



Wapping High Attendance Policy

2017/2018

Wapping High Attendance Policy

This Policy represents our commitment to striving for 100% attendance, which is achieved by many of our children. It sets out the principles, procedures and practices the school will undertake. Strategies, sanctions and possible legal consequences of poor attendance and punctuality are also detailed, as well as rewards for, and benefits of, good attendance. This policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance.

Principles:

- **Receiving a full-time, suitable education is a child's legal entitlement.**
- **It is parents' and carers' legal responsibility to ensure this happens.**
- **Attending school regularly aids intellectual, social and emotional development.**
- **Attending school regularly safeguards the welfare of children whilst they are not in the care of their parents.**
- **All children whose attendance is poor will be treated as vulnerable.**
 - **These principles are enshrined in British law within the Education Act 1996, the Children Act 1989, and other associated pieces of legislation. □**

Aims of the Policy:

- **To ensure that all children attend as near full-time as possible, in order to maximise their educational achievement and social development.**
- **To discharge the school's duty to safeguard its pupils to be best of its ability.**
- **To ensure that all those responsible for children's education, including parents, carers, staff and governors understand and accept their responsibilities in relation to attendance.**
- **To minimise absence from school, thereby reduce and prevent levels of persistent absence through early intervention.**

- **To improve the life chances of Wapping High students and prepare them to be fully contributing citizens when they reach adulthood.**

Policy objectives:

- **To safeguard the welfare, health, social and emotional development of children.**
- **To reduce and prevent cases of persistent absence.**
- **To eliminate term time holidays/leave of absence.**
- **To promote commitment to education and high achievement.**
- **To maximise the potential of every individual pupil**

Promoting Attendance:

The Governors, Head Teacher and staff will use all possible opportunities to promote the importance of good attendance and punctuality. These will include the home/school agreement, newsletters, rewards and incentives for good or significantly improving attendance.

Student Leave of Absence:

The Head Teacher will only grant a leave of absence under exceptional circumstances.

Parents and carers must submit a letter to the Head Teacher in advance of any proposed absence from school.

Any unauthorised holiday will result in a request to Tower Hamlets for a Fixed Penalty Notice fine.

RESPONSIBILITIES OF PARENTS/CARERS

Understanding Types of Absence Coding

Every half-day absence from school has to be classified by the school as **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of any absence is always required, preferably in writing. Medical evidence may also be required in the form of a copy of a prescription, GP note, etc. Types of absence that are likely to be authorised are: illness; medical or dental appointments which unavoidably fall in school time; emergencies. It is expected that every effort will be made to ensure appointments are after school and that students attend school either before or after appointments.

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

- **Going shopping with parents**
- **Birthdays**
- **Minding other younger children in the family**
- **Staying at home because other members in the family are unwell**
- **Day trips and holidays in term time**
- **Arriving at school too late to get a present mark**
- **Truancy**

Reluctant Attenders/School Refusal

You should do everything possible to encourage your child to attend. However, if the reason for their reluctance appears to be school-based, such as difficulty with work, or friendship group issues, please discuss this with your child's form tutor or the Attendance Officer Ms Kaur and the school will do everything possible to sort the problem out. There are many solutions to these issues and the school is keen to ensure that your child maintains their access to education.

Colluding with your child's reluctance to attend is likely to make the matter worse. School refusal/school phobia is a psychological condition that usually has been medically diagnosed. Other arrangements may be put in place for a child with genuine school phobia. □

SCHOOL PROCEDURES

1. Registration and punctuality procedures □

Registers are taken twice a day, once at the start of the school day at 8.30am, and once during the afternoon session. The registers will remain open for an hour and twenty minutes. Pupils arriving before the end of the Registration

period will be coded L (Late before registers close), which is a present mark. The number of minutes late will be recorded in the register. Students arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence.

- Students are expected to be in school at 8.25am every morning.
- Students are registered at 8.30am and 2:05 pm every afternoon.

Only the Head Teacher or designated member(s) of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence will be recorded as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory in the school's view, and/or evidence of the reason cannot be provided, the absence will be coded as 0 (Unauthorised absent).

Absence notes received from parents/carers will be kept for the remainder of the academic year; or longer if there are concerns that require further investigation or legal action. If a student is persistently late a meeting will be arranged with the family as soon as the pattern is identified.

2. First Day Absence Contact

Parents are expected to notify the school if their child is unable to attend for any unavoidable reason, such as illness. If the school does not receive notification it will send a text and/or telephone on the first day of absence, to try to ascertain the reason. First day contact will be carried out as early as possible in the school day, in order to notify parents whose children may have set off for school but not arrived, as quickly as possible.

Telephone: 0207 193 6337

or

Email: absence@wappinghigh.org

3. Second Day Absence Contact

If the child is still absent on the second day without contact from the family, a telephone call will be made to the home. The family may be asked to come to school for a meeting.

4. Continuing Absence Procedures

In the event of an absence of three or more days without contact from the family, a home visit will be made. Any child who is absent without explanation for 10 consecutive school days will be referred to Tower Hamlets Attendance in

order that further investigations can be made as part of safeguarding measures.

5. Frequent/Persistent Absence Procedures

Daily trawls of the registers will be made to identify students with a pattern of absences that may lead to Persistent Absence (PA), that is to say absence of 10% or more in a half term. The Assistant Headteacher with responsibility for Attendance will be responsible for identification of any emerging concerns and putting in place actions for each pupil of concern. Initially the school will try to resolve the problem with parents/carers, but if the pattern continues the school will refer to the School Health Adviser if the problem appears to be a medical one. In cases where there appear to be issues requiring outside intervention to support the family and the child, referral may be made for external agency support. All Persistent Absence students and their parents will be subject to an Action Plan or Parenting Contract. Such a plan or contract may include allocation of additional in-school or external support.

