valued and welcome. We work as a team with all our families to ensure no students misses out on their education.

Our team is:

- The Attendance and Family engagement officer- monitoring attendance for all students

- Heads of Year and form tutors- updating attendance records and co-ordinating support for individuals
- Senior leaders attached to each year group
- Welfare officer- supporting students with medical needs and liaising with medical professionals
- SENCO & Deputy SENCO- supporting students with SEND
- Designated safeguarding lead and assistant to DSL- ensuring vulnerable students have an uninterrupted education

For a child to reach their full educational achievement a high level of school attendance is essential. We consistently work towards a goal of 100% attendance for all students. The Attendance and family engagement officer, senior and middle leaders, tutors and subject teachers consistently convey to students and their parents/carers the importance of regular and punctual attendance.

Legal Enforcement by The Department of Education and the Local Authority

As part of promoting excellent attendance and punctuality Harrow Local Authority has set up the Attendance Intervention Model (AIM) for all Harrow schools. AIM will use its legal powers to enforce school attendance where this becomes problematic, including powers to prosecute those parents / carers who fail to comply with a school attendance order (Section 443 of the Education Act 1996) or failure to ensure their child's regular attendance at school (Section 444 of the Education Act 1996).

In addition, the Local Authority will impose Penalty Notices as an alternative to prosecution on parents / carers for unauthorised absence and may also be issued where parents / carers allow their children to be present in a public place during school hours without reasonable justification.

For further information, relating to AIM and the code of conduct on educational penalty notices please see appendix 1.

