



SIR WILLIAM BORLASE'S
GRAMMAR SCHOOL

Attendance for Learning Policy

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Chair of PDW Committee: Gill Towell



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Introduction

Sir William Borlase's Grammar School recognises the importance of excellent attendance and punctuality in order that students can maximise their potential in school, preparing them for the demands of adult life. Excellent attendance supports academic learning and personal development through full engagement in the school's culture, ethos and opportunities.

There must be commitment on behalf of all students, staff, governors and parents to uphold this high expectation. Excellent attendance is implicit in the school's values and is essential in maintaining the orderly environment necessary for effective teaching and learning.

Every student should seek to attain maximum attendance and we expect all staff to take the same initiative in supporting good attendance.

This policy should be read in conjunction with the DfE Guidance for School Attendance, Behaviour for Learning Policy and Appendix below - Absence from School during Term Time Policy. These policies are published on the School website.

Information about absence procedures/attendance can also be found in the students' Homework diaries.

1. Principles and Aims of this Policy

- 1.1. We believe excellent attendance and punctuality are a priority in enabling students to make the most of their learning opportunities.
- 1.2. We are committed to regularly conveying this belief to students, staff and parents since excellent attendance and punctuality contribute significantly to a student's chance of fulfilling their academic potential and life chances.
- 1.3. We believe excellent attendance improves peer relationships, allows students to achieve their social potential and therefore contributes positively to the school community.
- 1.4. Students, parents, school staff and governors share the responsibility for ensuring that attendance rates at Sir William Borlase's Grammar School are maximised and that rates of unjustified and unauthorised absence are kept to a minimum.
- 1.5. We will use robust and consistent systems for monitoring attendance/punctuality and we will intervene when individual absence or lateness gives cause for concern.
- 1.6. We will work towards ensuring that all students feel supported and valued by encouraging excellent school attendance.
- 1.7. We will recognise the individual needs of students – for example, those with additional educational needs as well as those students who may become



vulnerable through events such as bereavement, divorce and separation and may need additional support at such times.

The guiding principle of this policy is that every student should attend school every day as every day counts. This includes days where enrichment, extra curricular or other activities are organised as part of the school's wider education.

2. Working in Partnership with the Law

- 2.1. Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered.
- 2.2. If a child of compulsory school age who is registered at a school fails to attend regularly at that school, then the parent is guilty of an offence under Section 444 (1) of the Education Act 1996. Since March 2001 there has been a further offence introduced where a parent, knowing that their child is failing to attend school regularly, fails without reasonable justification to cause him to attend (Education Act 1996, section 444 (1A) as amended by the Criminal Justice and Court Service Act 2000).
- 2.3. It is clear from the law that parents risk prosecution if their child does not attend school regularly. It is important, therefore, for parents and the school to work closely together to overcome any problems which may affect a student's attendance.
- 2.4. Since 2014 the DfE have stated that no term time holidays may be granted and therefore requests for term time holiday will not be approved. If holiday leave is taken during term time this will be viewed as undermining the good order and discipline of the school and undermining the child's learning; sanctions may be applied.

Requests for absenteeism for any reason other than illness should be made directly to the Headteacher using the school's Request for Absence Form on the Parents and Carers section of the school website

- 2.5. The school will work with the County Attendance Team (or other relevant external agencies) where attendance or punctuality does not meet the school's expectations. A County Attendance Officer may visit the school to support regular school attendance and to help remove any barriers which may be preventing a student from accessing the education to which he is entitled.



