Bishop Thomas Grant School

Attendance Policy

'In accordance with the Equalities Act, we will strive to eliminate all forms of discrimination, harassment or bullying. All individuals will be treated fairly and will not be treated less favourably on the basis of protected characteristics detailed in the Equalities Act including race, gender, age, sexuality, religion and disability'

Review Cycle

Reviewed:	**Approved by:**	**Next Review:**	**Staff Responsible:**
January 2022	Ethos Committee	January 2023	Mrs A O'Donovan
September 2023	Ethos Committee	September 2024	Mrs A O'Donovan
October 2024	Ethos Committee	October 2025	Mrs A O'Donovan
October 2025	Ethos Committee	October 2026	Mrs A O'Donovan
September 2026	Ethos Committee	September 2028	Mrs A O'Donovan



'To unite all things in Christ'. Ephesians 1:10

Bishop Thomas Grant School will play a key role in the formation of our young people so that they become responsible Christian adults. Inspired by the message of Jesus Christ they will contribute effectively to society by promoting justice, honesty and charity in all aspects of their lives.



A Voluntary Aided School in the Trusteeship of the Archdiocese of Southwark

The Governing Board of Bishop Thomas Grant School is committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and external agencies to share this commitment.

CONTENTS

1. **Introduction – Pg 4**

2. **Aims & Targets – Pg 4-5**

3. **Rights, Responsibilities & Roles – Pg 5-9**

4. **Expectations & Procedures – Pg 9-15**

5. **Monitoring & Evaluation – Pg 16**

Appendix 1 – Attendance Codes – Pg 17
Appendix 2 - Proforma – 'Request for Term Time leave' – Pg18-19
Appendix 3 – Attendance email 90%, 92% and 95% - Pg 20-22
Appendix 4 – Punctuality Letter – Pg 23
Appendix 5 – Medical Letter – Pg 24
Appendix 6 – Student Vulnerable Plan – Pg 25
Appendix 7 –The Law – Pg 26

1. INTRODUCTION

Attendance is a safeguarding concern and is everyone's responsibility.

Bishop Thomas Grant School is committed to providing a full and efficient education for all students. Children should be in school, on time and prepared to learn. Thus embracing the concept of equal opportunities for all. In doing so, the Attendance and Punctuality policy supports the Mission of the School and the ethos every child should be safe, happy and achieve in academic areas and grow in their faith.

- By enabling each student to fulfil his or her potential.
- By recognising and valuing 'the role of parents/carers as the first educators of their children.'
- By all members of the school community feeling valued and respected, experiencing equality of opportunity within the context of a Catholic School.
- School/parish links provide a framework of discipline and a system of pastoral care and support for students and their families.
- School will support and implement all government guidance

The school believes that all students benefit from the education it provides and therefore from regular school attendance. To this end, the School will do as much as it can to ensure that all students achieve maximum attendance. The school will always support families and students to achieve this, any challenges affecting attendance will be dealt with as quickly as possible. This includes monitoring and following up any absence from lessons during the school day.

2. AIMS & TARGETS

- To ensure excellent attendance and punctuality as it is associated very closely with Achievement.
- To improve the overall percentage of student attendance at school – minimum target 97%.
- To make attendance and punctuality a priority for all those associated with school, including students, parents, carers, teachers and governors.
- To adopt a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents/carers and students.
- To continue to develop a systematic approach to gathering and analysing attendance and punctuality related data including during the school day.
- To continue to foster positive and consistent communication between home and school.
- To continue to develop a system of rewards and sanctions for both attendance and punctuality.
- To promote effective partnerships with the Education Welfare Service (EWS) and other external services and agencies.
- To recognise the needs of the individual student when preparing support, guidance and reintegration.
- Monitor each student's daily attendance.
- Report children missing in education
- To record attendance using correct coding (see Appendix 1).
- Reduce incidences of unnecessary absences due to family holidays or events. Student will be made to make up lost learning time.
- To monitor the attendance and support all students deemed as vulnerable.

Reducing absence and persistent absence (90% and below) and severe absence (50% and below) is a vital and integral part of schools' and local authorities' role:

We will:

- Promote children's welfare and safeguarding.
- Ensure that students succeed whilst at school.

- Ensure that students have access to the widest possible range of opportunities when they leave school.

In addition, it is recognised that:

- All students of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- Attendance to school supports a young persons wellbeing
- Ensure every student has access to the full time education to which they are entitled.
- No student should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of students and their parents to ensure excellent attendance. Where this guidance refers to a parent, generally, parents include all natural parents, whether they are married or not; all those who have parental responsibility for a child or young person; those who have day to day responsibility for the child (i.e. lives with and looks after the child) to ensure attendance at school as required by law.
- Students and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Students should be rewarded for excellent attendance.
- Situations beyond the control of students and/or parents may impact on attendance. We will, with the agreement and support of parents work in partnership with external agencies to resolve these in particular the EWS.
- The vast majority of students want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

4. RIGHTS, RESPONSIBILITIES & ROLES

Senior Manager Responsible for Attendance & Punctuality

- A member of the Senior Leadership Team (SLT), Mrs A O'Donovan will have overall responsibility for implementing and monitoring the policy.
- Set targets for attendance and punctuality at the beginning of each academic year and meet with any serious concerns.
- Monitor absences below 95% or 90% with Head of Year (HOY) for all students and liaise with HOY on fortnightly meetings
- Liaise with EWS at monthly meetings
- Ensure DFE data/census is collected punctually and accurately.
- Follow advice and legislation for Children Absent in Education and unexplained absence and ensure it is followed.
- The Attendance Policy is updated according to the DfE guidelines
- The policy is available to Governors and staff as well as parents and students
- Oversee and monitor school policy procedures by pastoral and support staff with regard to attendance and punctuality.
- Report on attendance and punctuality to the Headteacher on a regular basis.
- Ensure that the HOY's are provided with appropriate attendance and punctuality data and act upon it.
- Provide attendance data for the Local Education Authority Education Welfare Service Audit.
- Report to the Governors about attendance and punctuality.
- Monitor, edit and complete attendance and punctuality data to include vulnerable groups.
- Ensure DFE data is collected punctually and accurately.

