ATTENDANCE POLICY

1. INTRODUCTION

Hunters Hill college is committed to providing a full, effective education to all students in line with The Education Act 1996 (Part 1, Section 7). We embrace the concept that all students up to the age of 16 attend education, and intend all students take full advantage of the educational opportunities available to them. This is particularly important as it is legislated that all students with a statement of special educational needs should attend School on a full-time basis.

We endeavour to provide an educational environment where all students feel valued and welcome. Every opportunity will be used to convey to parents, carer and students the importance of regular and punctual attendance. Together we consistently work towards our goal of 100% attendance for each student.

Reducing absence and persistent absence is a vital and integral part of Hunters Hill work to:

- promote children's welfare and safeguarding
- ensure every student has access to the full-time education to which they are entitled
- ensure that students succeed whilst at School
- ensure that students have access to the widest possible range of opportunities when they leave School.

This policy contains within it the procedures that the school uses to meet its attendance targets.

2. ATTENDANCE
Students are registered twice a day for attendance:

AM Registration: 8.45am until 9.25am
PM Registration: 12:15 – 12.45 pm during period 4

An attendance code is recorded for each student for every half day session. Approved educational trips, work experience and interviews are also counted towards students' attendance.

The table below outlines the different attendance codes used.

**Table 1: Absence Codes**

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>Present (AM)</td>
<td>Present</td>
</tr>
<tr>
<td>\</td>
<td>Present (PM)</td>
<td>Present</td>
</tr>
<tr>
<td>B</td>
<td>Educated off site (where NOT Dual registered)</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>C</td>
<td>Other Authorised Circumstances (not covered by another appropriate code/description). Approved by the Head Teacher only.</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>D</td>
<td>Dual registration (i.e. student attending other school)</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>E</td>
<td>Excluded (no alternative provision made)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>F</td>
<td>Extended family holiday (agreed)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>G</td>
<td>Family holiday (NOT agreed or days in excess of agreement)</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>H</td>
<td>Family holiday (agreed)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>I</td>
<td>Illness (NOT medical or dental etc. appointments)</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>J</td>
<td>Interview</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>L</td>
<td>Late (before registers closed)</td>
<td>Present</td>
</tr>
<tr>
<td>M</td>
<td>Medical/Dental appointments</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>N</td>
<td>No reason yet provided for absence</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>O</td>
<td>Unauthorised absence (not covered by any other code/description)</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>P</td>
<td>Approved sporting activity</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>R</td>
<td>Religious observance</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>S</td>
<td>Study leave</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>T</td>
<td>Traveller absence</td>
<td>Authorised absence</td>
</tr>
<tr>
<td>U</td>
<td>Late (after registers closed)</td>
<td>Unauthorised absence</td>
</tr>
<tr>
<td>V</td>
<td>Educational visit or trip</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>W</td>
<td>Work experience</td>
<td>Approved Education Activity</td>
</tr>
<tr>
<td>X</td>
<td>Untimetabled sessions for non-compulsory school-age pupils</td>
<td>Not counted in possible attendances</td>
</tr>
<tr>
<td>Y</td>
<td>Enforced and partial enforced closure</td>
<td>Not counted in possible attendances</td>
</tr>
</tbody>
</table>
3. REPORTING AN ABSENCE

It is important that absences are reported to the school as soon as possible and before 9.30am. The school must be notified every day a student is absent by:

a. Phoning Hunters Hill on 0121 4451320 anytime before 8.00am. The 24/7 attendance hotline is on extension 1106, or parents can speak to a member of the attendance team between 8am and 4pm.

b. Phoning the student’s Residential Home between 7.30 to 8.00am
   Telephone: 0121 4451320 extension: 1114 Frobisher, 115 Raleigh, 1116 Shackleton, 1117 Scott, and 1140 Year 11 House.

c. For planned absences, such as a medical appointment, by contacting the Residential Home staff and sending in a copy of the appointment letter.

The school may call the parent/ carer back to clarify the reason for absence and establish at date for the return to school (RTS) (It is good practice to share attendance rates and patterns of attendance during call-backs so that barriers to attendance can be discussed).

4. UNDERSTANDING TYPES OF ABSENCE

Every half-day absence has to be recorded by Hunters Hill College as either authorised or unauthorised. Information about the reason(s) for absence is always required, preferably in writing.

**Authorised absences** are mornings or afternoons away from Hunters Hill College for a good reason such as illness, medical/dental appointments which unavoidably fall during school time, emergencies and approved exceptional circumstances. Authorisation of absence using the C code can only be agreed by the Head Teacher.

