



# BEAUCHAMPS HIGH SCHOOL

Beauchamps Drive, Wickford, SS11 8LY  
Headteacher: Mathew Harper BA Hons, NPQH



## Attendance and Punctuality Policy

School Policy/Procedure No: 07

*Last Reviewed: September 2019 Last Amended: September 2019 Next Review: September 2020*

### PRINCIPLES

Every child has a fundamental right to be educated. Parents, teachers and students have a duty to ensure maximum attendance and punctuality at school.

### AIMS

- To enable maximum student attendance and punctuality through valuing high attendance and punctuality rates.
- To encourage students to take full advantage of their educational opportunity by attending regularly and on time.
- To recognise the external factors which influence student attendance and punctuality and work in partnership with parents and the Local Authority when difficulties arise.
- To meet our current attendance target as agreed by the Governing Body in the Strategic Development Plan.
- To provide an environment which encourages regular attendance and punctuality.
- To promote a strong link between attainment and excellent school attendance and punctuality.
- To identify patterns of non-attendance and poor punctuality at an early stage and work to resolve any personal/social difficulties.
- To provide an effective and efficient system for the monitoring of attendance and punctuality.
- To maintain first day contact.

### SCHOOL POLICY

#### Attendance

- Beauchamps High School will require parents/carers to phone in, send a note or email for every absence by 8.40am on every day of absence.
- Student Reception staff will inform the Year Leaders if unexplained absence continues.
- Student Reception staff will contact parents on the first day of absence, with follow-up calls if necessary.
- Year Leaders, SAO, Heads of School and ASL will monitor attendance and agree action plans for unexplained absence and regular periods of explained absence. Interventions will include School Attendance Meeting (SAM), Issuing of a Legal Action Warning Letter (LAWL). Further absence may result in a referral to the Local Authority.

- The Headteacher will consider applications for holidays during term time, using statutory guidelines, and only approve the absence under exceptional circumstances. The Headteacher may request the issue of a Penalty Notice to parents who take their children on unauthorised term time holidays. A penalty notice of £60 to each parent will be issued for each child taken on an unauthorised holiday. If not paid within 21 days this rises to £120.
- Registers will be taken on a lesson-by-lesson basis by Tutors and Teachers.
- Office staff will keep letters of absence for at least six months.
- Regular, but random, truancy checks will be made.
- Students will receive an award for Attendance if they achieve 97% attendance or higher over the academic year.
- Students will receive an award for Punctuality if they receive no late marks in an academic year.
- The school will use the U code (unauthorised late) for students who arrive after morning registration closes at 9.15 am without an appropriate reason. This constitutes an unauthorised absence.
- The school may request intervention from Local Authority for students who have regular unauthorised absence where they meet referral criteria.

#### Punctuality

- Students will need to be on site by 8.40am daily and should be in morning registration/assembly by 8.45am.
- Arrivals after 8.45am should sign in at student reception and will be marked late. They will receive a lunchtime detention for the same day. Failure to attend will be referred to Year Leaders.
- Should a reason be known as to why a student may be late, contact with the school should be made as soon as possible. This will be registered at the discretion of the school

#### **Persistent Absence (PA): students who have less than 90% attendance**

In line with the Local Authority's monitoring of Persistent Absence, Beauchamps High School will do the following:

- aim to exceed our PA target as agreed by the Governing Body in the Strategic Development Plan;
- monitor and support students with less than 90% attendance for the previous academic year (role of Year Leader)
- analyse PA on a half-termly basis to identify students who have improved and students who have less than 90% attendance but were not previously monitored, and instigate an intervention plan led by the members of the Student Welfare Team.
- write to parents to congratulate students who improve their attendance;
- write to parents to indicate concern about students whose attendance is below 90%.

#### **PPG students:**

- The school will work to close the gap in attendance for PPG students
- Where funds allow a PPG Attendance Officer will be employed by the school to work closely with the students and their parents/guardians.

**Children Missing from Education (CME):**

In line with the LA policy for CME, Beauchamps High School will do the following:

- Notify the LA if a student is deleted from or added to the admission register.
- Notify the LA of any student who has been absent for ten continuous school days and where contact cannot be made to establish the reason for absence and the absence has not been reported.

In order to effectively safeguard children the school will follow LA guidance set out in 'The role of the Education Access – Children Missing Education and Elective Home Education Team (CME and EHE Team)'. A copy of this document can be found in the safeguarding section and the attendance and punctuality policy section of our website.

**Note:** All data on attendance and punctuality stored in school is only shared in accordance with the school's Privacy Notice (eg other educational establishments, Local Authority, DfE)