Head of Year:

- Monitor absence data and meet with parents/carers of students with poor attendance and punctuality.
- Ensure children with attendance concern have a vulnerable/attendance plan (Appendix 6)
- Make parental/carer contact if attendance falls below (95%) – liaise with SLT
- Closely monitor absence data around school holidays, beginning and end of term and initiate Penalty Notices where appropriate.
- Ensure that all Form Tutors know and understand their role in implementing the policy and disseminate information about attendance and punctuality.
- Ensure rewards and sanctions are applied at assemblies celebrating good attendance and punctuality.
- Ensure that all Form Tutors are passing all concerns regarding absence to the relevant Head of Year.
- Monitor attendance after this and if it deteriorates further refer to SLT Lead and Education Welfare Officer (EWO).
- Medical Letters to be sent to parents of students with any Medical conditions such as diabetics (Appendix 5 & 6).
- Refer all students with persistent absence to SLT Lead and as a result parents/carers will be invited in to discuss concerns, support will be put in place and if necessary further referrals to the Education Welfare Service (EWS) if deteriorates below 90%.
- Keep a record of all actions taken
- Monitor and act on truancy according to school policy.
- Report concerns of suspicious absences near school holiday times, persistent absences or a child missing in education to SLT Lead.
- Punctuality letters sent following schedule
- Be familiar with new coding and ensure coding is accurate
- Check daily that N marks are cleared and is amended to the correct code

Attendance Officer

- Support the school in raising attendance and punctuality levels by meeting targets set by the DfE and Local Education Authority (LEA).
- Provide specific support in relation to attendance and punctuality for Years 7 to 13 and under the guidance of the relevant Assistant Headteacher.
- Promote a positive attitude by students and families towards the school and ensure parents are aware of their statutory responsibilities with regards to attendance and punctuality.
- Establish the reason for non-attendance and obtain supporting evidence where appropriate, with medical evidence requested only in a minority of cases rather than as a default.
- Keep accurate records
- Prepare appropriate legal actions with the school. This will include requesting the issue of penalty notice fines or other legal sanctions such as CME forms.
- Implement the attendance and reporting systems in the school, including the responsibility for ensuring the Arbor Attendance Module is populated appropriately, so that it works as an effective management tool to monitor attendance and punctuality.
- Be aware of students on the safeguarding alert list and students with pastoral concerns.
- Ensure all Late arrivals to school are recorded and monitored. To manage the process of organising lunchtime late detentions and further sanctions for non-attendees.
- Be responsible for organising a daily check on children at risk of truanting and initiate and carry out periodical post-registration truancy checks liaising with HOY and Safeguarding.
- Check accuracy and correct coding on registers before printing off official registers as well as chasing up missing marks for am and pm registration, as well as lessons.

- Ensure accurate printouts of registers are prepared on a daily basis for emergencies, assemblies, fire drills or any other event that requires a paper register to be taken.
- Produce attendance information for student reports, meetings with parents and when requested by other member of senior, pastoral or admin staff.
- Support Heads of Year in the chasing-up of absences and persistent lateness, through the sending of standard letters, telephoning, emailing, texting and/or parents and other stakeholders.
- Produce reports for referrals for non-attendance.
- Keep up-to-date with Arbor training.
- Meet regularly with SLT and Heads of Year to discuss individual student concerns.
- Keep abreast of current legislation and developments that promote good attendance and the safety and welfare of students.
- Undertake any other task deemed necessary by the relevant Assistant Headteacher, any other member of the SLT or the Office Manager commensurate with the level of this post to help support teaching and learning within the school.
- Understate the importance of the Data Protection Act (2018) and GDPR and their application in the workplace
- Apply the principles of the DfE's 'Keeping Children Safe in Education' and the school's Child Protection and Safeguarding Policy
- Send out truancy call and follow up actions

Admissions Officer

- Has an admissions register which contains the personal details of every student in the school, along with the date of admission or re admission to the school, information regarding parents/carers and details of last school attended.
- Must enter students on the admissions 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 school.
- If a student fails to attend on the agreed or notified date, the admissions officer must establish the reason for the absence and inform the attendance officer to mark the attendance register accordingly.
- Must notify the local authority within five days of adding a student's name to the admission register and must provide the LA with all the information held within the admission register about the student. (This does not include students who are added to the admissions register at the start of the school's youngest year – Year 7)
- Must record a students new address in the admissions register with the date when the student has moved to this new address.
- Must record the name of the new school a student has moved to in the admissions register and the date the student is due to start and liaise with the local authority.

Off Rolling (Deletions from admissions register)

- Must notify the local authority when a student's name is to be deleted from the admissions register. This does not apply where the student's name is removed after they have completed the school's final year.

Form Tutor

- Formal Registration AM at 8.45am and PM at 12.05pm
- Take registers accurately and promptly daily
- Regularly monitor their student's pattern of attendance and punctuality – sanction where appropriate
- Inform HOY of any concerns such as persistent absences or a child missing in education.

