



Woking High School Student Attendance and Punctuality Policy

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Staff / Governors involved in reviewing this policy:	M Walter, S Bond, E Charlton, Dr R Wernham, Curriculum and School Performance Committee		
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To be read in conjunction with the Behaviour and Child Protection and Safeguarding Policies.

1. OUR COMMITMENT

As a school we believe that attendance and punctuality are fundamental to the success of our students. All staff and governors are committed to working with students and parents/carers in supporting students' regular attendance at school in order to achieve the best possible outcomes for all. This is achieved by providing a secure and caring learning environment, which allow issues that prevent full attendance to be identified and acted on promptly.

The school works on these principles:

- Good attendance is about a students' entitlement to education;
- Parent/carers are responsible for the regular and punctual attendance of students registered at the school and keeping the school informed about any reasons for absence or difficulties related to attendance.
- Good attendance is built on positive, healthy relationships between all individuals;
- Good attendance is more likely to happen when effective partnerships are built between school and home and there is clarity of expectation of the roles of each;
- The school will support the attendance of its students, in partnership with parents/carers, by dealing with barriers to good attendance, drawing on the support of external agencies as necessary and implementing necessary interventions in-house;

2. AIMS

- Ensure student attendance and punctuality is 100% unless for good reason and there are no unauthorised absences;
- Establish a clear system for monitoring full attendance and excellent punctuality which is clearly communicated to all staff, students and parents/carers who are all working to agreed routines and standards;
- Develop a learning environment which students want to attend regularly because they feel valued members of the school community and are safe, stimulated and secure;
- Implement effective and efficient administration system for monitoring and

- intervening with issues relating to attendance and punctuality in a timely manner;
- Offer students and parents/carers excellent support, advice and guidance on the importance of good attendance and punctuality.

3. ROLES AND RESPONSIBILITIES

All individuals within the school will play an integral part in establishing and maintaining high levels of attendance in all year groups.

3.1 Students will:

- Maximise their learning potential by taking personal responsibility for achieving excellent levels of attendance and punctuality;
- Attend school on time, prepared for the day ahead;
- Discuss promptly with their parent/carer or member of staff any problems that prevent them attending regularly and punctually so that they can be addressed quickly.

3.2 Parents and Carers will:

- Be aware of the legal duty to ensure their child attends school on a regular full-time basis – Section 7 Education Act 1996;
- Be fully supportive of the school with regards to attendance and punctuality as part of signing up to the Home School Agreement/Code of Conduct;
- Support the School and their child(ren) by not taking them on holiday during term time and minimizing, where possible, all other authorised absence, for example, dental appointments during the school day;
- Ensure that their child arrives punctually and prepared for the day;
- By making contact with the school by telephone/email each day when their child is absent
- Provide written confirmation from a GP or medical professional for any medical appointments for after 5 days of absence or more;
- Contact the school if a problem occurs that may, or has resulted, in their child not wanting to attend school;
- Read and follow the guide (Appendix 2) for parents/carers, which details our expectations and procedures regarding attendance and punctuality.

3.3 Form Tutors will:

- Act as role models by being punctual to every registration, standing outside the door of their room to warmly greet students upon their arrival;
- Develop positive relationships with students by providing a welcoming, calm and supportive atmosphere;
- Take the register in the first 10 minutes of form time;
- Update the register if a student subsequently arrives in line with taking registers guidance;
- Monitor attendance weekly, looking for trends and patterns in non-attendance for those students above 93% attendance;
- Share concerns with the Head of Year by completing the weekly tracker sheet and agree actions which could include making contact with home and/or having discussions with the student to identify barriers to attendance;
- Encourage their tutees to take personal responsibility for their attendance and punctuality;
- Celebrate good and improved attendance in line with the Behavior policy;

- Support students who are returning to school from a period of absence and plan what actions to take after an absence even after one day;
- Work closely with students who have had a drop-in attendance as directed by their Head of Year or (93-96%).

