

# Holy Trinity Catholic School



## Attendance and Punctuality Policy 2023-24



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### Attendance Policy

*Revised Nov 2023*

#### Aims and Targets:

Holy Trinity Catholic School is committed to improving attendance and to raising attainment for all pupils. It is well known that pupils with outstanding attendance are more likely to make outstanding progress. At least good attendance is crucial for pupils to enjoy and achieve both whilst at school and in further education and the world of work. The Government expects all pupils to attend school. At Holy Trinity **we aim for 100%** and a minimum expectation of 96% attendance for all pupils. Attendance below this can impact negatively upon pupil progress. Less than good attendance over time will mean that pupils fail to make the expected progress. It is often difficult for children to catch up, even when they miss one or two days. Attendance should not be a barrier to achievement and the school will seek to ensure that all pupils especially vulnerable groups, including those at risk, pupils with medical conditions and pupils with SEND (Special Educational Needs and Disability) and EAL, irrespective of outside circumstances and external issues, are safe, attend regularly, enjoy school and make at least good progress.

Attendance is high on the school's agenda and a key priority. The promotion of good habits around attendance and punctuality is essential in ensuring the academic success and personal development of all pupils. Pupils are taught this as part of their Character Education and preparation for life post 16.

There is also a major **safeguarding** implication to attendance. When pupils are not in school, we cannot be certain they are safe. For this reason, we will work in partnership with parents and a variety of agencies, including the police, local authority and children's services, where attendance issues may arise.

#### Working together to improve attendance

At Holy Trinity we expect ambitious standards of attendance from all pupils and parents. Attendance and punctuality are a whole school priority and forms part of the school improvement plan. Attendance data is used to identify patterns of poor attendance as soon as possible so that all stakeholders can work together to resolve them before they become entrenched.

As a school we listen and take into account the voice of the child so that we can better understand the barriers to attendance; working together to resolve the issues. This might include facilitating an Early Help or family support plan, where absence is a result of a wider issue.

Formalised support will be put in place where absence becomes persistent and voluntary support is not working or been engaged with. Parents are made clear about the consequences of poor attendance and where all other avenues have been exhausted school will work with the local authority to enforce attendance through statutory intervention or

prosecution in order to protect the pupil's rights to an education.

At Holy Trinity attendance is supported by a dedicated team who work closely with staff and parents to ensure the welfare of pupils.

**The attendance team-** V Hodson (Assistant Head teacher and Designated Safeguarding Lead- DSL), E Mallett (attendance leader), C Finn (home link worker) and R Qamar (attendance assistant).

**Pastoral team-** A Backhouse (behaviour lead/ DSL), S Mahmood (co- head of year 11 and behaviour lead/ DSL), S Hayle (co-head of year 11), S Smith (head of year 10/ DSL), L Chan (head of year 9), M White (head of year 8) and S Elia (head of year 7), T Oulton Doris (Student Development Leader) and A Evans.

**Medical Lead -** A Donnelly

**School Nurse-** J Bonner

**Safeguarding team-** JDaw (Deputy head teacher), A Glenn (DSL) and R Burnett (DSL)

**SEND team-** R Sian (SENCO), S Dhir, N Doyle, N Illahi and F Bibi

Whole school attendance remains the responsibility of all staff. Staff have a key role to play in giving consistent messages and promoting the importance of attendance as well as spotting any patterns of concern early on. The school will communicate regularly and in a timely fashion with all parents/carers and external agencies via the use of phone calls, text messages, first day absence calls, letters, parent meetings, referrals to the STICK team, offers of Early help and support, partnership working with the school nurse and local link police officer, attendance clinics and home visits.

The school will also promote the importance of attendance and its link to attainment through the termly newsletter, at parents' evenings, the school website, during attendance focus weeks and as part of the induction process.