- Pass on to HOY any absence evidence such as letters etc, if they receive them.
- Call parent/carers if concerns raised after liaison with HOY.
- Respond to requests from the Attendance Officer

SEN Department

- SENDCO to work with Attendance to encourage students to attend and use reintegration process where necessary.
- Support put in place where a child due to anxiety or a diagnosed condition, needs a modified programme of attendance in the short term.
- Liaise with safeguarding where necessary
- Produce and monitor attendance plan where appropriate

Head of Department

- Ensure all registers are taken accurately and monitor data for their department.
- Follow up any students missing lessons
- Support school procedures with attendance and punctuality to lessons.
- Inform HOY with concerns of students' absence/ punctuality.
- Actively encourage students' punctuality to lessons and acting on lateness to lessons using Category 1 procedure.

Subject Tutor

- Accurately record student attendance by using school data system (Arbor). All registers must be completed within the first ten minutes of the lesson. In the event of computer failure, a paper register list of absentees should be sent (or emailed) immediately to the Attendance Officer.
  Form period (08.45am) and period 4 (12.05pm) being formal registration.
- Rigorously enforce punctuality to lessons as directed by curriculum co-ordinator school policy and sanction where appropriate.
- Report to HOY any student giving cause for concern on a regular basis.
- Query absences of students that are suspicious or if the student has been present the previous lesson or earlier that day.
- Check Period 1 attendance against Morning Registration record and if there are discrepancies inform the Attendance Officer immediately.
- Respond to messages from the Attendance Officer
- Alert attendance officer/HOY to safeguarding queries

Governors

- There is a designated governor for monitoring attendance and policy.
  In this case it is Mrs M O'Donohue.
  To ensure attendance figures/reports are available for Governors' Meetings for monitoring purposes.

Parent/ Carers

- Ensure their children attend school every day as outlined by procedures from DfE – Section 7 of the Education Act (1996) — with respect to school, parents should ensure their child attends school regularly. Under section 444 of the Education Act (1996), a parent commits an offence if they fail to ensure their child's regular attendance at a school where the child is registered
- Contact the school by phone (020 8835 9206) or email attendance@btg.ac each morning of absence or as soon as possible, where possible provide evidence
- Support their child and the school in achieving maximum attendance by not going on holidays during term time.

- Answer all Truancy Call alerts promptly.
- Provide evidence for students' absence of 3 days or more and or directly before or after a holiday.
- Be aware holidays or absences may be issued with a Penalty Notice.
- Work with the school to ensure their child's attendance improves if there is a concern raised. Provide medical data if needed
- Co-operate with attendance support plans and attendance contracts
- Attend meetings if requested
- Support school in ensuring student makes up lost learning time.

The School's Education Welfare Service

- Advise and liaise with SLT Lead responsible for attendance and persistent absences, monthly.
- Where a referral is accepted – undertake home visits (pre-arranged or not).
- Where necessary instigate legal proceedings on behalf of the LA. This may include parental prosecutions in the Magistrates' Court and/or applying for Education Supervision Orders through the Family Court.
- Accept referrals that meet the EWS referral criteria, initiate contact with parents/carers and undertake assessments.
- Plan and review casework and feedback to identified school staff.
- Support schools in the use of penalty notices.
- Truancy sweeps if appropriate.
- Attend School Intervention meetings where necessary to discuss students with attendance concerns.