3.4 Teachers will:

- Act as role models by being punctual to every lesson to greet students upon their arrival;
- Develop positive relationships with students by providing a welcoming, calm and supportive atmosphere;
- Take the register at the beginning of every lesson, within the first 10 minutes;
- Update the register if the student subsequently arrives in line with taking registers guidance;
- Deal with any unauthorised absence from the lessons adding an N code and notifying patrol;
- Encourage students to take personal responsibility for their attendance and punctuality through monitoring and reinforcing the need for high levels of attendance and excellent punctuality;
- Celebrate good and improved attendance in line with the rewards policy;
- Support students who are returning to school from a period of absence and plan what actions to take after an absence even after one day;
- Teachers to work closely with their Head of Department in supporting students who have had a drop-in attendance in their lessons.

3.5 Heads of Department will:

- Raise the profile of good attendance and monitor the attendance of students allocated to their subject areas;
- Be responsible for regular liaison with the Head of Year regarding poor attendance of students and issues related to poor punctuality;
- Liaise with parents as appropriate in response to punctuality and truancy issues;
- Ensure that teachers in their subject areas fulfil their duties regarding attendance and punctuality and take appropriate action when this does not occur.

3.6 SENCO will:

- Be committed to ensuring high expectations around the attendance and punctuality of SEND students, monitoring their attendance;
- Liaise with parents of SEND students in response to poor attendance;
- Ensure that teachers/tutors are fully aware of all issues relating to attendance / achievement of SEND students;
- Liaise with Heads of Year and The Attendance Officer to ensure that all members of staff working with the students are aware of any attendance concerns.

3.7 Heads of Year will:

- Track and monitor the attendance of all students, in particular student attendance below 93%;
- Celebrate excellent and improved attendance in line with the Behaviour Policy;
- Challenge poor attendance and liaise with the Attendance Officer on a regular basis (at least fortnightly) to support families;
- Work with the Assistant Headteacher in implementing the attendance policy and raising the profile of excellent attendance and punctuality;

- Implement strategies to ensure excellent attendance for all students;
- Ensure their tutors are carrying out their responsibilities effectively;
- Be available for Heads of Department and SENCO to discuss students, implement strategies and to share this with the Attendance Officer in their fortnightly meeting.

3.8 The Attendance Officer will:

- Track and monitor attendance of all students, discussing patterns, trends and actions with Heads of Year in a fortnightly meeting;
- Coordinate the procedures for attendance and punctuality throughout the school;
- Raise the profile and importance of attendance and punctuality;
- Analyse and act swiftly in response to reported data on attendance and punctuality;
- Analyse attendance data and implement strategies to ensure excellent outcomes;
- Work with the Assistant Headteacher in implementing the attendance policy;
- Work closely with students and families with attendance below 90% To send letters home where required, work collaboratively with the SENCO and Heads of Year as well as involving external agencies when needed;
- Work with the Head of Year 7 in gathering attendance data from primary schools to ensure smooth and appropriate transition for students at risk of non-attendance;
- Write and monitor attendance contracts with the Assistant Headteacher for any students who are deemed as persistently absent.

3.9 The Assistant Headteacher will:

- Monitor the policy and procedures for attendance and punctuality throughout the school;
- Raise the profile and importance of attendance and punctuality with all stakeholders by ensuring everyone understands their roles and responsibilities;
- Provide quality training for school staff to understand student's attendance issues;
- Analyse and act swiftly in response to reported data on attendance and punctuality;
- In conjunction with the Senior Leadership Team, ensure a successful learning environment for all students, through the curriculum, personalised learning, behaviour policy and reintegration procedures, creating the foundations for excellent attendance and punctuality and low levels of suspensions;
- Line manage the Attendance Officer;
- Assist the Heads of Year and Heads of Department in holding staff to account for their attendance responsibilities.

3.10 The Headteacher will:

- Work closely with the Assistant Headteacher when monitoring attendance issues, persistent absentees and school refusers;
- Have overall responsibility for attendance and punctuality in the school;
- Make final decisions with regards to requests for leave of absence for both staff and students and instances of penalty notices as a result of non-attendance of students.

3.11 The Board of Governors will:

- Will agree attendance targets with the Assistant Headteacher annually;
- Take a lead role in supporting the school in the implementation of its approach to attendance and punctuality, especially in our response to parents in supporting unauthorised absence.