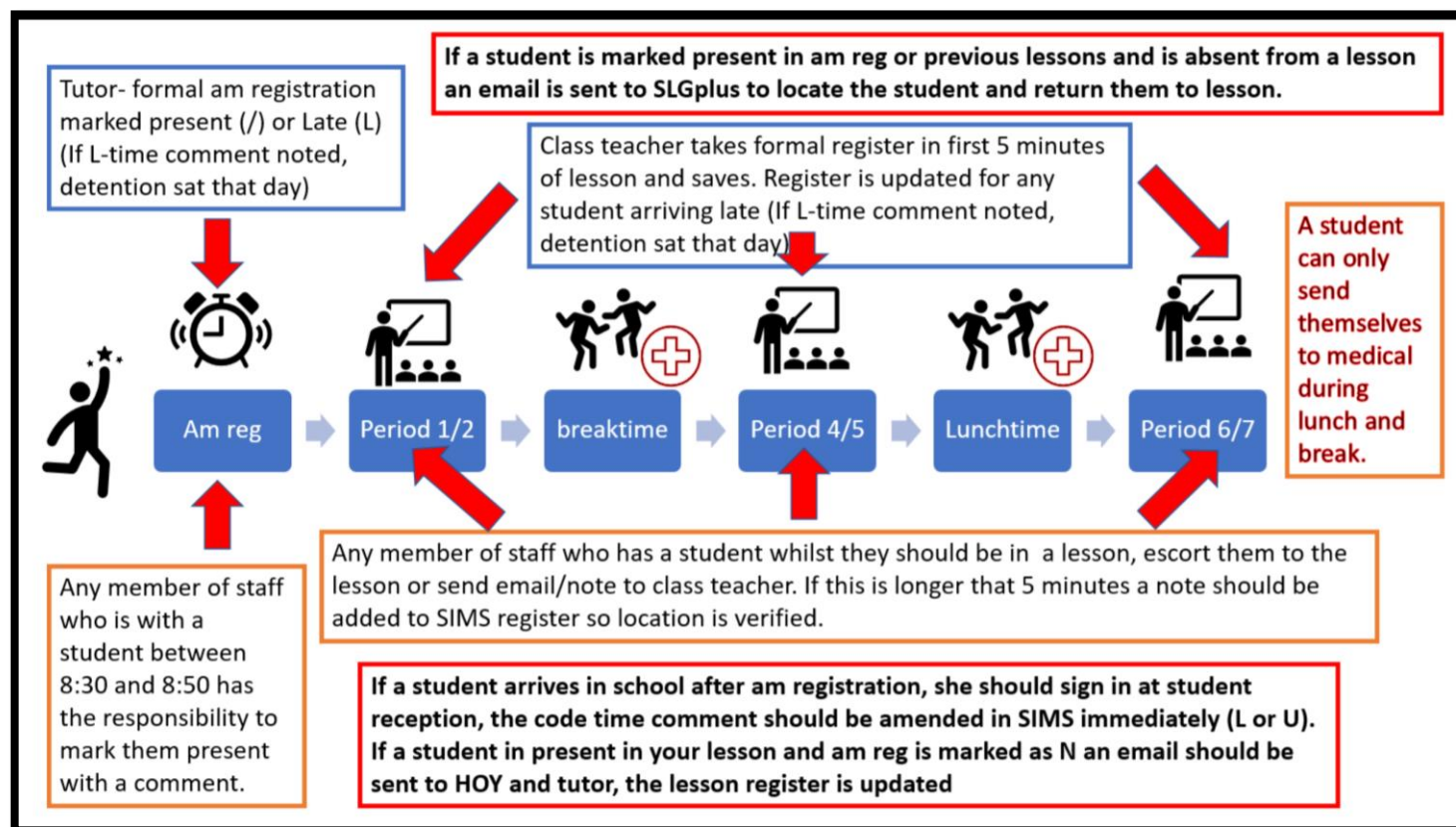
Holidays in term time

Holidays during term time are not authorised.

From September 2013 amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. **The amendments make clear that Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances.**

Parents/carers requiring to take their daughter's out of school during term time, for any reason other than illness or medical appointment, must complete a Leave of Absence request, in advance, to be authorised by the Head Teacher. Only requests that the Head Teacher deems as exceptional circumstances will be authorised, backed up by relevant supporting evidence. Parents/carers who take their daughter out of school during term time where the absence has not been authorised, may receive an EPN (Education Penalty Notice) from the Local Authority. If a student is absent in days leading up to, or following a school holiday then medical evidence will be required.

School Procedures



The school has morning registration for all students. Registration is taken electronically using Arbor in tutor groups. Any student who is absent from school during the morning registration must have their absence recorded by the N code in the register.

Responsibility of Tutors and Class Teachers:

It is the responsibility of the tutor and class teacher or their substitute, to ensure that registration is accurate within tutor and lesson time and that students are seated and silent during registration. In the event that there is a problem with Arbor the tutor and class teacher, or their substitute, must take an accurate hard copy.

Tutors and class teachers will issue a same-day detention for lateness to registration or lessons for up to 20 minutes. Regular patterns of lateness will escalate to HOY or HOD and sanctioned.

Responsibility of the Attendance and Family engagement officer:

The Attendance and family engagement officer is there to support our families in managing attendance to school, they will be present at Parents evenings and Parent engagement meetings to ease communication and build a positive supportive relationship

The Attendance and family engagement Officer monitors that all registers on a daily basis to ensure they are all completed accurately and on time.

If any student is on site during registration with another member of staff then it is that member of staff responsibility to register the student. It is essential Arbor attendance data is accurate and we can confidently account for the whereabouts of all students.

The Attendance and family engagement officer changes the codes in the registers for educational trips or for illness.

The attendance and welfare officer will send out text and email messages to all persons entered as contact 1 on Arbor before breaktime about a students unaccounted absence, and families are then encouraged to contact school to update us why the student is not in school as quickly as possible.

The attendance and welfare officer will also send out text and email messages for students who have arrived at school late, so families are fully aware of patterns in lateness to school that will be raised as a concern.

Responsibility of Parents:

Parents must notify the school on the first day of absence by telephone or email to the school absence line and email address and on each subsequent day. We encourage our families to warn us as much in advance as possible, at least by 8:30am on the day of absence.

