



Attendance Policy

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Fullbrook Attendance Policy

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Introduction

Regular attendance and excellent punctuality are the foundations for academic achievement and personal development. They establish a responsible attitude towards the opportunities available at school and underpin the basis for future employment. Attendance and punctuality are strongly linked to students' well-being and safety, and to their achievement. Regular attendance demonstrates a commitment to learning and the school community.

At Fullbrook we are committed to the education and welfare of our students. To this end, please ensure that your child/children supports our policy and procedures relating to attendance. We will work with parents and carers to ensure that students achieve the maximum possible attendance and that any problems that prevent full attendance are identified and acted upon with the co-operation of parent/carers and the additional support, where necessary, of the Local Authority Inclusion Service.

Regular school attendance is central to students achieving their full potential. Their attendance and punctuality record throughout secondary school will be included in references required by colleges and prospective employers.

In this policy statement we set out how Fullbrook will:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every student has access to the full-time education to which they are entitled
- Take action to address patterns of absence.

Student responsibilities

We expect that all students will:

- Attend school every day
- Attend school on time
- Sign in at the Attendance Office if they miss Tutor registration for any reason
- Attend school in full uniform and equipped for the day
- Discuss promptly with their Tutor/Head of Learning/Sixth Form Director any issues that deter them from attending school
- Sign out at Reception before leaving the school site to attend an appointment and sign back in at Reception when they return.

Parent/carer responsibilities

The Education Act 1996 Part 1 Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

Parents and carers have the primary responsibility for ensuring that registered students of compulsory school age attend school regularly and punctually and that they receive an education suitable for their aptitude and ability.

We expect that all parents and carers will:

- Undertake their legal responsibility to ensure that students of compulsory school age attend school every day
- Ensure that the student in their care arrives at school on time and fully prepared for the school day
- Send a message via the School Gateway app or leave a telephone message on the absence line for the Attendance Officer by 9 am on **each day of absence** informing the school of the reason for absence and the expected date of return to school
- Inform the Head of Learning promptly when any issue arises that may keep a student away from school
- Support the efforts made and measures taken by the school and the Local Authority Inclusion Service to help students back into school if attendance becomes a problem
- Discuss with the Tutor/Head of Learning/Director of Sixth Form any post-16 attendance issues.

Staff responsibilities

We expect that all staff at Fullbrook will:

- Encourage good attendance and promote the benefits to all students
- Provide a welcoming and safe learning environment
- Keep regular and accurate records of attendance for all students, in Tutor time and lessons, by taking the register on SIMS during each Tutor session and at

the start of each lesson.

We expect that, as Tutors, all staff will:

- Aim to be in registration at all times; if unable to attend, it is their responsibility to inform the cover manager
- Monitor the attendance of students in Tutor time and lessons
- Inform the Head of Learning when a student is failing to attend Tutor time with no reason for absence and agree actions to be taken to ensure their attendance
- Provide pastoral support to address attendance issues and alert the Head of Learning of any ongoing concerns
- Follow-up all cases of late arrival to school in accordance with the school half-termly plan for improving punctuality
- Investigate reasons for absence where there has been no response to truancy call.

We expect that, as classroom teachers, all staff will:

- Email Walkabout to alert Reception and senior staff if a student who has registered in school has not arrived at their lesson
- Contact parent/carers if they are concerned about a student's absence from school because of the amount of curriculum being missed. The class teacher will always check with their Head of Learning first
- Send a student to the Attendance Office or the Sixth Form office to sign in, if they arrive late to the lesson and have just arrived in school.

Each Head of Learning meets with Fullbrook's Education Welfare Officer every cycle to review attendance and agree actions to be taken to support those with less than 100% attendance.

Attendance Years 7-11

Registration and punctuality

The school day starts at 8.30am with morning registration. Afternoon registration is taken during period 3.

If a student arrives late to school, they must:

- (before 9.00am) Go directly to their Tutor room where they will be registered by their Tutor with a late mark.

- (after 9.00am) Go directly to the Attendance Office where they will show the Attendance Officer a note from their parent/carer and they will be registered with a late mark.
- Any student who arrives after registers have been closed (at 9.30am) will be marked U which counts as an absence. If there is an **acceptable explanation** and the written consent of a parent/carer is received, this may be adjusted.

Students should expect their Tutor to follow up their late arrival to school with them and to discuss appropriate action where necessary. Late marks and sanctions are tracked and recorded by Heads of Learning and Student Support Officers.