At Holy Trinity we will endeavor to provide a learning environment where all pupils feel valued and welcome within our inclusive Catholic ethos.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

### **Support for wellbeing and emotional health.**

Regular school attendance is important. It allows pupils to engage with their peers and to develop and build independence, resilience and an understanding on how to effectively ensure and manage their own wellbeing. School embeds all aspects of wellbeing into its curriculum, allowing pupils to learn about self-care and management, all aspects of mental health and how to stay safe. This is supplemented with additional input via assemblies, a robust Personal Development Programme (PSD) and opportunities for pupils to develop their own personal resilience. Where pupils may struggle with anxiety and wellbeing

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related issues, which may impact on attendance, school will always look to support. This will happen in a variety of ways including early help, referrals to external agencies, sourcing in school and out of school support, signposting to a range of agencies, access to our school Drexel Centre, referrals to the school nurse and active listening programmes. This ensures that pupils are supported to develop positive attendance patterns and to enjoy school and to achieve. School has a zero-tolerance approach to bullying and all forms of harassment, including child on child abuse and sexual harassment and will seek to ensure a pupil centered support is in place to make sure that pupils can enjoy and attend, achieving successful outcomes. We encourage all pupils and parents to work in partnership with school to ensure that attendance is at least good. This is important given the impact that attendance has on the life chances of all pupils.

*Further information can be found in our school Anti Bullying, Safeguarding and Child Protection, Behaviour and Mental Health and Wellbeing policies.*

## **Rights, Roles, and Responsibilities**

It is the responsibility of the Local Authority to ensure that all children have a full-time place in education. It is the responsibility of parents/carers to ensure that their child attends school regularly and on time.

### **Head Teacher/AHT with responsibility for attendance**

- To ensure that this policy is implemented by the relevant staff.
- To ensure that effective systems are in place to accurately record individual pupils, group and whole school attendance patterns.
- To make a judgement whether an absence that has not been requested is authorised or unauthorised.
- To work in partnership with key agencies if attendance and/or punctuality may be an issue.
- To provide Governors with information to enable them to evaluate the success of policy and practice.
- To authorise reduced timetables. These will only be used as a last resort and only when in the best interests of the child. A reduced timetable must not be used as a long term measure and should be reviewed and amended with parents and with the view to a full integration back into school.

### **Attendance Leader**

- Maintain and monitor attendance routines, including accurate and up to date registers.
- Monitor the attendance of pupils via a whole school tracking system (SOL attendance) and the schools MIS (Bromcom)
- Ensure that effective systems are in place to accurately record individual pupils, groups and whole school attendance patterns
- To monitor individual pupil, group and whole school attendance and punctuality.
- Collate and report attendance information
- Work co-operatively with Heads of Year, the Home link worker, Family Support Workers and external children's services to raise attendance levels, in negotiation with the named DSLs of the school.
- To co-lead and support in Early Help Strategy including SOS and 3 houses tools to promote the voice of the child and ensure action and support is offered at the point of need
- To liaise with the SENCO, school nurse, the STICK team, Early Help partners and the local police link to support with and promote regular attendance
- To make the necessary referrals to the CME (Children Missing Education) and Children In Need of protection teams when there are concerns about children going missing or where vulnerable children are not engaging with education
- To co-ordinate and lead the school and local authority 'Fast Track' and 'Leave in term time Procedures'
- To initiate court action (Fast Track Process) against parents and manage the prosecution process, liaising with the court action team
- Ensure parents are aware of the importance of good attendance and punctuality
- Promote a system of rewards and good attendance
- Lead and contribute to policy development

- Liaise with SLT, HOY, Middle Leaders; form tutors' staff and external organizations.
- Write to parents/carers regarding their child's attendance and ensure swift communication and interventions for those whose attendance is causing concern
- Arrange meetings alongside Heads of Year with parents/carers to discuss support and set targets for those experiencing attendance difficulties
- To work closely with families and pupils who are struggling to engage with school seeking appropriate action
- To refer attendance concerns of a safeguarding nature to the Lead DSL
- To update DfE daily reports for pupil
- Implement rewards fairly and consistently (See Section 5 - Strategies).
- Arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.
- Report to all parents at least termly their child's attendance (more frequently for those causing concerns)
- To report all part time timetable arrangements to the LA in line with guidance May 2022.