Every absence must be fully accounted for by a parent/carer or medical professional and marked as M-medical, I- illness, tutors with the support of the pastoral leadership team will also be involved in finding the reason for any unexplained absence. A reason given for all unexplained absence should be received with within a week of their occurrence and recorded in Arbor. Tutors will check N codes each Friday during registration in case any reminders are needed.

If a student is regularly absent or late to school with no good reason then their parents / carers will be invited to attend a attendance and punctuality panel meeting. If these absences or lates continue, then an education penalty notice may be issued (see appendix 1 and 2).

Responsibility of Student:

Any students arriving late to school or returning to school after an appointment after the registration has closed at 9:00 should sign in at student reception before going to lessons. Depending on the reason behind the lateness the school will decide on whether the code should be entered as a L or a U. A U-code is an unauthorised late code.

Class teachers take an electronic register during the first 10 minutes of each teaching period so that attendance to lessons is monitored throughout the day. Tutors should monitor poor attendees and engage with them to support them in improving. Subject teachers should check the time that a student arrives at the lesson and should only allow a reasonable time to travel from one classroom to the next. They should record in Arbor if a student is late, for use in the annual school report. Tutors and subject teachers will regularly remind students about their punctuality to all lessons if it is causing concern. They may keep a student on detention at break time or lunch time or after school. The Head of Year and Head of Department should be informed if this becomes a regular problem.

It is essential that students leaving the premises (e.g. for a medical appointment) or returning to school later in the day sign in and out with the student reception, an email to the attendance line or message on the attendance phone line left in advance. They must always be picked up by a parent / carer or appropriate adult. The school has the right to refuse to grant permission for the student leave if this is not the case.

Further Absence Procedures

Vulnerable students:

The safeguarding team monitor attendance on a daily basis and ensures appropriate safeguarding responses for vulnerable students who are missing from school or lessons. Any unaccounted for absence Head of Year and/or the DSL and/or SENCO are informed.

School absences without explanation will trigger a home visit.

If a student is absent from school for more than 10 consecutive days without explanation they are classified as a child missing from education (CME) and the Harrow Duty & Assessment team are alerted. On the 20th consecutive day the student will be removed from the school roll after Harrow Local Authority has carried out a reasonable investigation to establish their whereabouts has taken place.

If a student moves out of the area and is not attending school because it is too far for them to reasonably travel to Bentley Wood, the school liaises with parents / carers about schooling in the new area. If no schooling has been found the student is referred to Harrow Duty & Assessment team as missing from education. Once the referral has been actioned, on guidance from Harrow LA the student can be taken off role.

Students with low attendance:

Regular communication is sent to parents / carers of students with an attendance below 96%. The students are then closely monitored by senior leaders, Attendance and Family Engagement Officer and pastoral teams.

- Agenda item on slg weekly business meeting
- Bi-weekly HOY/AHT/Attendance & FA Officer meeting
- Bi-weekly Safeguarding meetings

Attendance panel meetings which require the attendance of the parents / carers are set up for any students with attendance below 90% or who are getting close to falling below 90% . This is chaired by a senior or pastoral leader along with the Attendance and Family Engagement Officer. In some cases, a member of the Governing Body may be asked to attend the meeting. Targets are set and agreed by the parents / carers, these are then closely monitored by the school.

If there is still no significant improvement the student will receive an individual attendance plan. A CAF referral may also be filled out and the student is referred to the Duty and Assessment team at Harrow Children's Services. The school may refer the case Harrow Council to be considered for AIM, this may lead to fines or court proceedings.

Students with Health Care Needs who cannot attend school:

If a student has an unavoidable and lengthy absence, it is important that on return they are made to feel welcome. The Head of Year and Welfare Officer will meet with the student and provide support to catch up on missed work and share information that has been passed to the other students.

Meeting with care professionals and families to update the students IHCP is all part of a student's successful re-integration.

The school will work with Harrow LA and medical professionals to ensure these absences have minimum impact on the students education.

As soon as it is clear that a student will be away from school for **15 days or more, whether consecutive or cumulative**. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the student. Ensure the education students receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to have a timely and successful reintegration.