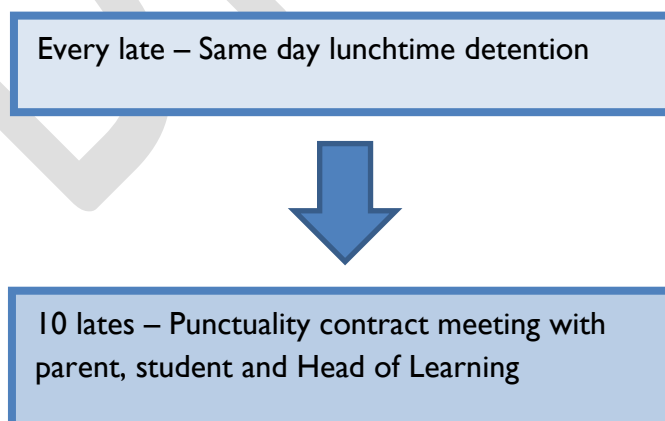
Fullbrook's punctuality policy is designed to support students in improving their punctuality as follows:

- Students who arrive after 8.30am will be required to sit a same day lunchtime detention in accordance with the Code of Conduct (Behaviour) Policy
- If the student is late 10 times in a term, the Head of Learning will hold a punctuality contract meeting with the student and her/his parents/carers
- Failure to improve will result in referral to the Fullbrook Education Welfare Officer who will invite parent/carers and the Head of Learning to a school attendance support meeting.

Students who persistently arrive after the register has closed could be liable to prosecution by the Local Authority.

A summary of our punctuality sanctions for each term is shown below.

Punctuality Policy



Calculations start from the beginning of each term

Absence

Parent/carers are requested to send a message via the School Gateway app or to leave a message on the school absence line (Option 1) by 9am for each day of absence.

Parent/carers should try to arrange medical and other appointments outside school hours whenever possible.

For appointments during the school day students must sign out at Reception on leaving school and sign back in at Reception on their return. We expect most appointments to take a maximum of two hours. Evidence of the appointment should be obtained and presented to Reception.

If a student becomes unwell during the day, they must go to Reception to be assessed. If the first aid staff member on duty decides they are not well enough to stay in school the parent will be contacted and arrangements made for their collection. Students must not contact their parents directly and will not be released from the school site unless they have reported to the first aid team.

Students are not allowed to leave the school site without school permission.

Parents/carers are requested to send an email to info@fullbrook.surrey.sch.uk with the reason for any planned absence, the time they need to leave and if/when they are expected to get back to school.

Absence will only be authorised in cases of illness and medical appointments, or other situations which have been discussed with and approved by the school.

Absences of five days or more due to illness or medical conditions require verification from a GP or other relevant body before the absence can be authorised. Evidence includes an appointment slip, medication packet with the date and name of student, copy of prescription or equivalent.

If a student's parent/carer requires a student to miss school for any period of time, they will:

- For absences of half a school day, send an email to info@fullbrook.surrey.sch.uk
- For absences of one school day or more, download a Leave Request Form from the School Attendance page in the parents area of the school website, or obtain one from Reception, and request leave for specific dates recorded on the form.

Holidays and exceptional leave of absence

It is school policy not to authorise any absence for holiday taken in term time. In

exceptional circumstances special consideration may be given by the Head of School.

School term dates, external exam dates and INSET days are published on the school website a year in advance.

Parent/carers should book their family holidays during school holidays; no parents/carers can expect leave of absence for their child/children to be authorised as a right.

If the school receives a request for leave of absence from parents/carers, the member of staff responsible will consider the application on behalf of the Head of School and Governors.

The school will always be sensitive to unforeseen events and decisions will be made at the Head of School's discretion.

Any unauthorised absence will be recorded as such on your child's attendance record. If leave of absence is taken without prior authorisation by the school it will be recorded and the Local Authority will be notified. Parent/carers may be issued with a Fixed Penalty Notice. The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. Please see the Penalty Notice section below for full details.

If a student fails to attend a public examination for which they have been entered by the school without good reason, parent/carers will be liable to reimburse the full cost of each exam entry to the school.

When a student is granted leave of absence from school, he/she will:

- Inform all of his/her teachers the dates of the absence
- Ensure that any missed work is caught up with on return to school.

Failure of students to return from leave on the agreed date may result in them losing their school place and parents/carers having to re-apply for admission to the school. Their place cannot be guaranteed.