6. Consequences of Poor Attendance/Punctuality

For students whose attendance and/or punctuality fails to improve, after a range of interventions and support measures have been tried by the school, the ultimate consequences may be one of the following:

- The school may ask the Council to issue a Penalty Notice on its behalf. A Fixed Penalty Notice carries a fine of £60, per parent, per child. If the fine is not paid within 20 days it rises to £120 per parent, per child. If not paid at all, court action will be initiated.**
- The school may ask the Council to initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2500, or even imprisonment.**
- In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.**

7. Procedures for trying to trace children who cease to attend without prior notification

These are covered in detail in the Child Missing in Education (CME) Policy and Procedures. However, if, after ten days continuous absence school has been unable to ascertain the whereabouts of a student, they will refer the child's details to the Local Authority for it to perform further checks that are not available to school. If after 20 days continuous unauthorised absence, their whereabouts cannot be traced, they will be removed from the school roll.

For further information please visit:

<https://www.gov.uk/government/publications/children-missing-education>

8. Non-starters

students who are allocated places but fail to start are also treated as CME. If the school has been unable to make contact with the family during a ten-day period after their expected arrival, they will refer the pupils to the local authority CME team for further checks.

Vulnerable Children

Children who are Looked After (LAC), subject to a Child Protection Plan (CP), Children in Need (CIN) will be treated with highest priority and will be known to the Attendance Officer, Ms Kaur. Any unexplained absence will be followed up immediately by a telephone call to the home, a home visit or by a call to the Attendance Management Service in order that a same-day visit can be made. Children with Special Educational Needs (SEND) will be treated with similar priority in order that their time in school can be maximised, and their learning supported to the greatest extent possible.

STAFFING

1. Teachers, Tutors and other supporting staff

Take the register every period and tutor time. In the event of a problem use a paper register and send to small school reception. The person responsible for taking a register is the member of staff who sees a student in the first 10 minutes of a lesson. External cover staff will have the procedure for recording attendance to lessons explained to them on arrival to school by a member of the administration team.

2. Tutors

- Educate students in their tutor group, at least every fortnight, in the importance of having good attendance and using attendance data provided.**
- Have an understanding of how any attendance issues within their form group might affect the academic progress of their tutees and set and monitor targets for tutees in this area if a student has lower than target attendance, liaising with Ms Tari.**
- As a part of their pastoral care of students in their tutor group tutors should discuss reasons for absence with their tutees and challenge them when they think a student is not making every effort to come to school.**
- Ask the Attendance officer, Ms Kaur to contact home if they have a concern and a student's attendance needs investigating**

3. Heads of House

- Raise awareness of the importance of excellent attendance and punctuality
□to tutors and year group.**
- Encourage excellent and improving attendance and punctuality via a system**

of praise and rewards.

- **Achieve targets set for students and the year group.**
- **Support Form Tutors and work with the Attendance Officer to reduce absence by early intervention**

4. Attendance Officer

- **Take responsibility for documenting all home contact, which should include phone calls and letters home that formally address attendance concerns, meeting with parents, formulating appropriate Attendance Contracts and supporting with Pastoral Support Plans.**
- **Produce displays for daily attendance per house and weekly attendance for all students.**
- **Refer low attenders to Tower Hamlets as required, in line with agreed procedures. This must be done where attendance; is persistently below 90% despite intervention, where the student goes missing unexpectedly, or if the student misses school for 10 consecutive days.**
- **Maintain a database to show all actions and referrals made for students on roll whose attendance or punctuality is a concern.**
- **Issue parents and carers with Court Warning Letters and Fixed Penalty Notice Warning Letters as appropriate, should unauthorised attendance lead to a student being (at risk of) persistently absent from school.**
- **Communicate with Attendance Welfare link to make referrals for Fixed Penalty Notices and Court Action and receive feedback about previous referrals.**
- **Keep copies of all formal communication on students' file.**
- **Seek advice/support from the Assistant Headteacher with responsibility for Attendance.**
- **Monitor and enter data in SIMS. Work with Form Tutors and Heads of House to monitor and pursue non-attendance.**
- **Support the Assistant Head Teacher in collating and analysing data for reporting to the Head Teacher and Governing body as required.**

5. Assistant Headteacher with responsibility for Attendance and Punctuality.

- **Set attendance targets for the school which are in line or better than those set for the Local Authority.**
- **Monitor and analyse school attendance data, reporting to the Head Teacher and Governing body as required.**
- **Formulate systems for rewarding students with both improving and
□excellent attendance and punctuality.**
- **Liaise with Heads of House and Attendance Officer regarding attendance matters.**

6. Head Teacher

- **Take overall responsibility for the implementation of the Attendance policy.**
- **Issue fixed penalty notice to parents/carers who fail to ensure the regular attendance of their children.**

7. Governing Body

- **Delegate the monitoring and review of the Attendance Policy to the Governors' Curriculum Working Group**

Procedure for registration of students:

- 1. Students arrive at school no later than 8:25am.**
- 2. All students arrive promptly to tutor base at 8:30am where a class register is taken by class teacher.**
- 3. All registers are to be taken by 8.45am to account for students that are present.**
- 4. The Attendance Officer will check that registers have been taken and remind staff to complete registers.**
- 5. The pastoral team are informed by the Attendance Officer of any teacher who has not completed their tutor register.**
- 6. A Daily reminder is sent to inform staff on any outstanding registers from the Attendance Officer.**

Procedure for late students:

- 1. If a student is late they are to be marked in the register with the appropriate symbol by the receptionist, with a letter sent out to parents/carers.**
- 2. If a student is later after 8:45 then this is deemed unacceptable lateness and a letter to this effect is sent out to parents/carers to inform them that persistent lateness can result in the issuing of a fixed penalty notice from Tower Hamlets.**
- 3. Attendance Officer will phone parents/carers and obtain a reason as to why the student was late and inform that a detention will be set for the same day after school. If a parent or carer is unavailable then a text will be sent to inform them of their child's detention.**
- 4. If a student is persistently late, the Attendance Officer will arrange a meeting with a parent/carers. Notification of meeting is to be sent to form**

tutor and pastoral team. At the meeting the Attendance and Punctuality policy is revisited and a contract for Attendance and Punctuality will be signed by the student, a parent/carer and a representative on behalf of the school, detailing support and strategies to be followed.