Systems for monitoring attendance and punctuality

The Attendance and Family Engagement Officer and senior leaders will chair fortnightly attendance and punctuality meetings with the pastoral leadership team of each year group. Alerting the team to students whose attendance or punctuality is becoming a concern. Depending on the student the DSL and/or SENCO and/or Welfare Officer may also be involved.

The attendance and punctuality of groups of students is discussed, particularly those classified or at risk of become persistent absentees. Interventions are agreed, evaluated and adapted during these meetings to ensure maximum impact. The shared agenda and minutes of these meetings are recorded in a shared and secure area.

The senior leader responsible for attendance presents the outcomes of these meetings for discussion at the weekly senior leadership business meeting. At these meetings individuals, and groups of students such as those identified as pupil premium are analysed and actions agreed. Previous interventions and their impact are also evaluated.

The senior leader responsible for attendance and punctuality will also present regularly at Governing Body meetings,

Promoting Good Attendance

Please refer to the Rewards Policy for additional information.

Bentley Wood High School believes that promoting good attendance frequently is essential. There is at least one termly assembly for each year group, which rewards outstanding and improved attendance of individuals. The Head of Year and tutors maintain exceptionally high standards of attendance and punctuality and promote its effects on attainment and progress regularly. Key information from our attendance policy is shared with families during all parents evening, and meetings are set up with individual student's parents / carers to discuss attendance. Parents / carers will be updated on a termly basis of their daughter's most current attendance figure when receiving the assessment reports. Attendance also features in the Wise Thoughts programme. Students with medical conditions and/or have legitimate reasons for regular appointments or spells away from school should be addressed individually. The school will work closely with medical professionals. The school will enable aspects of the virtual school will be pursued to support individuals in accessing resources and support.

Religious holidays

Bentley Wood High School follows Harrow's SACRE Guidance when authorising religious holidays. Parents/carers must apply for this leave in advance of the religious occasion using the appropriate leave of absence form.

- Bentley Wood High School will only authorise absence for a date 'exclusively set apart by the religious body' in the SACRE list
- If a date has not been 'exclusively set apart' on the SACRE list or by the relevant religious body, Bentley Wood will consider whether to grant leave under exceptional circumstances and in doing so consider whether the religious observance can be accommodated outside of school hours
- Absence taken on a school day for a festival falling at a weekend, or in a school holiday, would not be authorised by Bentley Wood
- Additional days taken on either side of the day explicitly set aside for observance would not be authorised on the grounds of religious observance;

Contents of Admission Register

(To be read in relation to the Data Protection and Admissions Policy)

Bentley Wood High Schools admission register contains the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

Contents of Attendance Register

Bentley Wood High School record student attendance during an AM and PM registration sessions. During these sessions Bentley Wood records whether a student is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances

Bentley Wood High School records these reasons through appropriate use of the attendance codes set out in

Expected First Day of Attendance

Bentley Wood High School enters pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the student will attend the school. For most students the expected first day of attendance is the first day of the school year.

If a student fails to attend on the agreed or notified date, the Bentley Wood High School will establish the reason for the absence and mark the attendance register accordingly.

Bentley Wood High School will notify the local authority within five days of adding a student's name to the admission register and will provide the local authority with all the information held within the admission register about the student.

Pupils Moving to a New Address and/or School

Where the parent of a student notifies the school that the student will live at another address, Bentley Wood High School will record the following in the admission register:

- (a) the full name of the parent with whom the pupil will live
- (b) the new address
- (c) the date from when it is expected the pupil will live at this address.

Where a parent notifies the school that the student is registered at another school or will be attending a different school, Bentley Wood High School will record in the admission register:

- (a) the name of the other school
- (b) the date of when the pupil first attended, or is due to start attending, that school.

HoY's will hold exit interviews with families prior to their departure using the template found in appendix 3.

Deletions from the Admission Register

A student can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

Attendance Targets

The school will set attendance targets each year.

The target for attendance in each academic year is at least 96%.

Parents / carers can find a copy of this policy on the school website along with the start and finishing time of the day, our term dates and INSET days.

