



NEWENT COMMUNITY SCHOOL AND SIXTH FORM CENTRE

ATTENDANCE POLICY

GROUP Assigned: FULL TRUSTEE BOARD

Type of Policy: STATUTORY

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ATTENDANCE POLICY

Aims and objectives

Our vision at Newent Community School and Sixth Form Centre is to provide the very best learning experiences and highest quality outcomes for the young people of Gloucestershire. This will be achieved through a stimulating, creative, high-achieving learning environment supported by a caring and compassionate ethos based on mutual respect and collaboration. The values of Honesty, Excellence, Accountability, Respect and Teamwork are at the HEART of our school. These values are essential if we are to work with our students and families to secure excellent attendance. High levels of attendance are essential if we are to ensure that our young people are happy individuals who make excellent progress and are best placed to enjoy successful adult lives.

At Newent Community School and Sixth Form Centre we believe that improving attendance is everyone's business and that providing a calm, orderly, safe and supportive environment where all students want to be and are keen and ready to learn is the foundation of securing excellence. Working together to put the right support in place at the right time, in conjunction with all staff in school, parents/carers, students, Gloucestershire County Council and other local partners, we aim to remove any barriers to attendance by building strong and trusting relationships.

Regular attendance is fundamental to the future success of children. We expect students to be in school for every session of the school day and for every day that the school is open.

Our objectives are to promote good attendance, ensuring every student has access to the full-time education to which they are entitled. By acting early to address patterns of absence we aim to reduce absence, including persistent and severe absence.

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [School Attendance \(Student Registration\) \(England\) Regulations 2024](#)
 - [The Education \(Penalty Notices\) \(England\) Regulations 2007, as amended](#)
 - [The Anti-Social Behaviour Act 2003](#)
- [The Education \(Information about Individual Students\) \(England\) \(Amendment\) Regulations 2024](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.



Roles and responsibilities

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 09.10 on the day of the absence and each subsequent day of absence, and advise when they are expected to return
 - Provide the school with more than one emergency contact number for their child
 - Ensure that, where possible, appointments for their child are made outside of the school day
 - Proactively engage with support offered informally or formally to help their child overcome any barriers to attendance

Students are expected to:

- Attend school every day on time
- Attend every timetabled session on time

The governing body/academy trust board are expected to:

- Recognise the importance of school attendance and promote it across the school's ethos and policies
- Ensure school leaders fulfil expectations and statutory duties
- Regularly review attendance data, discussing and challenging trends, and helping school leaders focus efforts on the individual students or cohorts who need it most
- Ensure school staff receive adequate training on attendance
- Hold the principal to account for the implementation of this policy

The principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to trustees
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Requesting the issue of fixed –penalty notices, where necessary

The Senior Attendance Champion (Assistant Principal)

Miss K Gordelier (kgordelier@newent.gloucs.sch.uk) is responsible for:

- Championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Establishing and maintaining effective systems for tackling absence and make sure they are followed by staff
- Having a strong grasp of absence data to focus the collective efforts of the school
- Regularly monitoring and evaluating progress, including the efficacy of the school's strategies and processes
- Communicating messages to students and parents
- Delivering targeted intervention and support to students and families
- Where there is a lack of engagement, holding more formal conversations with parents and raising the issue of the potential need for legal intervention.



The school attendance officer

Mrs E Scott (escott@newent.gloucs.sch.uk) is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Senior Attendance Champion and the principal
- Working with school staff e.g., pastoral lead/family liaison officer/SENCo to tackle persistent absence
- Advising the principal (*or other member of staff authorised by the principal*) when to issue fixed-penalty notices

The class teacher/form tutor is responsible for:

- Recording attendance on a session-by-session basis, using the correct codes and submitting the information on SIMS. Registers should be taken and saved within the first ten minutes of every session.

School administration/office staff are responsible for:

- Taking calls from parents about absence on a day-to-day basis and recording it on the school system
- Transfer calls from parents to the appropriate member of staff to provide them with more detailed support on attendance
- Keeping accurate and up to date records of calls and communication with parents

School processes for recording attendance and absence

We will keep an electronic attendance register and place all students onto this register.

We will take our attendance register at the start of each morning session of the school day and once during each afternoon session. It will mark whether every student is:

- Present
- Absent
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment

We will also record:

- Whether the absence is authorised or not by using the appropriate national attendance and absence codes from regulation 10 of the School Attendance (Student Registration)(England) Regulations 2024
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.