- 5. If after the signing of an Attendance and Punctuality contract, the student is continuously late, then a decision will be taken to issue a Fixed Penalty Notice under the guidelines laid out by Tower Hamlets.**

Daily routine including action on first day of absence:

- 1. Attendance Officer records any student absence from voicemail or email.**
- 2. SIMS accessed for a list of unauthorised absences at 8:45**
- 3. Text message to be sent to parents of students who are not in school once all registers have been collated – Attendance Officer starts to make telephone calls to parents/carers.**
- 4. Parents/carers of students with unauthorised absence receive a letter on the first day of absence.**
- 5. Absences are recorded on the Daily Absence Spreadsheet, detailing phone calls received and reason provided for absence.**
- 6. Daily Absence Spreadsheet emailed to all staff from Attendance Officer with specific actions recorded for individual students as necessary.**
- 7. Updated Daily Absence spreadsheet saved by Attendance Officer on Google drive.**
- 8. Daily attendance figures for Fleet and Tyburn houses are displayed by Attendance Officer.**

Return to school

- 1. Note for absence handed in by student to reception. If a parent has emailed regarding an absence this is saved by the Attendance Officer.**
- 2. SIMS is amended for reason and is dated.**
- 3. A valid medical certificate, prescription or appointment card must be provided by a student in order to authorise an absence.**
- 4. An absence will remain as unauthorised if the documentation is not satisfactory.**
- 5. Attendance Officer to review unauthorised absence on a weekly basis to inform feedback at pastoral team meetings, for particular focus on safeguarding and for those students with either historic attendance concerns and those who are subject to interventions due to their persistent absence.**

Second day of consecutive unauthorised absence

- 1. Daily Absence spreadsheet is updated to show 2nd day of unauthorised absence: colour coordinated to highlight continued absence.**
- 2. Letter sent by Attendance Officer to parent/carer to acknowledge second day of unauthorised absence.**

Lesson by Lesson registration

- 1. Each member of staff responsible for a tutor register, be it their regular lesson or a cover lesson, completes a tutor registration for each individual class between 8:30 and 8:45am**
- 2. Period 1 and Period 5 inform SIMS for morning and afternoon registration respectively.**
- 3. At the end of each school day a lesson by lesson report for any outstanding registers is compiled and sent to all staff by the Attendance Officer.**
- 4. Lesson by lesson registration report is saved on shared area.**
- 5. Any outstanding registers are then checked for completion by Attendance Officer.**
- 6. A member of staff is contacted by Attendance Officer to ensure all records are up to date.**
- 7. Frequency of any non-completion is documented and recorded for monitoring; this information is shared with Assistant Head Teacher with responsibility for Attendance.**

Daily routines on actions for attendance and punctuality:

08:00 – 09:00 am

- 1. Absence telephone calls are received and data inputted onto the Daily Absence Spreadsheet which is collated as evidence/confirmation should further action/information be required on a student.**
- 2. An email is sent to remind teachers from the receptionist to complete their register if it is outstanding for registration and/or period 1.**

09:00– 10:00 am

- 1. Attendance Officer checks and confirms that all registers have been taken, if not visits teachers who have not completed the register for lesson 1.**
- 2. Phone calls are made by to those parents/carers whose son/daughter are absent without a valid/authorised reason. A text is sent to parents/carers if they cannot be contacted by telephone to inform them that their child is absent from school.**
- 3. Receptionist to keep a track of students reported by their parents/carers as late, telephoning parents/carers as required and recording reason for absence on the Daily Absence Spreadsheet.**

10:00– 11.00am

- 1. Attendance Officer emails Daily Absence Spreadsheet to staff.**
- 2. Daily absence spreadsheet is updated for non- attendance by Attendance Officer.**
- 3. Pastoral team make secondary calls where appropriate, to challenge non-attendance.**
- 4. Attendance Officer prepares letters to be sent home to parents/carers for unauthorised absence and late pupils.**
- 5. Parents/Carers are informed of late detentions by telephone and permission/authorisation recorded on Daily Absence spreadsheet by Attendance Officer.**

- 6. Lesson by lesson registration report is compiled and sent to staff: registers are updated and action recorded.**

USEFUL INFORMATION FOR PARENTS AND CARERS

Introduction

At Wapping High School, we aim to encourage all members of the school community to aspire for excellence. For children to gain the greatest benefit from their education it is vital that they attend regularly. Your child should be at school in good time for the start of the school day at 8:25am, whenever the school is open, unless they are genuinely ill or there is some other unavoidable reason.

Children who cease to Attend without Prior Notification (Child Missing in Education - CME):

Some children are reluctant to go to school and say they do not feel well. It is for you, as the adult, to judge whether they are genuinely unwell, or just unwilling. It will be better for them in the long run to go to school, rather than avoid it, as days off mean they will fall further behind and make them even more reluctant. Your job as the parent is to encourage them to attend.

Ensuring your child's regular attendance at school is YOUR legal responsibility and permitting absence without good reason is an offence in law and may result in legal action being taken, or a Penalty Notice being issued.

Learning

Any absence affects the child's learning, and the more they miss the harder it will be for them to catch up. Research has shown that for every percentage point of absence, attainment at GCSE level is significantly lower.

Safeguarding

There is extensive research linking poor school attendance and exclusion with crime and anti- social behaviour, and risk of exploitation by unsuitable adults. For this reason, failure to attend regularly will be regarded as a safeguarding issue.

Understanding absence percentages

You may wonder why a school would be concerned if your child's attendance is not above 95%. This may make it easier to understand:

- **95% equates to half a day off every two weeks**
- **90% equates to a day off every two weeks**
- **85% equates to one and a half days off every two weeks**
- **80% equates to one whole day off every week**
- **A secondary age child whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school**

Even the brightest and most enthusiastic learner will find it hard to keep up with their work with these levels of absence. That is why we encourage the highest attendance possible.

Persistent Absence (PA)

A student is classed as a persistent absentee when they miss 10% or more schooling across the school year, for whatever reason, whether it be authorised or unauthorised, or a mixture of both. Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it. PA pupils are tracked and monitored carefully through our pastoral system, and we combine this with tracking academic progress to assess the effect on the student's attainment.