To refer any concerns which may be linked to the safeguarding of any child to the DSL and to refer to the appropriate agencies as directed by DSL

- To maintain accurate and up to date Persistent Absence (PA) and medical evidence registers
- To support and lead on CPD relating to the promotion of good attendance across the school

### **Pastoral Heads of Year (HOY)**

- Monitoring of attendance and punctuality with form tutors and the attendance leader
- Assist with the analysis of attendance data
- Targeted home visiting work
- Support the Assistant Head teacher and Attendance Leader with family meetings/ school attendance review meetings.
- Lead and support with planned and agreed action plans, working agreements with problematic cases of non- attendance.
- Ensure parents are aware of the importance of good attendance and punctuality
- Promote a system of rewards and good attendance
- Lead and contribute to policy development
- Liaise with SLT, staff and external organisations as appropriate
- Lead and support with early help strategy for pupils within their year group where pastoral issues have been identified; this is important to ensure early intervention and help at the point of need
- To refer any concerns which may be linked to the safeguarding of any child to the DSL and to refer to the appropriate agencies as directed by DSL. These may include via CASS (Children s Advice and Support Service) referrals (Birmingham Safeguarding Children's Board), Think Family Agenda, Early Help Team
- To follow up absences with first day absence calls and home visits as required and to document all contacts
- To support pupils in their year via PA and attendance monitoring interventions
- Be alert to pupils whose attendance may be a cause for concern and an indicator of significant safeguarding issues outside of school and to refer to the DSL- for example where there may be signs of possible CSE/ modern slavery.
- To see and promote the link between attendance and progress and success and enjoyment at school
- To co-ordinate projects for promotion and awarding improved attendance
- To plan, develop and lead Improving attendance workshops and PA interventions

### **Form Tutors/Class teachers/Support staff**

- To support this policy and follow these guidelines

- To ensure that all registers are completed accurately and on time
- To report any attendance/punctuality concerns promptly to ensure swift and targeted intervention in line with form tutor and whole school guidance
- To ensure Heads of Year, Pastoral Team, Attendance and designated SLT members are kept aware of class/individual attendance issues via on-going feedback and referring of attendance concerns.
- When requested to do so by the Head teacher/AHT/HOY to organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness
- Encourage and praise good attendance and punctuality
- Ensure that all pupils are welcomed back after absence and with no judgement.
- To ensure pupils are supported to catch up with work that has been missed
- To contribute to the policy in terms of attendance review and discussions during form tutor time
- Support and maximise the common messages given about the importance of good attendance and punctuality to school
- Show warmth and respect of all parents to make them feel valued and important partners in their child's education
- Develop trusting and continuing relationships with pupils
- Provide a caring, stimulating and safe environment which values every child
- Promote a climate of achievement, success and praise
- Be aware of the risks associated with all forms of abuse and its impact on attendance, well-being and safety, including those pupils at risk of exploitation, FGM (Female Genital Mutilation), extremism, forced marriage and trafficking
- To report any unexplained absence for known vulnerable pupils immediately to the respective HOY, attendance team and DSL (safeguarding team)
- Seek to discover the underlying reason for poor attendance, which may include difficulties in establishing good peer relationships; problems with school work, pressures and factors outside the school
- Set good examples of attendance and timekeeping to pupils
- To refer any concerns which may be linked to the safeguarding of any child to the DSL
- To report any pupils who they believe may be missing from lessons without reason to the attendance and on call team

### **Governing Body**

- Familiarise themselves with registration practices in school, legislation and local authority support.
- Identify a link Governor for Attendance



- Monitor and review school attendance including the setting of targets
- Attend Governor Training on attendance/safeguarding issues

### **Parent/Carer**

- Acknowledge their legal obligations to send children to school regularly and inform the school on the first day of absence before 9.00am with reasons for absence
- To contact on further days of absence as per the above if the child is still absent
- To send their child to school every day, except when illness prevents this
- Comfort and re-assure their child following a long absence, liaise with Heads of Year
- Respond to any communications from the school regarding their child's attendance, including response to letters/phone calls and invitations to meetings
- Provide medical evidence for illnesses upon request
- To ensure that there are up to date and working emergency contact details held by school
- Not to remove pupils during term time for holidays.
- Accept that the school always has children's safety and attainment as primary concern- this may mean that information may be passed to external agencies on occasion without parents/carers being informed
- To arrange all medical appointments out of school time, where possible
- To avoid turning up at reception and school wanting to remove pupils without first contacting the school and providing adequate notice and valid reasons
- To make sure that at least two working emergency contact numbers are always available to school staff and that these are regularly updated when the numbers previously held by school cease to work