4 PROCEDURES FOR REGISTRATION

4.1 Registration

Morning registration during tutor time sets the tone for the rest of the school day. Tutors should prepare to be in their classroom to meet their students and take the register at 8.45 am. The school is open from 8.15 am at which point students are allowed into the building. It is the teacher's responsibility to formally take the register and this task must never be delegated to students. As with any lesson, we expect teachers to ensure that students are upholding our behavior policy. The register will be closed formally at 9.10am. Registers will be taken using Class Charts. Where there is a breakdown of this system paper registers will be available to teachers which will then be transferred back to the school office to be input on the computer system when it is next available. This will be transferred to the electronic system later by the Attendance Officer.

Students who are late, between 8.45am and 9.10am, will have their names taken by a Senior Member of staff on the gate. Any lateness will be challenged. Where there is a legitimate reason, for example, unavoidable transport problems, then no further action is required; but when there is no good reason, for example, oversleeping, then the student will be issued a same day 20 minute break detention. Persistent lateness will result in further steps being taken.

Students who arrive after 8.45am but before 9.10am must report to their tutor base and their form tutor will mark them late. **Any absence after 9.10am is recorded as a "U" ie late after the registers closed and thus will be treated as an unauthorised absence for the morning session.**

Class Charts is used to process registers and the codes to be used by tutors in completing the register are shown in Appendix 1. Reasons given for absence will also be stored in Class Charts.

The register taken during Lesson 4 will act as the afternoon registration.

Where a student is late, the School Office / Attendance Officer will ensure the system is updated with the appropriate code and will send a text message to parents/carers informing them of their child's lateness to school.

An automated message will be sent to parents/carers of all absent and late students during lesson one where a reason has not been provided and parents are expected to respond to this message. Should this not be the case, then a letter will be sent home.

4.2 Punctuality

Lateness disadvantages students as they miss the instructions for the morning and in each

subsequent lesson; registration also sets the scene for them to have a positive and productive day. Lateness to school causes disruption to that individual's learning and to that of the other students in the class.

It is vitally important teachers and Form Tutors are punctual to lessons/tutor sessions, otherwise this gives the impression to students that late arrival is acceptable. Tutors, teachers and Heads of Department must reinforce the importance of punctuality when communicating with students and parents.

Woking High School has strict statutory requirements to follow with regard to the maintenance of good punctuality for its students. Persistent lateness does not constitute full school attendance (section 444 of the Education Act 1996). Students arriving after 8.45 am will receive an L mark on Class Charts. Students who arrive after 9.10 am will be coded as U (late after the close of registers) - this is an unauthorised absence. Persistent lateness, by a student, may be dealt with through the Assistant Headteacher or Head of Year and may be referred to the Inclusion Service. It may also lead to a fixed penalty notice.

4.3 Subject Registration

It is essential that an electronic subject register is taken within the first 10 minutes of the lesson starting. This will ensure that the school is able to monitor and reduce truancy from lessons and safeguard students effectively. If it is found that a student has been truanting then this will be formally recorded as an unauthorised absence. The procedures for dealing with truancy are stipulated in Section 6.

Lateness to lessons must be challenged and recorded on Class Charts accordingly.

Teachers must ensure that they enter an "L" onto Class Charts along with the number of minutes the student is late so that the school's system records are accurate.

Students who are late for a genuine reason must have Class Charts updated accordingly.

4.4 Emergency Closures

In the event of circumstances necessitating school closure or other special arrangements, parents/carers will be contacted by text message or email. There will also be an answer phone message updating parent/carers on the current situation and information will also be on the school website.

NB: Separate guidelines are available outlining school procedures relating to closures and lockdown incidents.

5 ABSENCE

Under Section 7 of the Education Act (1996), parents/carers have a legal duty to ensure that their child(ren) attends the School on a regular and full-time basis. Every half day absence has to be classified by the school as either authorised or unauthorised. The school must record the reason for any half day absence. Unauthorised absence, such as truancy, will lead to sanctions being taken against students or, in exceptional cases, extended periods of

unauthorised absence of more than ten days may lead to legal action being taken against parents/carers.

Under normal circumstances, the only reason a student should miss any lessons is if they are too ill to attend. This is an example of an authorised absence, i.e. students have missed a morning or afternoon session for a valid reason. Unauthorised absences are those which the school does not consider reasonable and for which no permission has been given. This includes keeping students away from lessons unnecessarily, truancy and absences which the school considers to have not been properly explained.