All our PA students and their parents are subject to an Action Plan, which may include allocation of some kind of support.

Parenting Contracts

You may be asked to participate in a Parenting Contract to support your child's attendance. These are initiated where the school feels you may need help in influencing your child to attend properly. They have no force in law, and are entered into voluntarily. A meeting will be held to which you and your child will be invited. The problems will be discussed and agreement reached as to what the school will do, the child will do and what you as parents/carers will do to try to improve the situation. You may be offered some form of support such as counselling or parenting classes to assist you in setting boundaries and enforcing expectations of your child. A copy of this support is placed on a student's file to track intervention to support attendance.

Reporting your child's absence

If your child is absent you must:

- **Contact the school on 0207 193 6337 as early as possible on the first day of absence, either by telephone or in person, and send a note in on the first day they return with an explanation of the absence**

Fixed Penalty Notices (FPNs)

Fixed Penalty Notices can now be issued for a range of attendance-related offences, including unauthorised term-time holidays, poor attendance and poor punctuality, where parents fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification, or located twice or more in truancy sweeps in 6 months.

A Penalty Notice is an alternative to a prosecution. It requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance and avoid a court appearance.

What is the fine?

The fine is £60 to be paid within 21 days.

The 21-day period begins 2 days after the date shown on the Penalty Notice.

If the fine is not paid within 21 days, it rises to £120 for a further 7 days.

If it is still not paid, the matter may be sent for prosecution, not for the unpaid fine but the original offence.

What are my responsibilities as a parent?

You must ensure your child attends school regularly. You will be committing an offence if your child fails to attend school regularly without good reason. Only your child's school can authorise an absence. FPNs will be sent to your home by first class post.

Is a warning given?

Warnings are not issued by the Local authority but will be issued directly by school in a formal letter about attendance concerns.

Your contact details

Please make sure that the contact details you have given to the school are kept up to date, so that in the event of an accident, emergency or any other need to contact you we have the correct details. School attendance contact numbers

are in Appendix 3.

Legal References

Section 7 of the Education Act 1996 states that the 'parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable to his/her age, ability and aptitude, and to any special educational needs he/she may have, either by regular attendance at school, or otherwise.'

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18. □The Children Act 1989 provides for a number of actions that can be taken to protect children's safety and welfare, on the premise that the welfare of the child is paramount.

Appendices

Appendix 1 - Pastoral Team information

Appendix 2 – Supplementary Information on Penalty Charge Notices

Appendix 3 – Attendance Management Process

Appendix 4 – Attendance Paper Trail Tick List

Appendix 5 – Attendance Duties and year Group Targets

Appendix 6 – Attendance Letters

- **Over 95% Letter**
- **Previous Year's Low Attendance Letter**
- **Non-return from Holiday Letter**
- **Unauthorised Absence Letter**
- **Under 95% Letter**
- **Under 90% Letter**
- **Under 85% Letter**
- **Fast Track Letter**
- **Governor's Attendance Panel Meeting**
- **Persistent Absence Letter**
- **After School Attendance Catch Up Letter**
- **Improved Attendance Letter – Review Meeting**
- **Improved Attendance Letter – Congratulations**

Appendix 7 –Parenting Contract

Appendix 8 –Target Students for 2014 – 2015

Appendix 9 – Risk assessment and paperwork for bowling rewards trip – Elephant and Castle

Appendix 1 – Pastoral Team information

Assistant Head for Attendance:

W. Overill (willoverill@wappinghigh.org)

Attendance Officer:

Ms Kaur (kamaldeepkaur@wappinghigh.org)

Heads of House:

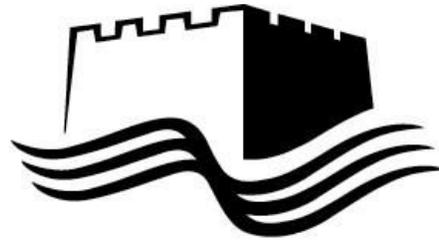
Fleet – Ms Charman (hayleycharman@wappinghigh.org)

Tyburn – Ms Ingram (tiffanyinram@wappinghigh.org)

Main reception:

0207 193 6337

**Appendix 2 - leaflet from Tower Hamlet explaining
Fixed Penalty Notice scheme**



TOWER HAMLETS

**Penalty Notices to Address Poor Attendance
at School**

Information for Parents and Carers

**London Borough of Tower Hamlets
Education, Social Care and Wellbeing Directorate**

September 2014

• ***What is a Penalty Notice?***

Parents/carers commit an offence if a child fails to attend school regularly and on time and the absences/ late arrivals are classed as unauthorised or avoidable

(those for which the school cannot or has not given permission). The failure of a child to attend regularly can result in the parent(s)/carer(s) of that child being prosecuted in the Magistrates Court under section 444 of the Education Act 1996. If convicted the parents/carers will receive a criminal record as well as whatever penalty is imposed by the Magistrates.

A Penalty Notice is in some circumstances an alternative to prosecution. Parents/carers served with Penalty Notices will not be required to appear in Court, unless the Penalty Notice is not paid within the required time limit, or their child's attendance does not improve. Penalty Notices are issued to each individual parent/carer for each individual child who meets the criteria.

- ***The Anti-Social Behaviour Act 2003***

Section 23 of the Act gives powers to the Local Authority (LA) and other designated bodies to issue Penalty Notices where a parent/carer is considered capable of but unwilling to secure an improvement in their child's school attendance.

- ***The Education and Inspections Act 2006***

Section 105 of this Act enables a Penalty Notice to be issued where parents/carers fail to fulfil the duty under section 103 to ensure that their child is not present during school hours in a public place without reasonable justification when they are excluded from school.

- ***Why have they been introduced?***

Reducing absence from school is a key priority nationally and locally because missing school damages a pupil's attainment levels, disrupts school routines and the learning of others and can leave a pupil vulnerable to anti-social behaviour and youth crime.

Above all, missing school seriously affects children's life opportunities.

- ***What are the costs***

The cost of the Penalty Notice is £60 per child per parent/carer but increases to £120 if payment is not made within 21 days.

- ***How are they issued?***

By post to your home address.