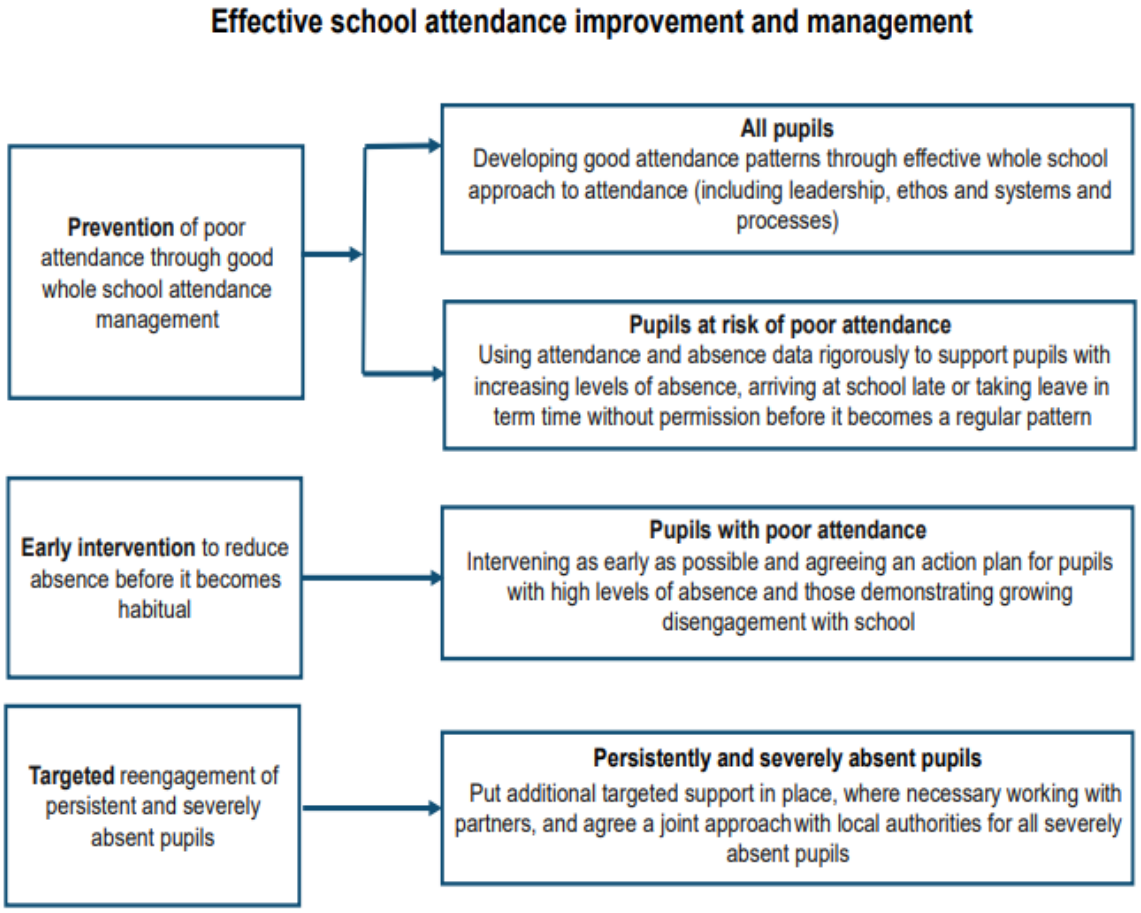
5. EXPECTATIONS & PROCEDURES

We expect the following from all our students:

- That they attend school
- That they will arrive on time to school by 8.35am and be appropriately prepared for the day.
- To show appointments to Head of Year to be authorised in morning line up
- Arrive punctually to all lessons
- To share any concerns/worries about attendance/ punctuality with staff

Parents/carers and students can expect the following from Bishop Thomas Grant School:

- Regular, efficient and accurate recording of attendance and punctuality.
- Early contact with parents through Truancy Call, when a student fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us.
- A termly attendance and punctuality percentage report.
- Letters to notify that their child has fallen below the expected levels for attendance/ 95% punctuality and again at 92%.
- Letters requesting appointments with HOY/ Deputy Headteacher to discuss their child's poor attendance/ punctuality.
- Rewards for good attendance and punctuality.
- Support and guidance from the school where there are challenges
- To encourage excellent attendance



Attendance percentage equates to the amount of school time missed

Attendance during one school year	Equivalent Sessions	Equivalent weeks	Equivalent lessons missed a year
95%	19	2	60
90%	38	4	120
85%	57	6	180
80%	76	8	240
75%	95	10	300
70%	114	11.4	342
65%	133	13.3	399

Every Minute Matters

If your child arrives late to school everyday, their learning begins to suffer.

Below is a graph showing how being late to school over a whole school year adds up to lost learning time.



How can Parents and Carers help to ensure good attendance at school:

- Send your child to school every day
- Ensure child arrives punctually
- Ensure child values the importance of education
- Encourage your child by showing an interest in their work
- Attend parent/carer meetings and school events
- Avoid taking family holidays during term time
- Make sure your child gets a good night's rest
- Communicate well with the school

Absences can hide problems that we could be working on together

If your child does not wish to attend school for any reasons (feeling unwell etc) it maybe a sign that something is worrying your child. Evan small issues can become massive worries or concerns for a child. If your child's behaviour changes or they are pretending to be sick or just wanting to make excuses to stay at home, please consider if there is something worrying your child and speak to your child's Head of Year. .

What should you do if your child refuses to attend school?

- Make contact with the school – we will support you and try to help formulating a plan of action. This may involve external agencies or a part time timetable in agreement with the EWS
- Do not cover for your child
- Work with the school to help put things right
- Make sure your child understands that you do not approve of them being absent

It is the parents' and carers' responsibility to let the school know the reason for their child's absence as soon as possible, on the first and every day of the absence.

Parents and Carers can only explain absences. The school decides whether the reason for absence is acceptable and if it can then be authorised.

If your child has too many authorised or unauthorised absences, then the school will be in contact with you to discuss best steps forward to help improve their attendance.

Circumstances when Penalty Notices might be issued for unauthorised absence/truancy

Schools may make a referral for Family Help – School Attendance Services when a child's attendance falls below 90%.

Penalty Notices may be issued where threshold is met. Parents will be contacted prior to this to see if support can be put in place and there will be a notice to improve before penalty notice is considered. However, may be issued for one off extended unauthorised leave.

Under the national rules, all schools are required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.
The fine for school absences across the country will be **£80 if paid within 21 days**, or **£160 if paid within 28 days**. In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.
Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.
If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Registration

- Registration is a legal requirement and is a statutory duty for all teachers.
- All registers are taken electronically at 8.40am (paper registers on assembly days before electronic entry). Register at start of every lesson – Period 4 formal PM
- The morning registration session closes at 9.30am, after this code U will be applied. This is an unauthorised absence and if a persistent concern may result in a penalty notice.
- Students are marked present or absent.
- If any staff removes a student from timetabled lessons, then it is their responsibility to ensure the students attendance is entered on Arbor by informing the Attendance Officer.
- Students missing from lessons is a safeguarding issue and must be actioned.

Record Preservation

We will ensure compliance with attendance regulations by keeping electronic attendance records for at least 3 years.

Computer registers will be printed out at least once a month and preserved as electronic back ups. Copies will be available for each month.

Register Security

Registers or attendance marking sheets if used, must be safely stored. Paperwork entered electronically by the Attendance Officer and all data is stored securely. GDPR is taken into account.