### **Pupils**

- Understand their own responsibilities in making sure they attend school regularly and punctually and how this links to attainment
- Show respect by mutually encouraging others to attend school regularly
- To attend school and ensure that they follow all procedures with regards to attendance at registration and arrival on time for school
- To support other pupils, the whole school ethos by leading in and promoting common key messages around attainment and attendance
- To inform staff if there are issues or concerns which may be worrying them and prevent them from enjoying and attending school

### **Administrative staff**

- Operating the Attendance Module (BROMCOM) daily.
- Taking messages and informing teachers.
- Seeking explanation of absence.
- Recording latecomers.
- Compiling attendance data and following up unauthorised absences/medical absences when appropriate.

- Liaising with the staff and sending truancy calls on the first day of unexplained absences.
- To ensure that a satisfactory reason for every absence has been established for each child at the end of each week, preparing letters on behalf of the Attendance leader where a satisfactory reason has not been established.
- To prepare and post out 'Fast Track,' 'Leave in term time' and attendance letters each term
- Collation of accurate weekly and termly data with regards to attendance
- To collate medical evidence
- To send text messages informing parents of lateness to school and detentions
- To support with the administration of the SOL tracker in the absence of the attendance leader

#### **Home school link Support Worker**

- To provide targeted support to referred parents on a bespoke and needs basis as referred by the HOY/DSL
- To conduct home visits to families where attendance may have been identified as a concern by the school
- To work with vulnerable pupils to support them in school, to reintegrate where appropriate
- To inform the attendance leader of all visits that have been completed for attendance reasons

#### **Children's Services and LA**

- The school works in partnership with Birmingham Children's Services. There is no longer any ESW link but HOY, DSL, Don Bosco Staff, Medical Lead, Senco, Home school link worker and Pastoral Team will work with FSW/Social Workers as allocated by Children's Services to ensure educational entitlement and regular attendance at school. These will include the Fast track team, Admissions team, CME and Early Help teams, STICK teams, FTB School nursing services, Local police and police link officer Social care and Family support teams.
- The school will link with a cross-city network of agencies providing educational, health and social services for individuals with specific needs within a multi-cultural community.

#### **Procedures:**

##### **School Procedures**

Any pupil who is absent from school during the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the head teacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised. All parents are expected to contact the school if their child is ill before 9.00 am.

In addition to registration during form time, all classes must be registered each period on bromcom. The attendance team will monitor this.

The morning registration will be 8.30-9.00am.

Pupils arriving after 8.30am are late.

Pupils arriving after 9.10am will receive a U code.

The afternoon registration is taken during period 4.

### **Lateness and Punctuality**

Punctuality is an important feature of good attendance and is pivotal in developing essential life-long learning habits which will be important beyond school. In the world of work, it is unacceptable to arrive late. This is equally important at school as lateness will impact significantly upon attainment as well as the development of lifelong skills of independence and time management.

All pupils are expected to be on the school premises by 8.30 am at the latest. Any pupils arriving through the gates after this time will be considered late. Morning registration will take place at the start of school at 8.30 - 9.00 am. The registers will remain open for 40 minutes and close at 09.10 am.

Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation (e.g., a medical appointment which has come from the hospital and cannot be taken outside of school time). 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.

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close. Pupils who arrive after registers close (9:10 am) will be coded as U (late after registers close) which is also an unauthorised absence.

**As of Monday 27<sup>th</sup> November, a pupil who arrives late will be expected to attend an after school detention that will run from 3-3.30pm on a Monday, Tuesday or Thursday. Pupils failing to attend the whole school detention will be issued with a C4 and hour detention on a Friday.**

Persistent offenders will be monitored, and further bespoke sanctions applied if no improvement is made. Parents will be notified if punctuality is a cause for concern and invited in to discuss ways forward. For pupils, whose punctuality is of serious concern (where there has been no improvement following the implementation of all procedures and sanctions), a governor's contract will be put into place. It is important that parents contact the school should they have any genuine issues which may be impacting upon punctuality so that we can seek support and find a way forward. We would remind parents that when parents are dropping off pupils in cars, it is still important that they arrive at

school on time.