The School will use **a computerised system** for keeping the school attendance records.

The following national codes will be used to record attendance information. Registers by law must be kept for at least 3 years.

Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting students with health care needs who can't attend school
- Supporting children with medical conditions
- Inclusion policy

Absence and Attendance Codes

Present in School

Code	Description	Notes
/	Present (AM)	Present in tutor registration
\	Present (PM)	Present in period 6 registration
L	Late (before registers closed)	Present- note added for minutes late
U	Late (after registers closed)	Unauthorised absence, with no good reason after 9:00 30 minutes after the beginning of the school day as recommended by DFE

Present at an approved Off-site Educational Activity

Code	Description	Notes
B	Educated off site (NOT Dual registration)	Safeguarding and welfare measures in place and checked by school.
D	Dual registration (i.e. student attending other establishment)	For example, a hospital school, The Jubilee, 6 th form collegiate.
J	Interview	An interview with a prospective employer or other educational establishment.
P	Approved sporting activity	Approved by the school and must be supervised by the school.
V	Educational visit or trip	Includes residential trips, must be supervised.
W	Work experience	Placement agreement in place, placement notifies school of any absences, absences recorded in the usual way.

Authorised Absence from School

Code	Description	Notes
C	Leave of absence authorised by the school	An exceptional circumstance warranting a leave of absence
E	Excluded but no alternative provision made	Alternative provision must be made from the 6 th day of absence.
H	Family holiday (agreed)	Exceptional circumstances agreed by HT
I	Illness (NOT medical or dental etc. appointments)	Parents notify on first day of absence.
M	Medical/Dental appointments	Encouraged to be out of school hours, minimum time is missed from school
R	Religious observance	Where necessary schools should seek advice from parents' religious body for clarification.
S	Study leave	Only granted to Y11 and 6 th form students during public exams, with a provision in school for those who need a place to revise.
T	Gypsy, Roma and Traveller absence	Traveller students are expected to attend school whilst travelling so may be dual registered.

Unauthorised Absence from School

Code	Description	Notes
G	Family holiday	Not agreed by HT or in excess of the period agreed by HT
O	Unauthorised absence	School is not satisfied with the reason for pupil's absence
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has

		been provided after a reasonable amount of time)
U	Late (after registers closed)	Pupil arrived at school after the register closed

Administrative Codes- the following codes are not counted as possible attendance in the school census

Code	Description	Notes
X	Not required to be in school	This code can be used for non-compulsory school age children eg 6 th formers
Y	Enforced closure	Unable to attend due to exceptional circumstances
Z	Student not yet on roll	Could be used for in-year admissions
#	Planned whole or partial school closure	CPD days- up to 5 days Bank holidays Weekends Half-term or between term

Legal Sanction

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority. Penalty notices will be issued by the local authority, when requested by the Headteacher

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority will proceed to prosecution.