Cover Procedures

Appropriate cover tutors will be assigned by the Cover Supervisor and be expected to take registers. They will be fully aware of procedures.

Attendance Targets

The school will set internal attendance targets of 97% plus as minimum each year. A system for analysing performance towards targets is established and a senior school manager is responsible for overseeing this work. The school makes use of the attendance data available on the "Dashboard" system, when setting its target. Targets will relate to national averages and seek to be significantly above them. Group data is analysed and acted upon if necessary. The school will also ensure staff are aware of DfE target and endeavour to meet this.

Categorising Absence

Authorised absence is where the school has either given approval in advance for a student to be away or has accepted an explanation offered afterwards as a satisfactory reason for absence. Only the Headteacher or a member of staff acting on their behalf can authorise an absence. All other absence must be regarded as *unauthorised.*
The following may be reasons for authorising absences:

- Illness
- Family bereavements

- Medical and dental appointments where proof is available.
- Days of religious observance.
- Fixed term exclusion.
- Permanent exclusion until removed from roll or re-instated.

Truancy Call

'Truancy call' communicates with parents/carers using landlines and mobile phones and email. The system alerts parents of their child's absence from school by approximately 10.00am each day. Parents should answer the truancy call alert or phone the school in the morning prior to the absence. (
This system relies heavily on the following:

- Accurate phone numbers from parent/carer – please update the school of any changes
- Accurate registers for lessons on Arbor. Every student must be entered correctly by staff for registration. All registers are taken as normal in Arbor in the first 10 minutes of a lesson.
- Communication between staff and the Attendance Officer, if any member of staff has a child with them for any reason and this child has not been registered or signed in (i.e. gone straight to medical room, students registered for trips, visits or activities, asked to go to HOY etc.). The Attendance Officer must be altered immediately.
- The Attendance Officer will be processing the parental/carer phone messages for absence by approximately 8.30am each day.
- Late students must sign in at the gate until 9am and then with Attendance Office in Reception after 9am.

Next Step

The daily register, late list, messages left by parent/carer and any other students referred to Attendance Officer are then collated and the school data system can then identify the absent students. 'Truancy Call' then proceeds to contact those parents/carers as described above. Truancy call will be sent twice, if there is no response a Safeguarding email will be sent,

Arbor can alert parents by text if there are any changes to the normal school day i.e. "snow" or other events such as 'Contact Evenings'.

Leave of absence in term time

Leave of absence during term will be discouraged. Parents shall be reminded of the effect that absence can have on student's potential achievement. Parent/Carer must fill in a form on Appendix 2 to request leave. This does not mean leave is authorised. The school will consider any application for leave of absence and will only agree to authorise the absence in exceptional circumstances; the Headteacher will determine the number of school days a student can be away from school if the leave is granted. Parents must apply in writing in advance, stating the circumstance for the requested leave. If leave is granted, evidence such as flight tickets which state the departure and return date must be provided. Proof is needed for any request for absence in term time. Students who miss learning time will be expected to make this up working in school arranged by their head of year.

Poor Attendance and Truancy

- Absence: 95% and below of total attendance to date is viewed very seriously and acted upon. Where support is needed this is put in place, through a vulnerable plan
- Any student found truanting (internally or externally) is referred directly to their HOY for sanctions.
- Students who have truanted are placed on Category 2 (refer to Behaviour Policy) and their parents informed.
- Parents are notified of this truancy and the appropriate code applied to the register.
- Students can be placed on Report Card if appropriate.
- Truancy to lessons is monitored by subject tutors and HOY.

- If poor attendance is a concern, the SLT Lead will liaise with Head of Year and meet with parents regarding support.
- If concerns continue SLT Lead will consider a Multi Agency Referral Form (MARF) to initiate EWO action. Alternative support, if available will be sought according to each borough.
- Medical absences – If a student is likely to be away from school for more than 15 working days, the home tuition service will be notified if available in the child's home borough. This may be subject to CAHMS assessment.
  - A programme of work will be set for them.
  - A reintegration meeting will be held on their return
  - Meeting to discuss medical support available to the student to enable them to fully participate in school life.
  - Long Term absences – Monitored and referred to EWO. Intervention strategies and meetings to set targets.

Dual Registration

This includes alternative provision

- The school is responsible for ensuring that appropriate safeguarding is in place
- Dual registration is where a student is on roll at two schools and both the schools mark the attendance of the student.
- Dual Registration has legal implications. A school cannot just choose to mark students as dual registered or not.
- For a student to be dual registered, both schools have to come to an agreement that, because of the special nature of a particular student's needs, the student can be on roll at both schools, with the legal and financial implications this has. It is usually a limited term arrangement, e.g. off site direction or alternative provision. This agreement is at the discretion of the Headteacher. A member of the Pastoral Team may visit the student in their new setting. Monitored weekly by BTG Attendance Officer by liaising with other school.
- The local authority is made aware of any student on a dual registration

Lateness

Students must be in to line up by 8.40am. The registers will remain open for 50 minutes. Students should make every effort to arrive on time to school each day. Any student arriving after 9.30am will be marked as having an unauthorised absence unless there is an acceptable explanation ie school transport was delayed. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Students arriving after the start of school but before the end of the registration period will be coded as late before registers close. Letters for cumulative punctuality will be sent.

Medical Evidence (this will only be requested where appropriate)

Where a student's attendance is persistently below 95%, medical evidence may be required to support further absences. Medical evidence can be a medical certificate, a note from the GP, a photocopy of a prescription or a copy of the label of any prescription medicine or appointment card. Some kind of evidence of illness either side of holiday will also be required.