**First Day Absence**

Parents/carers are expected to contact the school before 9.00 am if a pupil is going to be absent or late due to medical appointments etc.

**Telephone number 0121 772 0184/option 1 for pupil absence.**

If no contact is made by the parent/carer then the school will make first day contact and will also send a text message. The information will be recorded, and the register altered accordingly. (This procedure is carried out by the Attendance Administration Assistant). Further calls will be made by the HOY and may be supplemented by a home visit if it is decided that this is appropriate.

### **First Day absence calls**

There is also a Safeguarding and a Health and Safety aspect to First Day Calling - a child who is missing from school may well be injured or worse. It is therefore important that we hold accurate contact details for all parents/carers. All parents and carers should ensure that suitable contact numbers are always made available to the school. It is the responsibility of the parent/carer to ensure that the school is notified should the contact change and to provide another number/emergency contact should the main number be unavailable.

### **Continuing Absence**

Any absence is detrimental to children's learning and progress. The school will monitor absence and if patterns of absence or frequent absences occur, then parents will be contacted and invited in to discuss concerns. The school will contact home or make visits for any absences which it has concerns about. This includes absences which are unauthorised but may also include absences where parents have contacted the school to report illness. The primary reason behind this is to ensure the welfare of all pupils, to ensure regular attendance of all pupils, to support families and pupils who may be struggling with attendance (including those with medical issues) and to improve the attendance and attainment of all pupils.

Where there are concerns, (i.e., a frequent absence in a short space of time, the school may choose to make earlier contact, including home visits including as early as the first day of absence, if there is sufficient concern.

### **Children missing from school for more than 5 days**

For a pupil who has been absent without an explanation for 5 consecutive days, the Local Authority will be notified by the school submitting a referral to the external agencies. This will include the CME team and if deemed appropriate MASH teams (Multi Agency Safeguarding Hub) and Children's Services. The school will record details of the actions that they have taken. All reasonable measures will be taken to locate the child/family. These will include phone contact, by post and visits to the home address. Following this process, a referral will be made to the Children Missing in Education Team. The school will also contact this team if a child is due to be removed from roll or if a child has failed to return to school for example after a summer holiday. Pupils who are absent from school for more than 20 days will risk losing their place at school and all necessary agencies, including Birmingham Children's Services, will be informed as part of the process. The school will amend this policy in line with changes to local Missing children and safeguarding policies. School will consult with all necessary agencies before removing any missing children from roll.

## **Frequent Absence**

**All staff in school are accountable for developing and ensuring outstanding attendance for all pupils and for monitoring the attendance of the pupils in school (for example a form tutor who monitors closely the attendance of members of their form group).**

It is the responsibility of the Attendance Officer, form tutor and Pastoral team to be aware of and bring attention to, any emerging attendance concerns. This will include noting patterns of absence (authorised and unauthorised). The school will refuse to authorise frequent absences unless medical evidence is provided (frequent absence may be defined as more than three illness related episodes of absence during any half term but this may be altered depending on circumstances and the school's assessment of the absence considering other factors and attendance history). The school will invite parents in or conduct home visits without prior notification if it has concerns in patterns of absence or in the case of absences of 3 days or more or sooner if the child is deemed vulnerable or at risk.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers. If this is unsuccessful the school will offer support via the early help route; this may include the offer of Early Help and SOS (Signs of Safety process) or if appropriate the Think Family model and may refer the pupil to local children's services.

The nominated senior person will make referrals to external agencies including the police, nursing services and children's services (MASH), the ESW and CME (Children Missing Education team) if there are possible safeguarding and wellbeing risks linked to attendance and punctuality concerns. This will include any concerns where a child be at risk of trafficking, radicalisation, modern slavery, exploitation, FGM (sometimes called female circumcision), forced marriage and honour based violence. In the case where there may be concerns regarding CSE (Child Sexual Exploitation), County Lines Exploitation, Criminal Exploitation, school will contact and liaise with the police, social care, health services as well as if appropriate MASE (Multi agencies against sexual exploitation) teams.