**Unauthorised absences** are those which Hunters Hill College does not consider reasonable

Table 2: Examples of absence coding

<table>
<thead>
<tr>
<th>Example</th>
<th>Notes</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vomiting / diarrhoea</td>
<td>Absent from school for 48 hours from the last episode of vomiting / diarrhoea.</td>
<td>I unauthorised</td>
</tr>
<tr>
<td>Head lice</td>
<td>Treat and return to school the same day.</td>
<td>O unauthorised</td>
</tr>
<tr>
<td>Refusing to get into taxi / are banned from taxi</td>
<td>Parents/Carers should make alternative arrangements to bring to school.</td>
<td>O unauthorised</td>
</tr>
<tr>
<td>Feeling ‘under the weather’ or tired.</td>
<td>Students are encouraged to attend school.</td>
<td>O unauthorised</td>
</tr>
<tr>
<td>Dentist check-up / follow-Up Appointment (not emergency)</td>
<td>Appointments should be made for the beginning of day and arrive late or end of day and leave early.</td>
<td>M authorised for session in which the appointment is held.</td>
</tr>
<tr>
<td>Looking after a brother or sister who is not well.</td>
<td>Parents/Carers should make alternative arrangements.</td>
<td>O unauthorised</td>
</tr>
<tr>
<td>Student sent home under influence of illegal substances</td>
<td>DSL to be informed</td>
<td>C Authorised absence</td>
</tr>
</tbody>
</table>

5. RIGHTS, RESPONSIBILITIES AND ROLES

Hunters Hill College aims to work together with parents/carers in order to ensure the achievement of high levels of attendance and punctuality for all students. At formal interview stage all parents/carers are issued with a “School Attendance: Information for Parents and Carers” outlining School procedures relating to absence from School.

Student Rights and Responsibilities.

Students at Hunters Hill have a right to full time education. Students are expected to maintain a minimum of 96% attendance throughout the school year. Student’s whose attendance drops to or below 90% will be regarded as a persistent absentee. The school’s PA% figure shows the percentage of students in the school who are persistently absent.

Students should:

- ensure that they attend School regularly and on time.
- attend all lessons punctually.
- not leave the School without permission.
- have individual records of attendance/punctuality provided by Hunters Hill College.

The Role and Responsibilities of Parents / Carers

The Education Act (1996) places a legal duty on the parent or guardian of a child (from 5-16 years old) to ensure that they receive a full time education. It is a criminal offence for parents or guardians to take their child out of school without authorisation from the school. It is also an offense for parents who are aware that their child is failing to attend school to not take reasonable action to ensure their child attends.

Parents and carers should:

- Make sure their child attends school and arrives on time, or is ready on time for arranged transport.
- Make sure their child attends in correct uniform and in a fit condition to learn.
Attendance Policy and Procedure.

- Only keep their child from attending school for genuine reasons such as sickness, medical appointments and exceptional circumstances such as funerals.
- Contact the school immediately if their child is absent.
- Contact the school every day their child is absent.
- Not arrange holidays during term time unless it is an exceptional circumstance for which they have written approval from the Head Teacher.

The Role and Responsibilities of Hunters Hill College

Hunters Hill College has developed good practice and procedures to ensure the maximum attendance possible.

The school monitors and reports unauthorised absences. Each year parents receive a letter about the Birmingham City Council’s FAST-track process, which is a legal process by which parents are held to account in regard to their child’s unauthorised absence.

A variety of attendance data is collected in order to assess the impact of the school’s attendance practices and interventions. The Assistant Head and attendance team collect this data and are responsible for its analysis.

Each term as a minimum, the following data will be collected and analysed in order to assess performance and trends, taking action if required:

- whole School attendance rates;
- numbers and proportion of persistent absentee students;
- rates of unauthorised absence;

Hunters Hill College will:

- Follow a set procedure for the recording and monitoring of absence. This includes contacting parent/carers on the first day of absence to discuss absence and agree a date on which the student is expected to return to school. This may include a discussion of the overall attendance pattern and advice about absenteeism.
- Inform the Designated Safeguarding Lead when children reach the threshold of absence, or daily where children are on safeguarding alert.
- Monitor each student’s attendance at weekly attendance meetings. Follow a phased approach to interventions for students who are of concern because of Persistent Absence (or risk of), change in type of absence, sudden drop in attendance and where contact with home is difficult to establish.
- Send an attendance report to parents / carers each term.
- Invite parents and carers to attendance meetings to discuss barriers to attendance and punctuality.
- Discuss attendance concerns at Children Causing Concern meetings, wherein strategies and actions to improve attendance can be agreed.
- Seek advice from the School Health Advisor regarding a student who has a period of 10 or more day’s sickness in any one half term without a medical note.
- Provide attendance data for audits, school census, Ofsted, Birmingham City Council and the school’s governing body.
- Monitor persistent absence and leave in term time and follow the Fasttrack legal process.