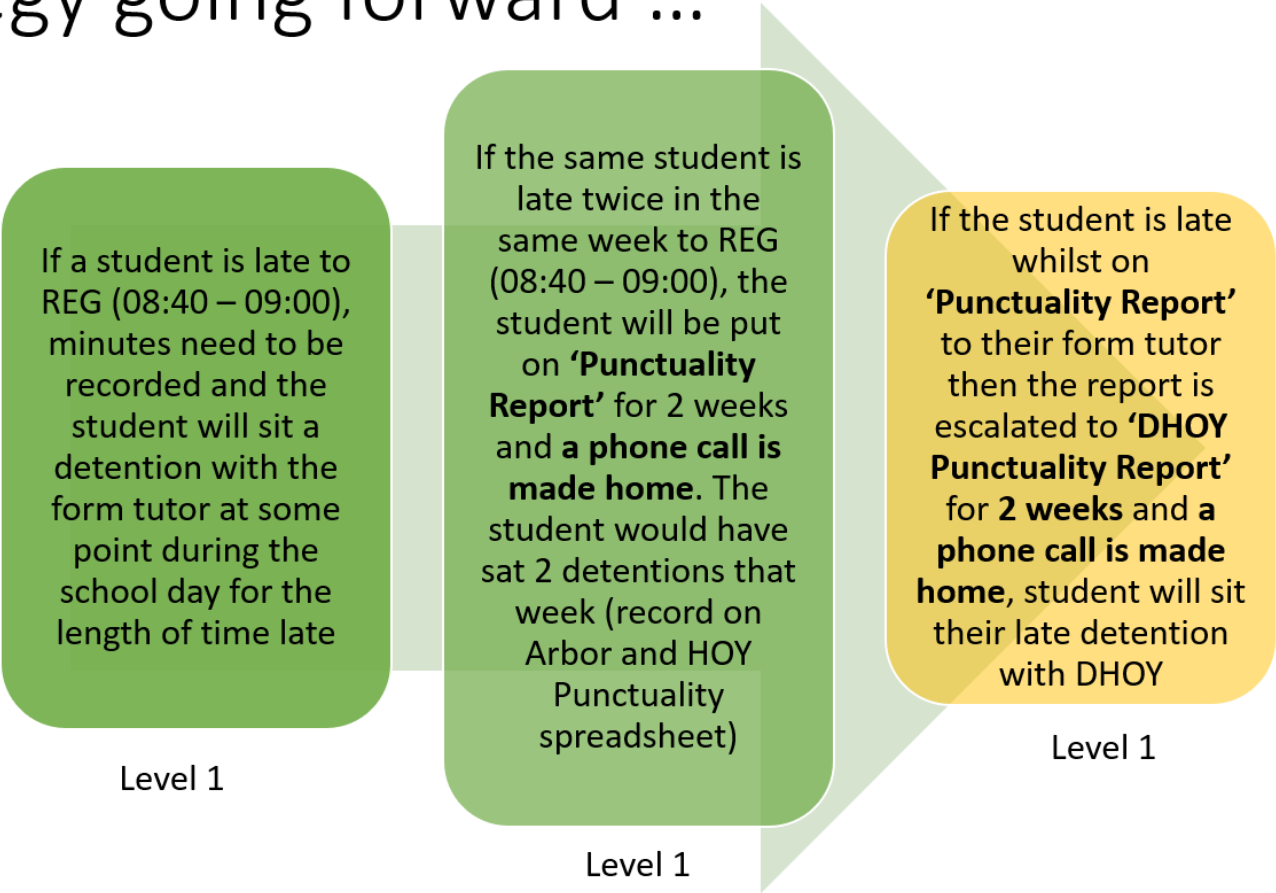
Information regarding penalty notices can be found on Harrow Council's website [Education Penalty Notices – Harrow Council](#)

Appendix 1
Attendance Intervention Model

AIM - Attendance Intervention Model for irregular attendance				
Phase	School Actions		LA Children's Services	LA Education Services
Phase 1	First day response – log of texts / calls			
Week	1 st School Warning letter including offer of support if difficulty			
1-3 minimum	2 nd School Warning letter, offering opportunity to discuss in school if required			
	Home visit – if school based worker			
Phase 2	Meeting / School Attendance Panel with parents			
Week	Consider options:			
4 -5	1. Consider PSP / Parenting Contract 2. Complete CAF with parental agreement for Early Support or referral to other services 3. Refer to LA School Attendance Liaison (SAL) Officer 4. Consider issuing an Education Penalty Notice 5. Refer to Pre Court Panel (if complex / long standing) If parents do not attend meeting, consider options 3 – 5		2.MASH team receive CAF & consider for Early Support, worker allocated;	3.SAL officer contacts family, agree support plan / identify options / support; Up to 6 weeks intervention, no progress, refer to school to follow options 3-5
Phase 3	4. Education Penalty Notice	5. Pre Court Panel		
Week				
5-8	Send Penalty Warning letter & specify monitoring period	Send School Warning letter re possible referral to LA pre court panel & specify monitoring period		
Phase 4	If no progress & further unauthorised absences, send Request to LA to issue EPN	If no progress & further unauthorised absences, send Chronology for Pre Court Panel to LA		LA determines to issue EPN / arrange PCP
Phase 5	EPN payment period	Attend Pre Court Panel meeting with LA		EPN issued or PCP meeting arranged
Wk13-16				
Phase 6	If unpaid, LA may withdraw EPN	If no progress or engagement at PCP, LA to pursue court action		Monitor EPN payment, review PCP and actions, refer to legal if court action, attend court as lead
Wk 17+	Complete witness statement if required and if parent pleads not guilty, may need to attend court.			