### **Return to School**

It is important that on return from an absence all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **Absence notes**

Notes received from parents explaining absence will be kept in school during the pupil's time here by the Attendance Officer. Parents may also be asked to provide medical evidence of absence/ illness. This will be the case when there are patterns of unauthorised absence occurring and is in line with Local authority guidance and expectations.

### **Part-time timetables**

All pupils are entitled to a full-time education. School will only support a pupil with a part-time timetable in exceptional circumstances, for example where a temporary

arrangement is needed to meet a pupil's individual needs. This may be where a medical condition prevents a pupil from attending full-time or where a part-time timetable has been considered as part of a re-integration package.

School will not use a part-time timetable as a long-term solution and all agreements will have a time limit in which a pupil is expected to attend school full-time or be provided with an alternative provision.

The attendance leader will report all pupils on a part-time timetable to the local authority (LA).

### **Holidays in term time**

Leave during term time is not authorised by Holy Trinity Catholic School, in line with guidance issued by the Local Authority. Parents/ carers will be reminded of the effect that absence can have on a pupil's potential achievement. The letter, '**Leave in term time, a very important message for all parents,**' will be sent out to all parents/carers at the beginning of each academic year highlighting the fact that Head Teachers are no longer allowed to authorise leave during term time except where the circumstances are 'exceptional,' (exceptional as defined by the Guidance from the DfE and Birmingham Local Authority and by the Head teacher). Any request for absence during term should be submitted in writing to the Head Teacher. Only one day is allowed for religious observance during term time. Following guidance issued, the school will now follow penalty notice procedures for parents/ carers who remove their children from school during term time.

### **Managed moves and alternative provision**

The inclusion manager/ behavior lead responsible for MM/ AP must inform the attendance leader of pupils who are on a managed move or attending alternative provision.

#### **Managed move- school as host**

- The inclusion manager will inform the attendance officer that the pupils is attending the host school
- The pupil will remain in roll at Holy Trinity
- The appropriate attendance code will be recorded
- The attendance officer will monitor attendance at the host school
- The inclusion manager and behaviour support coordinator (A Evans) will carry out regular well-being checks
- There will be a six-week review to see how the placement is progressing
- At the final review a decision will be made to extend the placement (above will continue), end the placement (return to Holy Trinity or look for alternative options) remain at the host school and be added to their roll



## **Alternative provision**

- The inclusion manager will inform the attendance officer that the pupils is attending an alternative provision (AP)
- The pupil will be dual register with Holy Trinity and the AP provider
- The appropriate attendance code will be recorded
- The attendance officer will monitor pupil attendance to the AP provider
- The inclusion manager and behaviour support coordinator (A Evans) will carry out regular well-being checks and review progress during the placement
- Placements will be tailored for the pupils' needs. This may include a dual timetable between Holy Trinity and the AP provider.

### **Attendance Targets-**

- The school will set attendance targets each year. A system for analysing performance towards the targets will be established in line with guidance from the EWS team and a member of the schools Senior Leadership Team (SLT) will be responsible for overseeing this work.

## Promoting attendance

- The school will use all opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education. This includes for example raising awareness via the weekly bulletin, text communications the school website, at assemblies, display boards, attendance focus week, and letters to parents, Intervention evenings and pupil planners.

## Attendance Awards

The school can use the following system to reward pupils who have good or improving attendance:

- ‘Going for Gold’ - bronze, silver and gold termly attendance certificate and badge
- Half termly hall of fame celebrating individual, form and year groups success
- Rewards in line with the school’s reward and sanctions policy, including the awarding of termly and half termly behaviour for learning points.
- Rewards for improved attendance and punctuality
- Rewards visits as part of the overall rewards policy
- Additional rewards during attendance focus week and attendance focus days
- Home communications to celebrate improved attendance
- Bespoke rewards- lunch with the head teacher, film afternoons, pizza lunches, vouchers

## The registration system-

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

The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e., pupil attending another establishment)	Approved Education Activity
E	Excluded (No alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence

<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Gypsy, Roma and Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Unable to attend due to exceptional circumstances/ enforced closure.	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	Planned school closure (whole/ partial)	Not counted in possible attendances

Registers by law must be kept for at least 3 years.