- ***When are they issued?***

Penalty Notices may be used in a range of situations where unauthorised absence occurs including:

- Pupils found out of school by Truancy Patrols
- Persistent unauthorised absence and/or late arrival at school (after the Register has closed).
- Unauthorised holidays/leave in term time or excessive delayed return from an extended holiday without prior school permission.

- Failure by parent(s)/carer(s) to attend LA convened attendance panels in schools to discuss their child's attendance and/ or lateness.
- Where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification.

- ***Is a Warning Given?***

Yes, you will normally receive a written and verbal warning of the possibility of a Penalty Notice being issued.

In the specific circumstances related to (i) the taking of 6 sessions (3 days) or more of unauthorised leave/holidays in term time, and (ii) where parents/carers fail to ensure that their child is not in a public place during the first five days of exclusion from school without reasonable justification then the matter will be referred immediately to the Attendance & Welfare Service for issue of the Penalty Notice.

- ***Is there an appeal process?***

There is no statutory right of appeal once a Penalty Notice has been issued.

- ***How do I pay?***

Details of payment arrangements will be included on the Penalty Notice. You need to be aware that payment in part or by instalment is not an option with Penalty Notices.

- ***What happens if I do not pay?***

You have up to 28 days from receipt to pay the Penalty Notice in full, after which the LA is required to commence proceedings in the Magistrates Court for the original offence related to the poor attendance of your child. If proven, this can attract a range of fines up to £2,500 and/or a range of disposals such as Parenting Orders or Community Sentences depending on the circumstances, as well as a criminal conviction and a criminal record which may affect future opportunities for employment

- ***Can I be prosecuted if I pay the Penalty Notice but my child is still missing school?***

Not for the period included in the Penalty Notice – payment discharges your liability in this respect. However, it may be the case that a prosecution might be considered for further periods of poor attendance not covered by the Notice, depending upon the circumstances. If this is an issue, it is vital that you work closely with your child's school and the school's Attendance & Welfare Advisor.

- ***Can I get help if my child is not attending regularly?***

Yes, the LA and your child's school will give you advice and support if you need help to secure an improvement in your child's attendance.

It is very important that you speak with the school or with the Attendance & Welfare Service at the earliest opportunity if you have any worries at all about securing your child's attendance.

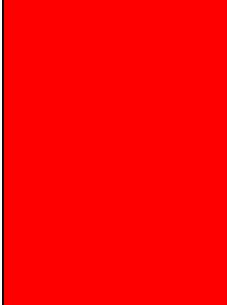
li you have any queries or require any assistance with your child's attendance or other difficulties they may be experiencing at school contact:

**Tower Hamlets Attendance & Welfare Service
Town Hall
4th Floor - Mulberry Place
5 Clove Crescent
London E14 2BG
Tel. 0207 364 3450**

Appendix 3 – Attendance Management Process

	100% Attendance	<ul style="list-style-type: none"> ● Weekly prize draw in assembly
	Above 95%	<ul style="list-style-type: none"> ● Praise letters sent monthly ● Monthly attendance trip bowling etc.
Student hits 95%		
	Under 95% letter sent home	<ul style="list-style-type: none"> ● 2 Week review
<ul style="list-style-type: none"> ● Student improves to 95%+ ● Monitor 	After 2 weeks	No improvement: <ul style="list-style-type: none"> ● Attendance meeting (Set date for 2 week review)
<ul style="list-style-type: none"> ● Praise letter sent home for improvement 	After another 2 weeks	No improvement: <ul style="list-style-type: none"> ● Attendance meeting (Set date for 2 week review) ● Parent Contract signed ● Fixed Penalty Notice Warning Given
<ul style="list-style-type: none"> ● Student improves to 95%+ ● Monitor 		<ul style="list-style-type: none"> ● Continue cycle until student reaches 95% ● Monitor

Student hits 90%		
 <p>Student's attendance improves</p> <ul style="list-style-type: none"> ● Set targets ● Monitor ● Achievement Letters home ● Certificates etc. 	<p>Under 90% letter sent home</p>	<ul style="list-style-type: none"> ● <u>FORMAL</u>: Assistant Head Teacher meeting (set date for review) ● Issue PCN where appropriate ● After school catch up session invite
 <p>Student's attendance improves</p> <ul style="list-style-type: none"> ● Set targets ● Monitor ● Achievement Letters home ● Certificates etc. 	<p>After 2 weeks</p>	<p>No improvement:</p> <ul style="list-style-type: none"> ● Complete CAF/Refer to Tower Hamlets ● Attendance Officer meeting ● Home visit when student is absent ● Issue PCN where appropriate ● After school catch up session invite ● 1st Court Warning Letter sent
 <p>Student's attendance improves</p> <ul style="list-style-type: none"> ● Set targets ● Monitor 	<p>After another 2 weeks</p>	<p>No improvement:</p> <ul style="list-style-type: none"> ● Assistant Head Teacher meeting ● Issue FPN where

<ul style="list-style-type: none">● Achievement Letters home● Certificates etc.		appropriate <ul style="list-style-type: none">● 2nd Court Warning from Tower Hamlets● Invite to Attendance panel meeting with Tower Hamlets
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*** If appropriate**

Appendix 4 – Attendance Paper Trail Tick List

Paper Trail:	√
Under 95% Letter	
Notes from first meeting	
2 week review letter	
Notes from second meeting	
Further 2 week review letter if appropriate (contin	
Under 90% Letter	
Notes from next meeting	
Penalty Charge Notices if appropriate	
CAF – attendance	
Notes from Attendance Panel meeting	
Notes from home visits	
1st Court Warning letter	
2nd Court Warning letter	
Medical/absence notes – reception and Attendance Officer daily emails	
Attendance Certificates	
Assessment Grades	

Appendix 5 – Attendance Duties and year Group Targets

<u>Task</u>	<u>Action</u>	<u>Notes</u>
Check all registers taken AM PM Lesson by Lesson	Produce a list of missing registers	Reception produces list and Attendance Officer follows up
Persistent absentees	Attendance Officer maintains individual intervention records	For referral to Tower Hamlets
Keep registers up to date; add any morning lates/ absences phoned in.	Reception signs in students who arrive late and informs Attendance Officer	Attendance Officer contacts parents/carers and updates detention register for attendance

Targets for Year Groups

The following is our target for individual year groups at Wapping High School.