6. Fast-track Attendance Process

Hunters Hill College utilises the Fast-track process in conjunction with Birmingham City Council. A letter outlining the Fast-track legal process is sent to every parent and carer at the beginning of the school year. This whole school letter is also publicised on the school website. The process is outlined in the BCC Fast-Track Guidance Document (See appendix 1) and includes the following:

1. Students with concerning levels of student absence are placed on the “Children with a Safeguarding Vulnerability List” held by the DSL.
2. A ‘Signs of Safety and Wellbeing three houses form will be completed with the student to ensure that the voice of the student is heard.
3. Parents/Carers will receive a letter from the Head Teacher outlining concerns
4. The EHCP plan and attendance pattern will be reviewed to ensure that the provision is suitable to meet their needs
5. Parents/ carers will be invited to school for an informal meeting to ascertain whether;
   a. There is an underlying medical condition
   b. Early help response is needed
6. Formal School Attendance Review Meeting (SARM)
7. Formal Warning Notice issued
8. ELIT Fast-track referral submitted

Leave in Term Time (Penalty Notice)
The legal process includes the Leave in Term Time penalty notice process for cases where there a G code is recorded for 20 or more sessions (10 or more school days). Families are not encouraged to take their children out of school for family holidays or trips abroad during term time.

Any leave in term time request is reviewed by the Head Teacher and only approved in exceptional circumstances. Each request is judged on a case by case basis. The decision is sent in writing directly from the Head Teacher and is accompanied by the most recent Birmingham City Council leaflet campaign. Letter LD1 is sent directly from the Head Teacher where a request is denied. The LD2 letter is sent where a request was not made. Copies of parent letters, attendance data for the current and previous academic year and the family information sheet is sent to the Court Section on the student’s return.
A Designated Liaison Person (DLP) is allocated to each student. The DLP will ensure that the process followed during the campaign is compliant with the legislative framework.

**The DLP will**

- liaise directly with the Court section,
- ensure engagement with parents and carers where attendance is a serious concern
- arrange support and/or reintegration packages,
- ensure all actions are documented appropriately
- provide statements with guidance from Court Section
- Appear in court as a witness.

**Frequent Illness**

Parents / Carers may be called back to ascertain more detail regarding their child’s illness. Advice for the recommended period to be kept away from school will be given in line with the HSC Public Health Agency guidelines (see appendix 2). If a student’s absence is recorded as illness for 10 sessions (5 days) in any one half term without a medical note, a letter will be sent from the School expressing concern and reminding parents/carers of their legal responsibility to ensure their child attends education. Further illness may not be authorised without a medical note. In some circumstances a home visit may be completed at this stage to bring the student back into School.
7. ATTENDANCE PROCEDURES

The attendance and related safeguarding procedures are outlined in figure 1 below. Attendance is recorded on Schoolpod, either directly by form tutors or by manual data input where this is not possible. Attendance information gained by speaking to parents/carers is logged on the Schoolpod contact slip and detailed by checking the ‘attendance issue’ check box. Any other information regarding absence should be passed to the attendance office by phone/message (ext 1106), throughout the school day as soon as possible.

The school are encouraged to call back parents/carers when more information is required, such as more detailed information about an illness, and a return to school date (RTS).

Where parents/carers have not contacted the school before 9am, every effort is made to contact the parent/carer before 10.00am. The Designated Safeguarding Lead is contacted in line figure 1 below. The DSL, attendance team and Residential Care Team Leaders can request Home wellbeing visits and work drops on day 1, day 3-5 and every 3-5th day.

Safe & Well Procedures

There are two events that lead to a safe and well check:
1. First day non-attendance of CIN/CP registered child
2. 3rd day of non-attendance of all children so that a Safe & Well check is completed by day 5.

In this context Non-attendance means:
- Not attending HHC or AP
- Unauthorised code O – such as refusing to attend.
- Not yet established code N – including where contact has not been made
- Exclusion
- Illness
- H/G codes outside the requested term time leave request
- C codes (Circumstances are recorded and can be checked by Attendance)
- M codes (Appointments can be checked by Attendance)

The Head Teacher is the DSL. When the DSL is not in school the SLT member who is responsible for Safe & Well checks that day must be nominated by the Head Teacher and this communicated in 8.30 briefing.

The Safe & Well pack includes: a calling card, student view form, parent view form and the student’s attendance certificate.
Figure 1. Safe and Well check procedure
Planning for improved attendance

Hunters Hill College recognises that the barriers to attendance can be complex for students with social, emotional and mental health needs.