Unexplained absence

On each occasion a student is absent from school without explanation, an automated message will be sent to all parent/carer contacts.

Parent/carer responses will be recorded in the attendance system.

If no response is received, the absence will be followed up by the class Tutor.

If the class Tutor is unable to obtain a reasonable explanation for the absence within the next fortnight, the absence will be recorded as unauthorised.

Encouraging and recognising good attendance

Good attendance is central to enabling each student to achieve their potential. Fullbrook works hard to provide a caring and welcoming environment and to encourage good attendance.

To this end the school will:

- Respond promptly to a student or parent/carer concern about school that may be impacting on his/her attendance
- Display attendance data and success stories of past students with good attendance
- Display posters on the Year Group notice boards each half term showing attendance for each Year and whether it has gone up or down
- Promote the benefits of good attendance in assemblies and reward individual and Tutor group attendance in celebration assemblies (See Behaviour for Learning Policy)
- Regularly monitor and assess the attendance data for individuals and groups and award intermittent prizes and awards
- Maintain intervention strategies to provide additional support for students with poor or irregular attendance
- Meet with interested parties to devise a plan of action when a problem with attendance arises.

Attendance tracking and support

The school reviews attendance on a daily basis and follows up on poor or irregular attendance or punctuality.

All Heads of Learning meet with the Fullbrook Education Welfare Officer every cycle to discuss attendance concerns and share and record information. All students with less than 100% attendance are reviewed. Where there is no valid reason for low attendance the following process and sanctions are put into place:

- After two absences a general information letter is sent to parent/carers explaining the Local Authority thresholds for attendance and the school attendance process

- If a student has been absent on three occasions, another letter is sent to parent/carers to advise them that the student's attendance has fallen
- If there is no improvement, a third letter will be sent to parent/carers stating that future absences will be unauthorised unless medical evidence is received.

If there is still no improvement the student will be referred to the Fullbrook Education Welfare Officer when it is felt by the school that the student and family would benefit from additional help to improve attendance. Parent/carers will be invited into school for an attendance support meeting in which an action plan will be drawn up to address the issues identified. Parent/carers may be required to sign a School Attendance Agreement which will include the agreed action plan.

The Education Welfare Officer will then work intensively with the student and parent/carers to improve their attendance.

If the student fails to sustain regular full-time attendance or the parents/carers fail to engage with the school, a referral will be made to the Local Authority Inclusion Service. The Local Authority may issue a penalty notice or issue a summons to parents/carers to appear before the Magistrates Court for failing to ensure their child's regular school attendance under Section 444 of the Education Act 1996. This could result in parents/carers being fined up to £2,500 if convicted and/or 3 months in prison.

Penalty Notices

Penalty notices to address poor attendance at school

A Penalty Notice may be issued as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and will be used by Surrey County Council in the following circumstances:

- Pupils identified by police and inclusion officers engaged on Truancy Patrols and who have incurred unauthorised absences.
- Unauthorised leave of absence in term time (5 days or 10 sessions or more) which do not have to be consecutive. Please be aware that The Education (Pupil Registration)(England)(Amendment) Regulations 2013, which became law on 1st September 2013 state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher is also required to determine the number of school days a child can be away from school if leave is granted.

In such cases the Headteacher/Governing Body have to judge whether there are exceptional circumstances and may request that the Local Authority issue Penalty

Notices when the absence is not authorised. Warnings will not be given where it can be shown that parents have been notified that such absences will not be authorised.

- The issue of a Penalty Notice will also be considered where it is judged that a parent is failing to ensure their child's regular school attendance. This will be considered when a pupil has incurred 7 or more unauthorised sessions in the previous 6 school weeks, which may include a pupil arriving late after close of registration.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the education welfare officer.

Penalty notice relating to suspensions

If a child is suspended from school, Section 103 of the Education and Inspections Act 2006 places a duty on parents/carers to ensure that their child is not in a public place without justifiable cause during school hours. This duty applies to the first five days of each suspension. Failure to do so will render the parent/carer liable to a Penalty Notice. (Alternative education provision will be made available from the sixth day of any suspension.)

Amount payable for a penalty notice

The amount payable for a Penalty Notice issued in any of the above circumstances is £60 if paid within **21** days of receipt of the Notice, rising to £120 if paid after **21** days but within **28** days. If the Penalty Notice is not paid, the Local Authority must consider a prosecution in the Magistrates Court for the offence for which the Notice was originally issued.