Absence notes

Notes received from parents explaining absence should be sent on return and should be kept for the remainder of the academic year. If there are attendance concerns about the student that may require further investigation, then the notes may need to be retained for a longer period.

First Day of Absence - Parents should contact the school to report any absence. If there is no contact from the parent, a telephone call is made by the Attendance Officer. This is followed by a safeguarding email if there is no response to truancy.

Third Day Absence - Evidence is required from the parent regarding the absence.

Children Absent from Education and unexplained absence

Ten Days Consecutive Absence - Head of Year and Attendance Officer will have been monitoring and ensure a Child Missing in Education Form is completed and sent to the Education Welfare Office immediately.

It is the schools responsibility to make every effort to determine the where abouts of a child amd work closely with the local authority or police where necessary.

- Any vulnerable child will be monitored for absence and actions taken when necessary. Any child that is missing for ten consecutive days will be referred to the local authority or sooner if they there is a safeguarding concern. Any student that moves to another school here or abroad will be checked for evidence of that movement by Admissions Officer. (See appendix 2).

School Day (Normal Timetable Monday, Tuesday, Thursday, Friday)

At 8.35am the bell sounds for the start of the day

08.40	Students line up on the playground in Form Groups to go to Assembly or Form Class.	
08:40		Formal Registration
09:05		Period 1
09:55		Period 2
10:45	Break time	
11:05		Period 3
11.55		Period 4 PM Registration
12:45	Lunch time	
13:35		Period 5
14:25		Period 6
15:15	School Finishes	

School Day (Normal Timetable Wednesday)

At 8.35am the bell sounds for the start of the day

08.40	Students line up on the playground in Form Groups to go to Assembly or Form Class.	
08:40		Formal Registration/Extended Form Time
09:25		Period 1
10:10		Period 2
10:55	Break time	
11:15		Period 3
12.00		Period 4 PM Registration
12:45	Lunch time	
13:35		Period 5
14:25		Period 6
15:15	School Finishes	

- A Lesson Register is to be taken electronically at the start of each period.

6. MONITORING AND EVALUATION

Action Taken for Poor Attendance

Attendance
1. Below 95% HOY sends a series of Attendance letters. 2. Request a meeting with Parent/Carer and Head of Year if concern continues plan is put in place. 3. Escalate to SLT if no improvement. 4. If no improvement EWO meetings arranged and attendance monitored and possible court action.

Action Taken for Poor Punctuality

Punctuality
Late Lunchtime detention in Hall on the day if student arrives after 8.40am (15 minute detention) Consecutive lates (from September of Academic Year): 3 Lates = letter from HoY 30 Minutes Pastoral Detention 6 Lates = Contact with HoY/Letter 1 hour Pastoral Detention 9 Lates = appointment with HoY/Letter 2 hour Pastoral Detention 12 Lates = Contact with SLT/Letter 2 hour Pastoral Detention
15 Lates = Meeting with SLT Saturday Headteacher Detention
18 Lates = Meeting with SLT Saturday Headteacher Detention and advice sought from local authority

Rewards

- Certificates and other rewards: 100% Attendance, 100% Punctuality, 100% Attendance & Punctuality.
- Reward points for attending daily and punctually.
- Competitiveness between form groups within a year group. Winning Form is announced every week in Year Assembly or 1/2 termly.
- Prizes
- Letter home termly praising excellent attendance

Support

- Truancy Call Service.
- Curriculum evening for parents outlining Expectations & Procedures.
- Form Tutor and Head of Year. Pastoral Support/Wellbeing Support/Learning Support
- Attendance/Vulnerable Plan put in place and reviewed
- Reintegration Programme – Welcome back /support/ “catchup”/ Timetable review with Education Welfare Officer.
- Multi-agency support
- CAF/MARF/CMIE
- Education Welfare Service / Attendance Contract
- Regular parental contact.

Appendix 1

Attendance Codes

/	**Present (AM)**
****	**Present (PM)**
B	**Attending any other Approved Educational Activity**
C	**Other authorised circumstances**
C1	**Leave of absence – regulated performance or employed abroad**
C2	**Leave of absence – part-time timetable**
D	**Dual registration**
E	**Suspended or excluded without alternative provision**
G	**Family holiday (not agreed)**
I	**Illness**
J1	**Leave of absence – Interview for employment or transfer**
K	**Attending alternative provision arranged by the LA**
L	**Late (before registers closed)**
M	**Medical/Dental Appointment**
N	**No reason yet provided for absence**
O	**Absent in other or unknown circumstances**
P	**Participating in a sporting activity**
Q	**Unable to attend – lack of access arrangement**
R	**Religious observance**
S	**Study leave for public examination**
T	**Travelling with parent for occupational purposes**
U	**Late (after registers closed)**
V	**Attending an educational visit or trip**
W	**Attending work experience**
X	**Not required to attend – non compulsory school age pupil**
Y1	**Unable to attend – normal transport not available**
Y2	**Unable to attend – widespread travel disruption**
Y3	**Unable to attend – unavoidable partial closure**
Y4	**Unable to attend – unavoidable full closure**
Y5	**Unable to attend – criminal justice detention**
Y6	**Unable to attend – public health Guidance/Law**
Y7	**Unable to attend – unavoidable other than Y1-Y6**
-	**All should attend / No mark recorded**

Appendix 2

BISHOP THOMAS GRANT SCHOOL

REQUEST FOR TERM TIME LEAVE **Date _____**

1. Child's Name: _____ Class _____

2. Child's Name: _____ Class _____

3. Child's Name: _____ Class _____

Dates Applied for:

From ____/____/____ To: ____/____/____ Total number of days: _____

Reason for requested absence: Please give FULL details and attach any evidence for this request. Please note that leave is only authorised for exceptional and unavoidable circumstances.
Please see the advisory information overleaf before completing this form.