When a student's attendance falls below 96%, parents/carers will receive an attendance concern letter. This is a standard letter that is sent out to students who drop below the minimal expected level of attendance.

If a student has three separate occasions of illness, a letter of concern will be sent to parents/carers. This letter is to inform parents/carers that from this point medical evidence will need to be provided going forward should a student miss school for illness. This can be evidenced with Dr's notes, prescriptions or medical appointment cards. If these are not produced within 10 days of the request, the school may decide not to authorise the absence. The student will be marked as 'O' in the register.

5.1 Medical Appointments

Wherever possible medical appointments should be made outside of the compulsory school day. Parents/carers should inform the school in advance and in writing of any medical appointments. Students use this note to show the Receptionist before signing out and leaving the premises.

If a parent/carer does not provide proof of the medical appointment that has caused their child to miss school, it will be treated as Unauthorised. The student will be marked 'U' if they have started after registration and 'O' if they have missed the entire session. If there is no note, parental confirmation must be sought by the Attendance Office or another agreed member of staff for the student to leave.

Students must return to school after appointments where practical. Students must sign in at Reception on return and go swiftly to their timetabled lesson.

Where a student is being collected from school, parents/carers are expected to report to Reception before the student is allowed to leave the site.

Where it proves impossible to make an appointment outside of school hours, we would ask that they be made for lunchtime and beyond to minimise disruption to learning.

5.2 Medical Conditions

Parents/carers are encouraged not to keep children off school for minor ailments and to limit time off for visits to doctors and dentists as far as it is reasonably practical.

If a student is unwell during the school day, she/he must alert their class/form teacher who will notify Patrol via Class Charts who will make a referral to the Medical Officer.

The Medical Officer will assess the severity and make the decision either to return the student to lessons or telephone the parent/carer to collect the student. Students must not use their mobile phones to contact parents/carers themselves. If contact is not possible, the student will remain in the medical room and the Medical Officer will update the register accordingly.

The Medical Officer will alert the Head of Year and Attendance Officer to persistent visits or patterns of visits to the medical room. They will then contact parents/carers to alert them of concerns and plan together to minimize and further disruption.

5.3 Leaving and Returning to School

Students are not allowed to leave the school without prior permission. Students leaving with permission from the school must be issued with a note to this effect. Students must sign out at Reception and sign back in on their return. The Attendance Officer will then code the absence on Class Charts appropriately.

If a student leaves the school site without permission, their parents/carers will be contacted. Should the school be unable to make contact with the family, it may be appropriate, in certain circumstances, to contact the Police and register the student as a missing person.

5.4 First Day Contact and Dealing with Absence

At Woking High School, we monitor attendance data in order to identify irregular attendance patterns. If a student is too ill to attend school, the parent/carer should telephone or email and report their child's absence before 8.30 am.

The school uses a '1st day calling' system. If a child fails to register, or is absent and we have not received notification by 9.10 am an automated message will be sent to parents/carers.

It is expected that parents/carers will respond to the automated message, should this not be the case, a letter will be sent home and emergency procedures maybe followed such as calling the Police.

5.5 5 Days Absence

Any absence for 5 consecutive days, without an explanation, will be referred to the Local Authority, by submitting a referral to Surrey Children's Services and the Inclusion Service. This is a legal requirement. The school will include details of the action that we have taken.

Where a student is absent from school, the following procedure will be followed for welcoming them back.

- After one day of absence, the tutor welcomes the student back and checks that they are ok.
- After an absence of 2-5 days, the tutor welcome back the student and phone home to check the wellbeing of the student with parent/carer and put plan in place for student to catch up on missed work.
- After absence lasting a week or more, a formal meeting will take place between the Head of Year, student and parent where a plan will be created to catch up. It is the responsibility of the student to catch up on all missed work.

- In each of the above cases, and where lessons have been missed, the class teacher will speak with the student in the next available lesson and offer support to catch up any missed work.

5.6 Exceptional Leave of Absence

Current legislation makes clear that Headteachers will not grant any leave of absence during term time unless there are exceptional circumstances.

The school holiday dates, external exam dates and INSET days are published well in advance.

As stated in Section 4, the school does not support any holidays requested during term time. If a request is made for a leave of absence and this is not approved and the student does not attend during the stated period then a fixed penalty notice may be issued as set out more fully in section 6 below.