2.6. Links

- 2.6.1. Part 6 of [The Education Act 1996](#)
- 2.6.2. Part 3 of [The Education Act 2002](#)
- 2.6.3. Part 7 of [The Education and Inspections Act 2006](#)
- 2.6.4. [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- 2.6.5. The Education (Penalty Notices) (England) (Amendment) Regulations 2013

3. Expectations

3.1. We expect that all our students will:

- 3.1.1. Arrive at school on time for registration and for all lessons.
- 3.1.2. Sign in promptly with Matron (Key Stage 3 and 4) and the Student Support Officers (Key Stage 5) if unavoidably late for school.
- 3.1.3. Sign out with Matron, (or Sixth Form Student Support officer) IF GIVEN permission to leave school for a parentally requested medical appointment or other reason agreed by the Headteacher or Deputy Headteacher; hand in the Exeat Card to Reception
- 3.1.4. Collect an Exeat from Matron to be signed by the Headteacher or Deputy Headteacher if there is a legitimate need to leave school for a short period during the school day.
- 3.1.5. If in the Sixth Form, use the electronic card registration system for signing in and out in line with guidance from the Head of Sixth Form.
- 3.1.6. Ensure absence notes / emails are sent to Matron (KS3 and KS4) or the relevant Student Support Officer (KS5) on the first day of absence and these staff are updated if absence is to be extended.

3.2. We expect that parents/guardians will:

- 3.2.1. Ensure that their child attends school regularly and is punctual.
- 3.2.2. Provide an alternative means of transport to school if the School transport fails to arrive under reasonable weather conditions.

3.3. Unplanned Absence

The pupil's parent/carer must



- 3.3.1. Notify the school on the first day of an unplanned absence by 8.00 a.m. on the first and subsequent days of absence to inform the school via Matron (matron@swbgs.com) or in the Sixth Form the Student Support Officer of their child's absence; contact them if their child needs to extend their absence.
- 3.3.2. The school will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
- 3.3.3. If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.
- 3.3.4. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.
- 3.3.5. Provide a written explanation of their child's absence on return to school.
- 3.3.6. Request permission from the Headteacher a month in advance for a student to attend an unavoidable appointment (ie medical, driving tests, music exams) using the Request for Absence form available online in the parent section of the school website. (See appendix below) Where a student is taking part in a school activity, such as representing the school in sport or a competition, the Headteacher and relevant teachers are informed and the Head approves the absence with the teacher. If the event is "outside" school - e.g. selection for national representation in a sport not played at school, this is often unavoidably a short notice request which the Headteacher will consider as soon as it can be sent.
- 3.3.7. Refrain from taking their child on holiday during term time.

3.4. **Sir William Borlase's Grammar School will:**

- 3.4.1. Write, implement and communicate an Attendance for Learning Policy.
- 3.4.2. Monitor and review the Attendance for Learning Policy every three years.
- 3.4.3. Set and monitor attendance and report these to Governors.
- 3.4.4. Implement the systems of rewards and sanctions for attendance.
- 3.4.5. Ensure good attendance and punctuality are central to the school ethos.

3.5. **Legal Sanctions**

- 3.5.1. The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.



3.5.2. If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

3.5.3. Penalty notices can be issued by a headteacher, local authority officer or the police.

3.5.4. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

4. Attendance Roles at Sir William Borlase's Grammar School

4.1. The Attendance Officer(s) (Matron in Key Stage 3 and 4 and Student Support Officers in KS5) will:

4.1.1. Check and ensure that all registers are completed every morning and afternoon.

4.1.2. Email any staff member where a register is not completed, copying in the Assistant Headteacher with responsibility for Attendance.

4.1.3. Telephone parents if a pupil is absent from school and there has been no explanation from the parent / guardian.

4.1.4. Ensure that parents are contacted with any absences that remain unexplained at the end of each fortnight.

4.1.5. Monitor the attendance of vulnerable students or those for whom attendance is a significant concern.

4.1.6. Work with other members of staff, through procedures for supervised study registration and lunchtime school entry and exit procedures, to ensure that students can be accounted for at all times.

4.2. The Data Manager will:

4.2.1. Provide regular weekly attendance and punctuality data to the Assistant Headteacher Attendance, Heads of Year / Key Stage and Tutors.

4.2.2. Enter Attendance Data in the Orders Reports for Parents.



- 4.2.3. Produce Attendance Data for Governors, via the Assistant Headteacher for the Headteacher's Report.