Office use only Authorised ☐ Unauthorised ☐ Copy to Parent/Carer ☐

From_____ To_____

Evidence Supplied: _____

Additional comments:

Signed _____

Exceptional circumstances

Proof must be provided.
For example: a death certificate or the funeral details with dates.

Examples of Non Exceptional circumstances and refusal of authorisation from the school.

- The tickets are cheaper, and we could not afford to go during School Holiday time.
- (Relative/friend) has booked a trip for us and did not realise what the term dates were.
- We have booked a flight/ferry/house from Friday afternoon because we wanted to avoid the traffic.
- We want a bit more time to spend with the family.
- Our tickets were on standby and we were taken off the flight (please do not book standby tickets).
- I want to take my child to see volcanoes in Iceland/castles in the Pyrenees/ West End theatre shows/it is an important educational experience.
- We made a mistake with the term dates/airport we are going to.
- We are (insert nationality) and it is important that they experience the culture of their country (there are 175 holidays in which to do this)
- I have to go on a trip and there is no-one else to look after my child.
- Me/my partner cannot get leave during school holidays.
- My child needs to attend the (insert nationality) Embassy to collect their passport.
- A family member is getting Married/ Communion/ Confirmation.

Any evidence provided is placed on the Students File, shredded or returned as per Parent/Carer instructions.

Penalty Notices for Unauthorised Absences are issued by Lambeth Council not the school. Once initiated the Penalty Notice cannot be cancelled by the School. The School always acts on unauthorised absences according to Department for Education Guidelines.

Bishop Thomas Grant School
Email: attendance@btg-secondary.lambeth.sch.uk
Attendance Officer: 020 8835 9206

Appendix 3 (Examples of Attendance Letters)

Attendance Email below 90%

Dear <ParentalSalutation>

Re: <PreferredForename> <PreferredSurname> <RegGroup>

The school data system has highlighted that your child has a school attendance of 90% or below. This is below National Average. Your child's attendance is a cause for concern. Please contact me to discuss and agree relevant future targets and any support needed to remedy this situation. It is well known that poor attendance has a negative impact on a child's performance and will affect their exam and attainment grades significantly.

98-100%	Excellent – Children are accessing all learning opportunities
96-97%	Good – Very few learning opportunities are missed
94-95%	Risk of underachievement – Up to 10 school days absent in an academic year
92-93%	High risk of underachievement – Up to 15 school days absent in an academic year
90-92%	Severe risk of underachievement – Up to 19 school days absent in an academic year
<90%	Extreme risk of underachievement – Upwards of 22 school days absent in an academic year

If as a result, your child's attendance does not improve, I will be requesting a meeting to discuss how we can work together to improve <PreferredForename>'s attendance. If after this meeting <PreferredForename>'s attendance does not improve we will be contacting our Education Welfare Officer for advice. This may result in a panel meeting and court proceedings.

Please note. your Abor Parent App only shows the percentage of attendance for this term not from the start of the academic year. If you do not have access to the Arbor Parent App please email parentapp@btg-secondary.lambeth.sch.uk to request an invite.

We do expect to have your full support in this matter as agreed in the School Principles. Thank you for your co-operation.

Yours sincerely,

<HeadOfYear>

Attendance Email below 92%

Dear <ParentalSalutation>

Re: <PreferredForename> <PreferredSurname> <RegGroup>

The school data system has highlighted that your child has a school attendance of 92% or below. This is below National Average. Your child's attendance is a cause for concern. Please contact me to discuss and agree relevant future targets and any support needed to remedy this situation. It is well known that poor attendance has a negative impact on a child's performance and will affect their exam and attainment grades significantly.

98-100%	Excellent – Children are accessing all learning opportunities
96-97%	Good – Very few learning opportunities are missed
94-95%	Risk of underachievement – Up to 10 school days absent in an academic year
92-93%	High risk of underachievement – Up to 15 school days absent in an academic year
90-92%	Severe risk of underachievement – Up to 19 school days absent in an academic year
<90%	Extreme risk of underachievement – Upwards of 22 school days absent in an academic year

If as a result, your child's attendance does not improve, I will be requesting a meeting to discuss how we can work together to improve <PreferredForename>'s attendance. If after this meeting <PreferredForename>'s attendance does not improve we will be contacting our Education Welfare Officer for advice. This may result in a panel meeting and court proceedings.

Please note. your Arbor Parent App only shows the percentage of attendance for this term not from the start of the academic year. If you do not have access to the Arbor Parent App please email parentapp@btg-secondary.lambeth.sch.uk to request an invite.

We do expect to have your full support in this matter as agreed in the School Principles. Thank you for your co-operation.

Yours sincerely,

<HeadOfYear>

Attendance Email below 95%

Dear <ParentalSalutation>

Re: <PreferredForename> <PreferredSurname> <RegGroup>

The school data system has highlighted that your child has a school attendance of 95% or below. This is below National Average. Your child's attendance is a cause for concern. Please contact me to discuss and agree relevant future targets and any support needed to remedy this situation. It is well known that poor attendance has a negative impact on a child's performance and will affect their exam and attainment grades significantly.