<u>Year</u>	<u>End of 2017/18 Target Attendance</u>
7	97%
8	
9	
10	
11	

Appendix 6 – Attendance Letters

100% attendance letter

Dear (student's name)

Congratulations on your outstanding 100% attendance record.

(name) you have a perfect attendance record. This achievement takes a great deal of effort. We are so proud of you that you have demonstrated such resilience and self-management. Well done for always being "Ready for Learning"; you are a role model and inspiration to others at our school. As you know students with 100% attendance are drawn to win prizes, so keep up your excellent record.

A note to Parents and Carers:

Thank you for all of your support for (name's) incredible 100% record. At Wapping High School we believe in the immense potential of every one of our pupils and in order to achieve the best they can, students must attend every day and on time. This is our expectation for every individual student, so thank you for the support you give to enable your child to be the best that they can be! We really appreciate your efforts.

Thank you for your support,

Yours Sincerely,

Name/title

Over 95% Letter

Date
Address

Dear

Re: Congratulations for attendance above 95%

I am writing to you with regard to’s attendance at Wapping High School which was ___% for the last academic year as a result of your consistent support. The purpose of this letter is to congratulate you with regard to your child’s current attendance, so that they can maintain this level of attendance during the remainder of the academic year.

At Wapping High School we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend the school every day and be ready for learning no later than 8:25am. This is our expectation for every individual student.

Government research into the achievement of pupils at GCSE level, or for pupils taking other qualifications and awards, tells us clearly that if pupils do not attend regularly, they will not achieve their full potential. They are likely to leave school with fewer qualifications and poorer grades than those who attend school every day. They are also less likely to stay on in education after the age of 16, and find it harder to get good jobs.

During this academic year we expect every child to achieve attendance of above 97%. Your child will receive certificates and other rewards for excellent attendance and be recognised for their own excellent attendance in line with our drive to “Be the best that you can be”.

Thank you for your support,

Yours Sincerely,

Name
Title

Attendance Concern Letter (between 90 and 94.9%)

Date.....

Dear

Re: Attendance concern for (---name---d.o.b.)

I am writing to you with regard to your child's attendance at Wapping High School for the last academic year. Your child's attendance was% which we believe undermines learning and results in underachievement. During this academic year we expect your child to achieve attendance of 97% or above. will have their attendance and punctuality monitored this year and if necessary you will be invited to a meeting at the school to discuss any significant period of absence and sign an Attendance Contract or agree to a possible referral to Children's Services. If there is a period of persistent absence which the school decides is unauthorised then you may be issued with a Fixed Penalty notice. Please read the leaflet enclosed in this letter, you can read the full Attendance and Punctuality Policy on the school website. Your child will receive certificates and other rewards for excellent attendance.

Government research into the achievement of pupils at GCSE level, or for pupils taking other qualifications and awards, tells us clearly that if pupils do not attend regularly, they will not achieve their full potential. They are likely to leave school with fewer qualifications and poorer grades than those who attend school every day. They are also less likely to stay on in education after the age of 16, and find it harder to get good jobs.

Under the Education Act 1996, parents/carers have a duty to see that their children attend school regularly and punctually. Failure to meet this responsibility could lead to an appearance at Tower Hamlets Magistrate's Court which could lead to:

- a fine of up to £2,500
- referral to parenting classes
- a custodial sentence
- a criminal record

At Wapping High School we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend the school every day and on time. This is our expectation of every single pupil.

Yours Sincerely,

Name/Title

Persistent Absence Letter for previous year

Date.....

Dear

Re: Persistent Absence of (---name---d.o.b.)

I am writing to you with regard to your child's attendance at Wapping High School for the 2015/16 academic year. Your child's attendance was% and therefore a meeting will be held on at..... to agree an Attendance and Punctuality contract to prevent any further issues over regular attendance. (Name) will have their attendance and punctuality monitored this year and if there is a period of persistent absence which the school decides is unauthorised then you may be issued with a Fixed Penalty notice. Please read the leaflet enclosed in this letter, you can read the full Attendance and Punctuality Policy on the school website. Your child will receive certificates and other rewards for excellent attendance.

Government research into the achievement of pupils at GCSE level, or for pupils taking other qualifications and awards, tells us clearly that if pupils do not attend regularly, they will not achieve their full potential. They are likely to leave school with fewer qualifications and poorer grades than those who attend school every day. They are also less likely to stay on in education after the age of 16, and find it harder to get good jobs.

Under the Education Act 1996, parents/carers have a duty to see that their children attend school regularly and punctually. Failure to meet this responsibility could lead to an appearance at Tower Hamlets Magistrate's Court which could lead to:

- a fine of up to £2,500
- referral to parenting classes
- a custodial sentence
- a criminal record

At Wapping High School we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend the school every day and on time. This is our expectation of every single pupil.

Yours Sincerely,

Name/Title

Non-return from Holiday Letter

Date.....

Dear

Re: Non-return from Holiday Name D.O.B.

I am writing out of concern as your child did not start the academic year on the of September with the rest of Wapping High School.

Unfortunately, it will mean that your child will have started the year at a disadvantage as well as it being impossible for your child to achieve 100% attendance for the academic year.

We want all our students to have the very best opportunities to achieve great results and one of the biggest barriers is attendance below 97%. Year is an important time in your child's academic career; days away from the academy will result in your child not being able to maximise their grade potential. The academy understands that illness may be a result of non-attendance and at times cannot be helped.

However, if absence continues, then you and your child will be invited into the school to attend a meeting. If absence continues then you may receive a fixed penalty notice charge and/or a court fine. Please read the leaflet enclosed in this letter, you can read the full Attendance and Punctuality Policy on the school website.

At Wapping High School we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend the school every day and on time. This is our expectation of every single pupil. Please do everything possible to ensure your child achieves 100% attendance from now on and we look forward to celebrating your child achieving a very good attendance record for the year.