Strategy going forward ...

L	Late (before registers closed)	Present- note added for minutes late
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Strategy going forward ...

L	Late (before registers closed)	Present- note added for minutes late
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If a student is late to REG (08:40 – 09:00), minutes need to be recorded and the student will sit a detention with the form tutor at some point during the school day for the length of time late

Level 1

If the same student is late twice in the same week to REG (08:40 – 09:00), the student will be put on **'Punctuality Report'** for 2 weeks and **a phone call is made home**. The student would have sat 2 detentions that week (record on Arbor and HOY Punctuality spreadsheet)

Level 1

If the student is late whilst on **'Punctuality Report'** to their form tutor then the report is escalated to **'DHOY Punctuality Report'** for 2 weeks and **a phone call is made home**, student will sit their late detention with DHOY (record on Arbor and HOY Punctuality spreadsheet)

Level 1

If the same student is late whilst being on **'DHOY Punctuality Report'** the report will be escalated **'HOY Punctuality Report'** for 2 weeks and **parents will be called in for a face to face meeting with both HOY and DHOY for an attendance meeting** (record on Arbor and HOY Punctuality spreadsheet)

Level 1 / 2

Strategy going forward ...

L	Late (before registers closed)	Present- note added for minutes late
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If the same student is late whilst being on **'DHOY Punctuality Report'** the report will be escalated **'HOY Punctuality Report'** for 2 weeks and **parents will be called in for a face to face meeting with both HOY and DHOY for an attendance meeting** (record on Arbor and HOY Punctuality spreadsheet)

Level 1 / 2

If the same student is late whilst being on **'HOY Punctuality Report'** the report will be escalated to **'SLG Punctuality Report'** for 2 weeks (record on Arbor and HOY Punctuality spreadsheet)

If the student is continuing to be late whilst on **'SLG Punctuality Report'** then a letter will be sent home and a face to face attendance meeting will be arranged every two weeks (record on Arbor and HOY Punctuality spreadsheet)

Appendix 3

Student exit interview questionnaire

QUESTION	NOTES
What have you enjoyed the most about your time at Bentley Wood High School?	
Which subject / subjects did you feel you learnt and progressed best in? Why	
Which (if any) subject / subjects did you feel you did not learn or progressed well in? Why	
Did you take part in any enrichment activities while at Bentley Wood High School? If so which ones?	
What did you value the most about form time? Why?	
What is the main reason that you and your family have chosen to leave Bentley Wood High School?	
Which school are you planning to attend once you leave Bentley Wood High School? (school/college for post 16)	
For parents only – what are your main reasons for moving your daughter's school?	
If you had a magic wand what would you improve about Bentley Wood High School?	
Parents only – if you are moving what is your new contact address?	
Parents only – if you are moving has your daughter got a new school place confirmed? If so when was this confirmed and what is the name and address of the new school?	
If appropriate: Please be aware that we need to inform the local authority of your intension to move your daughter without a new school place confirmed. The local authorities will carry out	

QUESTION	NOTES
their own statutory checks before we take your daughter off-role. Do you have any questions or comments regarding this?	
For student intending to move overseas (to be completed with parents)	
Which school will your daughter be attending? Can we please have the address?	
Who will be looking after your daughter in her new home? Can we please have contact details and a forwarding address / email?	
Please be aware that we need to inform the local authority of your intension to move overseas. The local authorities will carry out their own statutory checks before we take your daughter off-role. Do you have any questions or comments regarding this?	