98-100%	Excellent – Children are accessing all learning opportunities
96-97%	Good – Very few learning opportunities are missed
94-95%	Risk of underachievement – Up to 10 school days absent in an academic year
92-93%	High risk of underachievement – Up to 15 school days absent in an academic year
90-92%	Severe risk of underachievement – Up to 19 school days absent in an academic year
<90%	Extreme risk of underachievement – Upwards of 22 school days absent in an academic year

If as a result, your child's attendance does not improve, I will be requesting a meeting to discuss how we can work together to improve <PreferredForename>'s attendance. If after this meeting <PreferredForename>'s attendance does not improve we will be contacting our Education Welfare Officer for advice. This may result in a panel meeting and court proceedings.

Please note. Your Arbor Parent App only shows the percentage of attendance for this term not from the start of the academic year. If you do not have access to the Arbor Parent App please email parentapp@btg-secondary.lambeth.sch.uk to request an invite.

We do expect to have your full support in this matter as agreed in the School Principles. Thank you for your co-operation.

Yours sincerely,

<HeadOfYear>

Appendix 4

Punctuality Letter

<Parental Salutation>
<AddressBlock>

Dear <Parental Salutation>

Re: <Forename> <Surname> <Reg>

Bishop Thomas Grant School continuously monitors the punctuality for all its students. It has recently come to our attention that <Forename> has been late on a significant number of occasions. Your child's punctuality is a cause for concern. With your support <Forename> should endeavour to achieve 100% attendance and punctuality at all times. Arriving late to school starts the day in a detrimental fashion and leads to missing vital information issued during form time and assembly. In light of this it is vital that we can rely on your support to ensure <Forename> arrives at school punctually every day in order to access a full education to maintain progress and achieve well.

Please see <Forename>'s current attendance and punctuality on the table below.

	Percentage %	Sessions
Attendance	<% Present + AEA>%	<Possible>
Authorised Absence	<% Authorised absences>%	<Authorised absences>
Unauthorised Absence	<% Unauthorised absences>%	<Unauthorised absences>
Late	<Count of AM late>	

Being late will result in a lunchtime detention. If a child does not attend this will result in a one after school.

Furthermore there will be cumulative sanctions as set out below:

Three cumulative lates result in a 30 minute detention after school.
Six cumulative lates result in a 1 hour detention after school.
Nine cumulative lates result in a 2 hour detention after school.
Twelve cumulative lates result in a Saturday detention.

We will continue to monitor <Forename> punctuality in the hope that it improves. In the event of further lateness then the school will contact you to discuss this problem. Bishop Thomas Grant School remains proud of its excellence attendance and punctuality record which remains significantly above the National Average.

Yours sincerely

Miss S James
Attendance Officer
(attendance@btg-secondary.lambeth.sch.uk)

Appendix 5

Medical Letter

<Parental Salutation>
<AddressBlock>

Dear <Parental Salutation>

Bishop Thomas Grant School continuously monitors the attendance of all its students. It has recently come to our attention that <Forename> has been absent for a significant amount of time that presently rests below 94% attendance. This level of absence is causing concern. All students with the support of you, the parent/carer, should endeavour to achieve 100% attendance. Absences will impact heavily on your child's potential academic achievement and it is a proven fact that poor attendance has a direct influence on a student's performance and will affect exam grades significantly.
The school is aware that <Forename> has a medical condition and/or an EHCP as a result this will impact on your child's attendance. We are more than willing to help in any way possible to support your child when missing education. Please call me to discuss how the school can work with you to arrange any further support or intervention that will help catch up with work assignments.

Please see <Forename>'s current attendance and punctuality on the table below.

	Percentage %	Sessions
Attendance	<% Present + AEA>%	<Possible>
Authorised Absence	<% Authorised absences>%	<Authorised absences>
Unauthorised Absence	<% Unauthorised absences>%	<Unauthorised absences>
Late	-	<Count of AM late>

The school will continue to monitor <Forename>'s attendance in the hope that it will improve with the help of any support provided. It is to be expected that students with medical needs will attend medical or hospital appointments. In such cases the school would be grateful if these could be arranged either out of school hours, during holidays or at one end of the day so that students can access as much education as possible. It would be very helpful if parents/carers could alert the school in advance when any appointments or treatments are approaching by sending in a copy of the original letter and appointment times.

Bishop Thomas Grant remains proud of its excellent attendance and punctuality record which remains significantly above the National Average even in addition for those students that have medical needs.

Yours sincerely,

Head of Year

Appendix 6

STUDENT VULNERABLE PLAN

Attendance **Medical** **Pastoral** **Safeguarding**

Student Name:	**Year:**
Date of Plan:	**Planned review date:**
Safeguarding Lead:	**Assigned to:**

Areas of Concern:
Interventions in place:
Risk (actual or potential):
Triggers:
Plan to support:
Personal Emergency Evacuation Plan (PEEP):

Appendix 7

1. **The Law**
   The Education Act 1996 Part 1, Section 7 states:

   The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:
   (a) To his age, ability and aptitude and
   (b) To any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of a child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 section 444 contains the details of when an offence is committed if a child fails to attend school.

Please refer to the following guidance:

- DfE statutory guidance for local authorities 'Children missing education' September 2016.
- DfE statutory guidance 'School behaviour and attendance: parental responsibility measures' www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance#history 2020
- The Education (Pupil Registration) (England) Regulations 2024.
- DfE non statutory guidance 'Working together to improve school attendance' February 2024.
- The Education (Penalty Notice) (England) (Amendment) Regulations 2024.