Yours sincerely,

Name/Title

Unauthorised Absence Letter

Date
Address

Dear

Re: Unauthorised Attendance – Name Tutor Group

I am writing to inform you of an attendance concern regarding your child, s/he was absent from Wapping High School and we were not informed by yourself of this absence, which was on Date, and we were unable to make contact via telephone.

..... is currently on an attendance contract and I would like highlight the importance of your child having very good attendance. As you are aware, poor attendance will have a serious impact on learning and making progress across the curriculum in this academic year.

If there is a period of persistent absence which the school decides is unauthorised then you may be issued with a Fixed Penalty notice. Please read the leaflet enclosed in this letter, you can read the full Attendance and Punctuality Policy on the school website. Your child will receive certificates and other rewards for excellent attendance.

If in the future is unwell/unable to come to school, please contact us first thing in the morning to inform us of his absence. Failure to make contact will result in having an unauthorised mark on their school attendance certificate.

The school contact number is: 0207 193 6337.

Yours sincerely

Name
Title

Under 95% Letter

Date
Address

Dear

Attendance concern for Tutor Group..... for below 95%

At Wapping High School we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend Wapping High School every day and be ready for learning no later than 8:25. This is our expectation for every individual student.

I am writing to you with regard to your child's attendance at Wapping High School for this current term. Your child's current attendance is currently below 95% which can lead to gaps in their learning and consequently may result in underachievement. I realise that you have informed the school as to your child's absence, or that we have contacted you for a reason to authorise any such absence. The purpose of this letter is to inform you of your child's current attendance, so that you can understand our concerns and support an improvement in attendance during the remainder of the academic year.

Government research into the achievement of pupils at GCSE level, or for pupils taking other qualifications and awards, tells us clearly that if pupils do not attend regularly, they will not achieve their full potential. Students are likely to leave school with fewer qualifications and poorer grades than those who attend school every day. They are also less likely to stay on in education after the age of 16, and find it harder to get good jobs.

During this academic year we expect your child to consistently achieve attendance of above 97%. will continue to have their attendance and punctuality monitored this year and if necessary you will be invited to a meeting at the academy, to discuss any further period of absence and to sign an Attendance and Punctuality Contract. If there is a period of persistent absence which the school decides is unauthorised then you may be issued with a Fixed Penalty notice. Please read the leaflet enclosed in this letter, you can read the full Attendance and Punctuality Policy on the school website. Your child will receive certificates and other rewards for excellent attendance and be recognised for raising their own attendance in line with our targets for every student.

Thank you for your support,

**Yours Sincerely,
Name/Title**

Persistent Absence: Under 90%

Date
Address

Dear

Re: Persistent Absence of

Meeting time:

Date:

I am writing to you to invite you to a meeting to discuss your child's attendance at Wapping High School. At present attendance is% which is undermining your child's learning and progress at Wapping High School. The aim of this meeting is to have a frank and honest discussion about your child's current attendance and to explain the consequences of further poor attendance.

At this meeting you will be issued with an Attendance and Punctuality Contract for your child to set targets for improvement to above 97%. Under the Education Act 1996, parents/carers have a duty to see that their children attend school regularly and punctually. Failure to meet this responsibility could lead to an appearance at Tower Hamlet's Magistrate's Court which could lead to:

- a fine of up to £2,500
- referral to parenting classes
- a custodial sentence
- a criminal record

If there is a period of persistent absence which the school decides is unauthorised then you may be issued with a Fixed Penalty notice. Please read the leaflet enclosed in this letter, you can read the full Attendance and Punctuality Policy on the school website. Your child will receive certificates and other rewards for excellent attendance and be recognised for raising their own attendance in line with our targets for every student.

At Wapping High School we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend Wapping High School every day and be ready for learning no later than 8:25. This is our expectation for every individual student.

Failure to address these concerns over poor attendance will ultimately result in a fixed penalty notice being issued and/or a referral for court action.

Yours Sincerely,

Name
Title

Second Persistent Absence letter: court warning for under 90%

Date
Address

Dear

Re: Notice to improve attendance for D.O.B

I am writing to you with regard to your child's attendance and to invite you to a meeting to discuss your child's attendance at Wapping High School atam on Date. We need to review what strategies are in place to support your child's attendance and punctuality.

At present your child's attendance is% which is well below the 97% target and is undermining their learning and progress at Wapping High School. The aim of this meeting is to have a frank and honest discussion about your child's current attendance and to explain the consequences of further poor attendance. The Attendance Contract for your child will be reviewed. Your child is at serious risk of court action because despite the best efforts of school is a persistent non-attender.

Under the Education Act 1996, parents/carers have a duty to see that their children attend school regularly and punctually. Failure to meet this responsibility could lead to an appearance at Tower Hamlets Magistrate's Court which could lead to:

- a fine of up to £2,500
- referral to parenting classes
- a custodial sentence
- a criminal record

Failure to attend this meeting or to contact with the school will result in a referral to Children's Services and the Attendance Welfare Service for court action.

If there is no improvement within two weeks of this letter, a court warning letter will be issued to you for your child.

Yours Sincerely,

Name
Title

Parent/Carer agreement for Wapping High School to contact GP.

**I, _____ parent of _____ Date
of Birth __/____/___ give permission for Wapping High School to contact my GP
regarding health concerns.**

**I understand that this has become necessary because my child's poor health is
having an impact on their school attendance.**

The GP's details are:

Name of GP:

GP Practice Name:

GP Practice Address:

GP Practice phone number:

Signed by parent: _____ Date: _____

Signed by member of school staff _____ Date: _____

Date

Dear Dr _____,

Name of Pupil & DOB

I am writing to inform you that the above patient of yours is a pupil at Wapping High School and their attendance is currently ___%. We are concerned about this low level of attendance. We are told by their parent/carer that their absence is due to illness.

Due to the low level of attendance we need verification from yourself of any underlying medical needs. We would also seek to put a medical plan in place at Wapping High School where this is appropriate. Please can you advise us on this matter. You can call me to discuss this further if that is helpful on 0207 193 6337.

Your assistance in this matter is greatly appreciated.