Please be aware that each parent is liable to receive a Penalty Notice for each child who incurs unauthorised absences, for example, if there are two parents and one child, each parent will receive one Penalty Notice.

If there are two parents, and two children incur unauthorised absences, each parent will receive two Penalty Notices, which in this case would amount to £120 each if paid within 21 days.

Alternative provision and students off site

Some students attend another site for all or part of the week. For these students we will:

- Contact the education providers every day to check attendance and for safeguarding purposes
- Access on-line learning systems regularly to monitor attendance and engagement where relevant
- Make visits every half term to monitor attendance, progress and safeguarding
- Track attendance on the school systems, review each cycle and liaise with parent/carers and education providers to take corrective action when necessary.

Moving to another school or to elective home education (EHE)

If parents/carers decide to send their child to a different school, or withdraw their child from Fullbrook School roll for any reason, they must inform the school in writing, addressed to the Head of School. Guidance is set out on the attendance page in the parents' area of the school website. The minimum information required is:

- Name and address of the new school, or plans for their child's education at home
- Date of entry to the new school (students must attend Fullbrook up to this date), or date of commencement of EHE
- Their new home address if they are moving house.

In the event that the school does not receive information about the move or confirmation from the new school, Fullbrook School will make a referral to the Surrey County Council Inclusion Service and submit a children missing education form.

Attendance Fullbrook 6

Registration and punctuality

Fullbrook 6 students are expected to attend every lesson and Tutor time as instructed by Tutors, unless their absence has been approved by the sixth form team.

Attendance at assembly and Tutor periods on Tuesdays and Thursdays is compulsory.

Students must sign in using the fingerprint system when they arrive at college and sign out again with the fingerprint system before they leave the Fullbrook site.

Students should expect their Tutor and/or the F6 Leadership Team to follow up any attendance issues by telephone or email. Students should provide up to date mobile telephone numbers.

All sixth form subject teachers will be expected to complete a subject register on SIMS each lesson. This will provide a tracking system for Tutors to map morning and afternoon registration.

Students are expected to be punctual to lessons and Tutor registration. Persistent lateness will be followed up in accordance with the Fullbrook 6 Student Agreement.

Absence

If a student is unwell or absent from college for any reason, a parent/carer must send a message via the School Gateway app, or telephone the absence line (Option 1) by 9am and leave a message.

Should a student be absent for more than three days the parent/carer should contact the F6 Student Support Officer who will liaise with subject staff to send work home.

Absence will only be authorised in cases of illness and medical appointments, or other situations which have been discussed with and approved by Fullbrook 6.

In the case of long term or frequent absence due to medical conditions, verification from a GP or other relevant body may be requested before the absence is authorised.

Students should not make appointments with the dentist, doctor, opticians etc. nor arrange driving lessons, part-time paid or voluntary work or interviews not related to Fullbrook 6 activities during lesson time.

If a student needs to miss college for any period of time, they will:

- For absences of half a school day, ask their parent/carer to send an email to Fullbrook6@fullbrook.surrey.sch.uk or write and sign a note to their Tutor
- For absences of one school day or more, download a Leave Request Form from the School Attendance page in the parents' area of the school website, or obtain one from the F6 Student Support Officer, and request leave for specific dates recorded on the form.

Students' attendance percentage may be used as a deciding factor for entry onto A level courses.

If a student's attendance falls below an agreed limit they may be asked to pay for private entry to exams as set out in the F6 Student Sixth Form Contract.

Holidays and exceptional leave of absence

It is school policy not to authorise any absence for holiday taken in term time. In exceptional circumstances special consideration may be given by the Head of School.

School term dates, external exam dates and INSET days are published on the school website a year in advance.

Parents/carers should book their family holidays during school holidays; no parents/carers can expect leave of absence for their child/children to be authorised as a right.

If the school receives a request for leave of absence from parents/carers, including for university open day visits, the application will be considered in consultation with the F6 Leadership Team.

The school will always be sensitive to unforeseen events and decisions will be made at the F6 Leadership Team's discretion.

If a holiday is taken without prior authorisation, it will be recorded as such and the Local Authority may be notified.

If a student fails to attend a public examination for which they have been entered by the school without good reason, parent/carers will be liable to reimburse the full cost of each exam entry to the school.

When a student is granted leave of absence from school, he/she will:

- Inform all of his/her teachers of the dates of absence
- Ensure that any missed work is caught up with on return to school.

Unexplained absence

Attendance is monitored by the F6 Leadership Team and concerns will be followed up with the student and parents/carers where necessary.