Students must arrive in school by 08.40 on each school day.

The register for the morning session will be taken at 08.40 and will be kept open until 09.10. The register for the afternoon session will be taken at 12.00 and will be kept open until 12.30.

Absence

The student's parent/carer must notify the school of the reason for an unplanned absence on the first day by 09.10 or as soon as practically possible by calling the Attendance Welfare officer on:

01531 828927

Or emailing:

attendance@newent.gloucs.sch.uk

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the student's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

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.

A student who arrives late:

- Before the register has closed will be marked as late (Code L)
- After the register has closed will be marked as absent (Code U)
- Where a student arrives after 09.00 they must register at reception

Late arrival without a valid reason is not acceptable:

- If a student is late to school (Code L) they will receive a verbal warning from their tutor.
- If a student is late to school (Code L) more than three times in a week an afterschool detention will be issued.
- In the case of persistent lateness (Code L) over a longer period of time, the student will be referred to the HoH and may be placed on a punctuality card.
- In cases of persistent lateness (Code U) a notice to improve will be issued to the parent. This will be issued in line with Gloucestershire County Council/National Penalty Notice Code of Conduct where the student has received ten U codes in a ten-week period.
- In cases where no improvement is seen, following a notice to improve, a penalty notice may be issued in line with Gloucestershire County Council/National Penalty Notice Code of Conduct.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

The student's parent/carer must notify the school of the medical appointment, in advance, by calling the Attendance Welfare officer on:

01531 828927

Or emailing:

attendance@newent.gloucs.sch.uk



However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The principal will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the principal's discretion, including the length of time the student is authorised to be absent for.

We define 'exceptional circumstances' as significant family events (e.g. parental wedding, funerals of close family members) or other unique unavoidable situations that go beyond regular occurrences.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and where possible, at least four weeks before the absence, and in accordance with the school's leave of absence request form accessible here:

<https://newent.gloucs.sch.uk/wp-content/uploads/2023/11/Request-for-leave-of-absence.pdf>

The principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Participating in a regulated performance or undertaking regulated employment abroad (Code C1)
- Attending a medical or dental appointment (Code M)
- Attending an interview for employment or for admission to another educational institution (Code J1)
- Studying for a public examination (Code S)
- Non-compulsory school age student not required to attend school (Code X)
- Compulsory school age student subject to a part-time timetable (Code C2)
- Exceptional circumstances (*see definition above*) (Code C)
- Parent travelling for occupational purposes – The student is a mobile child and their parent(s) is travelling in the course of their trade or business and the student is travelling with them. A mobile child is a child of compulsory school age who has no fixed abode and whose parent(s) is engaged in a trade or business of such a nature as to required them to travel from place to place (Code T)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart (Code R)
- Illness (Code I)

Procedures following unexplained absence

The attendance office will:

- Contact the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts a member of the attendance team may:
- Visit the student's home to ascertain the reason for absence
- Contact Gloucestershire Children and Families Front Door Service to take advice where safeguarding concerns are present
- Contact the police if the child is considered missing
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session



- Contact the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary
- Report the student to Gloucestershire County Council CME Team as a Child Missing in Education (CME) where there are 10 or more days of continuous absence from school without explanation

Strategies for promoting attendance

As a school we reward outstanding attendance while challenging and supporting students whose attendance could be better. We support our students to aim for 100% attendance and we promote, incentivise and celebrate good attendance by:

- Highlighting the reason for maintaining high attendance in:
 - Parent/carer information evenings
 - Weekly newsletters
 - Assemblies
 - Y6 transition meetings
 - Tutorial conversations
 - My Plan meetings
- Celebrating good attendance by:
 - Holding an outstanding attendance bike raffle at the end of the year
 - Awarding all students with 100% attendance an Easter Egg at the end of T4
 - Awarding top performing tutorials with a prize at the end of T2, T4 and T6
 - Awarding top performing tutorials with a certificate weekly
 - Awarding students with 100%, 99% and 98% certificates at the end of T2, T4 and T6
 - Awarding improved attendance and punctuality certificates
 - Inviting top attenders who have maintained excellent behaviour to an end of term break treat celebration at the end of T1, T2, T3, T4, T5 and T6.
 - Issuing tutorial House points for 100% attendance

Attendance data monitoring, reporting and analysing

The school will:

- Regularly inform parents of their child's attendance levels daily via SatchelOne and on school reports
- Monitor attendance and absence data weekly across the school and at an individual student level
- Identify whether there are particular groups of children whose absences may be a cause for concern
- Compare attendance data to the national average and share this with the governing board. Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.
- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- Provide regular attendance reports to tutors, Heads of House and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies



Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Conduct home visits to engage students and families in attendance support conversations
- Provide access to wider support services to remove the barriers to attendance
- Direct tutors to hold termly sub 95% attendance conversations with tutees in attendance
- Hold Individual Attendance Plan meetings (IAP) with students who become persistently absent to discuss 'push/pull' factors, to identify and where possible remove barriers to attendance
- Hold Attendance Contract meetings with parents/carers and students where no improvement has been seen following an IAP
- Hold a My Plan/My Plan+ meetings in line with the graduated pathway where 'Additional - Level 2' or 'Intensive - Level 3' needs are identified, to agree targets and support
- To consider the use of a part-time timetable (PTT) to transition a student back into school following a period of extended absence
- To use the Gloucestershire County Council 'Steps to take before initiating legal proceedings' audit to ensure that all avenues have been implemented to support an improvement in attendance
- To write to parents informing them that they may be at risk of prosecution and invite them to attend a mutually agreed Attendance Improvement Meeting where all voluntary support options have been tried and attendance has not improved.
- Formalise support or use legal sanctions, in conjunction with Gloucestershire County Council, for example through using a parenting contract, engagement with social services, Education Supervision Order or consideration of attendance prosecution in the Magistrates Court

Legal sanctions

The school must consider requesting Gloucestershire County Council issue a fine to parents for the unauthorised absence of their child from school, where the child is of compulsory school age and the national threshold has been met. Fixed penalty notices are issued in accordance with the Local Authority Penalty Notice Code of Conduct [Attendance - Schoolsnet \(gloucestershire.gov.uk\)](http://Attendance-Schoolsnet.gloucestershire.gov.uk)

If issued with a fine or penalty notice each parent must pay £80 (per child) if paid within 21 days rising to £160 thereafter. If not paid within 28 days the Local Authority can decide whether to prosecute or withdraw the notice – note there is no right of appeal in court by parents against a fixed penalty notice. The national framework for penalty notices sets out that a maximum of 2 penalty notices per child, per parent can be issued within a rolling 3-year period (the second one being payable at £160 with no option to reduce fine by making payment earlier). If the national threshold is met for a third (or subsequent) time within 3 years, the Local Authority will consider prosecution through the magistrates' court under Section 444(1) of the Education Act 1996.

In Education Law (Section 576 of the Education Act 1996) 'parent' means:

All natural parents, whether they are married or not

Any person who has parental responsibility for a child or student

Any person who has care of a child or student i.e. lives with and looks after the child



Links to other policies and monitoring arrangements

➤ Behaviour Policy

<https://newent.gloucs.sch.uk/wp-content/uploads/2024/05/Behaviour-Policy-Sept-2022-updated-May-2024.pdf>

➤ Admissions Policy

<https://newent.gloucs.sch.uk/wp-content/uploads/2023/12/Admissions-Policy-2025-2026-1.pdf>

➤ Child protection and safeguarding Policy

<https://newent.gloucs.sch.uk/wp-content/uploads/2023/11/Child-Protection-and-Safeguarding-Policy-including-safer-recruitment-allegations-against-staff-and-low-level-concerns-Sept-2023-2.pdf>

➤ Home/School agreement

<https://newent.gloucs.sch.uk/wp-content/uploads/2021/07/Home-School-Agreement-.pdf>

➤ SEND Policy

<https://newent.gloucs.sch.uk/wp-content/uploads/2023/12/SEN-Policy-December-2023.pdf>

➤ Equality and diversity Policy

<https://newent.gloucs.sch.uk/wp-content/uploads/2023/05/Equality-and-Diversity-Policy-May-2023-.pdf>

➤ Accessibility plan

<https://newent.gloucs.sch.uk/wp-content/uploads/2024/07/Accessibility-Plan-June-2024.pdf>

➤ Anti-bullying Policy

<https://newent.gloucs.sch.uk/wp-content/uploads/2023/05/Anti-bullying-Protocol-Students-March-2023.pdf>

This policy will be reviewed as guidance from the local authority or DfE is update, and as a minimum of once per year by the Assistant Principal - Attendance Champion. At every review the policy will be approved by the Trustee Board.