4.3. The Tutor will:

- 4.3.1. Be a good role model for students by arriving punctually for registration.
- 4.3.2. Remind students of the need for good attendance and punctuality.
- 4.3.3. Keep an accurate and prompt register in tutor time using SIMS, entering the correct codes.
- 4.3.4. Praise students for good attendance and punctuality.
- 4.3.5. Implement appropriate sanction for poor punctuality / attendance of tutor time.
- 4.3.6. Inform Matron / Student Support Officers and the Head of Year / Key Stage if they become concerned about a student's absence or punctuality.

4.4. Academic Teachers and Cover Staff will:

- 4.4.1. Be good role models for students by arriving punctually for lessons.
- 4.4.2. Remind students of the link between good attendance / punctuality and attainment.
- 4.4.3. Record attendance to lessons accurately using the SIMS electronic registration system and check for internal truancy. Email/ send a message to Matron/Student Support if there is an unexplained absence.
- 4.4.4. Follow up lateness to lessons in line with School Behaviour Policy using SIMS.
- 4.4.5. Inform the Head of Year / Key Stage if they become concerned about a student's absence or punctuality.

4.5. The Heads of Year / Key Stage will:

- 4.5.1. Promote good attendance and punctuality within their own Key Stage.
- 4.5.2. Ensure all Tutors and Teachers are familiar with and apply the policy consistently.
- 4.5.3. Monitor attendance and punctuality in the Key Stage, using the data supplied by the Attendance Officer and Data Manager.
- 4.5.4. Follow up concerns expressed by tutors/academic staff about a student's absence or punctuality.
- 4.5.5. Support the school by helping to implement rewards and sanctions for truancy and poor punctuality.
- 4.5.6. Contact and work with parents / guardians to discuss concerns about attendance and punctuality.



- 4.5.7. Inform and discuss with the Assistant Head - Attendance concerns about attendance and punctuality.
- 4.5.8. Inform and discuss any serious concerns with the Assistant Head Attendance.
- 4.5.9. Work with other appropriate agencies, eg County Attendance Team, to improve attendance and punctuality.
- 4.5.10. Arrange for work to be provided for excluded students and long term absentees.

4.6. The Assistant Headteacher in charge Attendance will:

- 4.6.1. Monitor the attendance and punctuality of all students for whom absence and punctuality is a concern.
- 4.6.2. Support the Heads of Key Stage in working with students who have poor attendance.
- 4.6.3. Liaise with Heads of Key Stage regarding strategies for improving attendance of students.
- 4.6.4. Lead the work of the Attendance and Behaviour Working Parties in developing, implementing and reviewing the Attendance for Learning Policy.
- 4.6.5. Set annual targets for improving attendance and report these to the Head Teacher and the Governors.
- 4.6.6. Monitor attendance and punctuality throughout the whole school and analyse the data for the governors via the Headteacher's Report.
- 4.6.7. Support the work of the Attendance Officer (Matron and SSOs) by following up any registers that are not completed with the relevant staff.
- 4.6.8. Report any staff member who does not comply to the Deputy Head/ Headteacher.
- 4.6.9. Support the work of the Heads of Key Stage in monitoring absence/attendance and implementing rewards and sanctions.
- 4.6.10. Liaise with relevant external agencies as necessary.

4.7. The Headteacher /Deputy will:

- 4.7.1. Ensure implementation of this policy at the school
- 4.7.2. Ensure monitoring school-level absence data and reporting it to governors
- 4.7.3. Support staff with monitoring the attendance of individual pupils
- 4.7.4. Issue fixed-penalty notices, where necessary



- 4.7.5. Review and agree the Attendance for Learning Policy.
- 4.7.6. Agree and monitor annual attendance targets with the Assistant Head responsible for Attendance.
- 4.7.7. Consider applications for leave of absence and feedback the decision to Matron/relevant SSO.

4.8. The Governors will:

- 4.8.1. Review and agree the Attendance for Learning Policy at the Academic Committee.
- 4.8.2. Review and monitor annual attendance targets at LGB.
- 4.8.3. Acknowledge the governing body's responsibility for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.



Appendix 1

Attendance Codes

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school



V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance



S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed



Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