With Regards

Name/title

Attendance Panel Meeting with Tower Hamlets

Date:

Dear

Meeting time: Date:

Re. Attendance Panel Meeting with Tower Hamlets

I am writing to you with regard to your child's attendance and to invite you to a meeting to discuss this at Wapping High School. At present your child's attendance is% which is far below the Academy target of 97%. The aim of the meeting is to have a frank and honest discussion about your child's current attendance and what can be done jointly, to support excellent attendance in the future. You will be issued with an Attendance Contract for your child, which will be reviewed on

Under the Education Act 1996, parents/carers have a duty to see that their children attend school regularly and punctually. Failure to meet this responsibility could lead to an appearance at Tower Hamlets Magistrate's Court which could lead to:

- a fine of up to £2,500
- referral to parenting classes
- a custodial sentence
- a criminal record

I am inviting you and to a meeting at Wapping High School with myself, Ms. Chowdhury who is our link person from Tower Hamlets Attendance Welfare Service, on behalf of Tower Hamlets Borough Council's Children's Services. Ms. Chowdhury will provide information on the legal framework around supporting young people in education. Failure to attend this meeting or contact with the school will result in a Fixed Penalty Notice being issued. Please read the leaflet enclosed in this letter, you can read the full Attendance and Punctuality Policy on the school website.

At Wapping High School we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend the school every day and on time.

Yours Sincerely,

Name/Title

After School Attendance Catch Up Sessions Letter

Date
Address

Dear

Re: After School Attendance Catch Up Sessions

I am writing to you following the recent absence of your child from school. As you are aware when you signed the Attendance contract, there is an expectation that your child will attend a catch up session on a Friday for work that was missed on the day of absence. You indicated on the Attendance contract that you are happy to support your child's learning in this way.

This session is staffed by a teacher and will run from 3:00 – 4:00pm this Friday A telephone call has also been made to inform you of this requirement.

If there are any further concerns please do not hesitate to call me on 0207 193 6337.

Yours Sincerely,

Name
Title

Improved Attendance Letter – Review Meeting

Date
Address

Dear

Re: Attendance Concerns – Name Tutor Group

At Wapping High School we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend Wapping High School every day and on time. This is our expectation for every individual student.

We need to review’s Attendance and Punctuality contract on date atam. I am writing to you let you know you that’s attendance has improved slightly since our last meeting. Their attendance was% when we last met and has now improved to% on date. As you are aware we have previously written to you about the concerns we have about’s attendance and punctuality. I hope that has now begun to close the gaps in their learning and consequently is now achieving and is more on track with assessments. I am grateful that you share our concerns and have demonstrated your support. Please continue to monitor your child’s attendance and progress in school for the remainder of the academic year.

Government research into the achievement of pupils at GCSE level, or for pupils taking other qualifications and awards, tells us clearly that if pupils do not attend regularly and on time, then they will not achieve their full potential. They are likely to leave school with fewer qualifications and poorer grades than those who attend school every day. They are also less likely to stay on in education after the age of 16, and find it harder to get good jobs.

During this academic year we expect your child to achieve attendance of 97% or above with excellent punctuality. School begins promptly at 8:30am and we expect students to arrive in good time by 8:20. Your child will receive certificates and other rewards for excellent attendance and be recognised for raising their own punctuality in line with our targets for every student.

Thank you for your support,

Yours Sincerely,

Name
Title

Improved Attendance Letter – Congratulations

Date.....

Address.....

Dear

Re:

At Wapping High School we believe in the immense potential of every one of our pupils. In order to achieve the best they can, pupils must attend Wapping High School every day and on time. This is our expectation for every individual student.

I am writing to you congratulate you on’s improved record of attendance and punctuality. Their attendance has now improved to% ondate..... As you are aware we have previously written to you about the concerns we have about’s attendance and punctuality. I hope that has now closed the gaps in their learning and consequently are now achieving and are on track with assessments. I am grateful that you share our concerns and have demonstrated your support. Please continue to monitor your child’s attendance and progress in school for the remainder of the academic year. We will be contacting you later on this term to review Attendance and Punctuality contract.

Government research into the achievement of pupils at GCSE level, or for pupils taking other qualifications and awards, tells us clearly that if pupils do not attend regularly and on time, then they will not achieve their full potential. They are likely to leave school with fewer qualifications and poorer grades than those who attend school every day. They are also less likely to stay on in education after the age of 16, and find it harder to get good jobs. During this academic year we expect your child to achieve attendance of 97% or above with excellent punctuality. Lessons begin prompt at 8:30am and we expect students to arrive in good time by 8:20. Your child will receive certificates and other rewards for excellent attendance and be recognised for raising their own punctuality in line with our targets for every student.

Thank you for your support,

Yours Sincerely,

Name/Title

Rewards trip letter

Date:

Dear Parent/Carer,

At Wapping High School, we value your child's effort in lessons in order to achieve their targets. Their behaviour for learning is closely monitored and rewarded where credit is due.

_____ has been selected to attend a "Rewards Trip" to (place) on (date) as they achieved 100% attendance since (time frame).

They will be taken to the venue by (transport) at 15:45 after school. We will be returning to school at no later than 17:15.

Your child is required to bring an oyster card if they have one.

The outing will be an action packed event with staff members focused on the bowling. It is for this reason that we ask that your child either leave valuables; for example, Jewellery, MP3 players, etc. at home or hand them in for safe-keeping. If this does not happen, unfortunately, we will be unable to take responsibility for lost or stolen items.

Please complete the consent slip below, informing us of any medical conditions we need to be aware of, the contact number of a named person to contact in an emergency, and where you would like your child to be dismissed from.

Please return the slip below by:

If you have any problems please contact me via the school office on 0207 193 6337

Yours sincerely

Name

Title

**Rewards Trip on
(date) at (venue)**

**I give permission for my child to attend the
Rewards Trip on (DATE).**

Emergency contact name:

.....

Relationship to the pupil:

.....

Emergency contact's number:

.....

My child:

- will make their own way home from (add venue).
- will make their own way home from school at 17:30.
- will be picked up from school at 17:30.

Signature..... Date.....

RETURN BY: DATE