Absence for each student is monitored weekly. At the weekly student attendance meeting, students who are raising concern are discussed. Students are placed on an attendance plan using the Schoolpod ‘Student Attendance’ slip if:

- Their type of absence changes
- There is a sudden drop in attendance
- Their parents/ carers cannot be contacted during absence

A student’s attendance plan involves a number of phases (see section below). The plan remains open until there is evidence that attendance is improving and strategies are in place and working. If a student’s attendance falls their attendance plan is reopened so that successful strategies from the past can be reviewed.
Attendance Policy and Procedure. October 2018

Attendance Action Phases

Phase 1 attendance planning triangulates information from across the school regarding behaviour and attendance.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Actions</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1 Attendance Analysis</td>
<td>Reports: negative slips, absence code analysis. Attendance Trends.</td>
<td>Monitored Closed Referred</td>
</tr>
</tbody>
</table>

Phase 2 attendance planning gathers information from the student and those that may have insight into the barriers to good attendance. As soon as is practicably possible, a meeting with the student takes place with one of their chosen members of staff to discuss their views using the 3 Houses sheet. This helps identify measures that can be put in place as a matter of urgency, and ensures that Hunters Hill College is aware of, and can plan for, short, medium and long term interventions.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Actions</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 2 Information gathering</td>
<td>Reports from care team/ home/ form tutor. Student view, Parent view.</td>
<td>Monitored Closed Referred</td>
</tr>
</tbody>
</table>

Phase 3 & 4 attendance planning looks at both internal and external interventions that might improve attendance. Information and action points from other meetings that consider the specific issues and the broader picture of the student’s education are added to their student attendance plan.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Actions</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 3 School Interventions</td>
<td>Fast-track HT letter Early Help and Well Being 3 houses form Home visit Work drop plan Informal attendance meeting Fast-track SARM attendance meeting P3 EHCP review Children Causing Concern Safeguarding</td>
<td>Monitored Closed Referred</td>
</tr>
<tr>
<td>Phase 4 External Interventions/ actions</td>
<td>Fast-track Formal Warning Notice Fast-track referral to ELIT FCAT Family Common Assessment Framework TF Think Family MASH Multi-Agency Safeguarding Hub CME Children Missing Education SENAR</td>
<td>Monitored Closed Referred</td>
</tr>
</tbody>
</table>

Students who have been absent may be offered a back to school meeting as part of their attendance plan.
8. ATTENDANCE – ALTERNATIVE PROVISION

- In key stage 4 there are a number of students that attend approved and regulated alternative provision settings

- Providers contact the attendance office by email or phone on a daily basis to confirm attendance within an hour of their AM registration closure.

- Where attendance is not confirmed, the provider is contacted.

- The provider will call Hunters Hill College if a student leaves and is not present at the second registration of the day.

- Parents / Carers of Students who are absent are contacted in the first instance by the provider, and if this is unsuccessful, are reported to the attendance office who also attempt to make contact.

- Where contact remains unsuccessful, the DSL and Transition team are contacted.

- Students on AP are included under the same terms as all other students with regard to the safeguarding safe & well check procedures.

- Student

9. EXAM/STUDY LEAVE

- We do not grant exam leave as a general policy due to the vulnerability of our students.

10. EXPERIENCE OF WORK

- All KS4 student have an opportunity twice a year to experience work. Students are encouraged to pursue this and this is managed by the schools’ transition team. Students are also appropriately offered individual experiences of work through out the year when agreed with the transition team

11. PROMOTING ATTENDANCE/PUNCTUALITY

- Hunters Hill College believes that all students are more likely to achieve to the maximum potential if they attend School regularly; to ensure this the School curriculum is reviewed regularly to ensure it is lively and meets the student’s needs.
To support and promote attendance, Hunters Hill College awards termly Certificates of Attendance to all students achieving either excellent or high percentage attendance.

Rewarding good and improved attendance is an important way to raise the profile of good attendance in schools. At the end of each academic year, a team will meet to discuss the reward process.

Parents/Carers will be kept regularly and fully informed of all concerns regarding their child’s attendance and punctuality.

Termly reports will be provided by the Head Teacher to the School’s Governing Body on attendance rates and issues.

Students are regularly reminded of the importance and value of good attendance.

Students who have been absent for any extended period of time will be reintegrated back into School through a structured and individually-tailored programme.

All issues which may cause a student to experience attendance difficulties are to be promptly investigated by designated members of staff.

Visits to feeder primary schools will be made in order to ensure the fullest support for all students during secondary transfer and in order to help identify any students who may need special help.

12. REVIEW
This Policy is reviewed on an annual basis.
Appendix 1 Fast-Track Campaign.
Further guidance available at
https://www.birmingham.gov.uk/info/20014/schools_and_learning/690/student_attendance_advice_for_schools/2

Appendix 2 Public Health England: Health protection in schools and other childcare facilities.
Further guidance available at www.gov.uk/government/publications/