In order for any leave of absence to be granted, an application must be made to the Headteacher, in writing, using the request for absence proforma available on the school website. However, this will also only be authorised in exceptional circumstances. More information on what constitutes an 'exceptional circumstance', please contact the Headteachers PA, Mrs Mercer.

5.7 Truancy

If a student truants from school or leaves school without permission, this is regarded as an extremely serious safeguarding matter. It may take up a great deal of staff time and it may be necessary to inform the Police that a student is missing.

Under no circumstances should students leave school without knowledge a member of staff. If it becomes apparent that a student may have left the School site, staff will attempt to locate the student. If this is not possible, parents/carers will be notified by telephone.

Truancy is not tolerated at Woking High School and will be dealt with swiftly in line with the sanctions detailed in the Behaviour policy. If one lesson is missed:

- A 60 minute after school detention will be issued by the class teacher or Head of Year.
- The class teacher will telephone home.
- The Attendance Officer, Assistant Headteacher, Head of Department and Head of Year will also be informed and the truancy recorded on Class Charts by the class teacher.

Two or more lessons missed:

- A Head of Year detention will be issued, or a Focus Centre day if more appropriate.
- Head of Department (if truancy is from one subject) or Head of Year to interview the student and place on attendance report.
- Head of Department or Head of Year will contact parents for a meeting.

Persistent truancy could lead to an internal exclusion for breaching Woking High School's Behaviour policy and will also result in a referral to the Inclusion Service. It could also lead to a Governor Attendance Panel meeting.

6 STRATEGIES FOR ENSURING HIGH ATTENDANCE AND EXCELLENT PUNCTUALITY

6.1 Rewards and Incentives

Students will be entered into half termly draws that recognize both 100% attendance and significant improvement. More details on our approach to rewards can be found in our Behaviour policy.

6.2 Displays

Prominent noticeboard space to be allocated for attendance promotion in public areas via our main attendance display board.

6.3 In the Classrooms

Form tutors will be proactive in monitoring the attendance of their students, challenging absences and calling home to check for reasons for absence if not provided. They will be curious and discuss regular time off with a student. They will raise expectations towards excellent attendance. Form tutors play a key role in identifying attendance issues early and helping the students identify solutions or seek support from the Pastoral team. They will do this by carrying out the following actions:

- **Accurate recording of form group registers DAILY, completed by 9.10am**
- **Call home for a student if they are coded as N or O for the previous day.**
- **Complete a welfare check with a student once they have returned to school after a period of absence.**
- **Check for any attendance patterns once a week.**

6.4 Irregular Attendance

Attendance and punctuality will be monitored by the Assistant Headteacher with the Attendance Officer through the following processes:

- Daily lists of absences.
- Follow up procedures on the first day of absence.
- Weekly statistics.
- Rewards and sanctions statistics for attendance and punctuality as outlined above.

If there is prolonged ill health, or there is forewarning of hospital treatment, the school will take the necessary steps to ensure an education plan is in place for the period of absence. This may include referral to external agencies to provide alternative education. If the period of absence is over 10 days the school will contact the Local Authority to make them aware and seek their support through Access to Education.

If referrals to other agencies are necessary eg CAMHS, School Nurse, Behaviour Support, these are made by a relevant member of staff, overseen by the Assistant Headteacher, SENCO or Head of the VI Unit.





Alongside the Attendance Officer the Assistant Head Teacher has the major responsibility for identifying persistent poor attendance and punctuality. The SENCO will also analyse attendance data and look for patterns of absence and poor punctuality in relation to

students with Special Educational Needs.

Where there is a significant pattern of absence, the Attendance Officer implement the traffic light system below:

Traffic Light monitoring system

All students receive positive encouragement and incentives to improve attendance

 <p>96 – 100%</p>	<p>Attendance levels are average or above (0 – 7.5 days missed in academic year)</p> <ul style="list-style-type: none"> • Positive encouragement/rewards/incentives • Regular monitoring to maintain high levels of attendance
 <p>93 – 95.9%</p>	<p>Attendance levels beginning to cause concern (7.5 – 13.5 days missed in academic year)</p> <ul style="list-style-type: none"> • Tutor to contact parents/carers to offer a meeting • Stage 1 letter sent to inform parents/carers of cause for concern • Attendance is monitored • If no improvement in 2 weeks, a Stage 2 letter is sent requesting medical evidence
 <p>90 – 92.9%</p>	<p>Attendance levels causing more significant concern (13.5 – 19 days missed in academic year)</p> <ul style="list-style-type: none"> • Stage 2 letter sent, (if not already sent) • Parents/carers are invited to a meeting with HOY and Pastoral Coordinator or Attendance Officer • Improvement Plan agreed within meeting, reviewed every 3 - 4 weeks
 <p>Below 90%</p>	<p>Attendance decreased to an unacceptable level despite interventions by school staff (> 19 days missed in academic year)</p> <ul style="list-style-type: none"> • Referral to Surrey Inclusion Services for additional support. Surrey Inclusion services may consider prosecution • Refer to Surrey Children's services when complex issues identified

Unauthorized absence could result in a penalty notice, (fine), being issued by Local Authority at request of the school

Referrals may be made to the Inclusion Service where attendance has fallen below 90% and no improvements have been made, despite contact from school through either letters, telephone calls or meetings. This may lead to the issue of a fixed penalty notice and possibly court action being taken if the involvement of the Inclusion Service does not lead to the student returning to Woking High School.

6.5 Persistent Absence (PA)

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level poses considerable damage to a student's educational prospects and we need parents/carers fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents/carers will be informed of this immediately.

Parents will be notified by a letter if their child becomes a persistent absentee and be invited to discuss the matter and set appropriate targets.

6.6 Penalty Notice

The Inclusion Service, acting on behalf of Surrey County Council, may issue a Penalty

Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. The amount payable on issue of a Penalty Notice is £60 per parent, per child 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 within 28 days, the Local Authority will consider prosecuting the parent/carer for failing to ensure regular school attendance under Section 444 of the Education Act 1996.

6.7 Circumstances where a Penalty Notice may be issued

A Penalty Notice can only be issued in cases of unauthorised absence and careful consideration should be given as to whether the issue is likely to secure an improvement in attendance.

If two Penalty Notices have been issued and paid in relation to a particular child and poor attendance is an on-going problem, except in exceptional circumstances, information will then be gathered to support a prosecution under Section 444 of the Education Act 1996 rather than a further Penalty Notice being issued.

In cases where families have more than one poor-attending student, Penalty Notices may be issued for more than one child. This may not necessarily be simultaneously but the procedural timescales may overlap. Careful consideration will always be given to multiple issues within the same family.

The issuing of a Penalty Notice may be considered appropriate in the following circumstances:

- Students identified by Police and Inclusion Officers engaged on Truancy Patrols;
- A parent/carer who is failing to ensure their child's regular school attendance, and is failing to engage with any supportive measures proposed by the school or Education Welfare is liable to receive a Penalty Notice. Before a Penalty Notice is issued, the parent will be sent a formal warning of their liability to receive such a notice;
- Unauthorised holidays in term time (5 days or 10 sessions or more). In the case of separated parents, the Penalty Notice will only be sent to the parent requesting leave of absence and/or taking the student on holiday;
- Late arrival after the close of registration, on 10 occasions during a six-week period.

To ensure consistent delivery of Penalty Notices the following criteria will apply.

- At least 10 sessions lost to unauthorised absence by the student during a half term period and where attendance falls below 90% for the academic year;
- Except in cases of unauthorised holidays, the liable parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to affect an improvement. During this period the child should have no unauthorised absence.

6.8 Late for the School Day (after registers have closed – use the O code)

Students who arrive at the school after 9.10 am are registered as "late after the registers have closed" and this is recorded as a 'U', which is an unauthorised absence for the a.m. session. Any parent/carer of a student who is persistently late after the register has closed

will be issued with a fixed penalty notice. This will be preceded by a warning letter to the parent/carer.

6.9 Legal Proceedings

If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority. Lateness after close of registration constitutes unauthorised absence and where a student continually arrives late under these circumstances legal proceedings may be considered.

Local authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996).

The only statutory defences are:

- Illness with medical evidence;
- Religious observance;
- Authorised leave of absence;
- The student is registered to a school not within reasonable walking distance and the Local Authority has failed to provide suitable transport arrangements.

The following is an additional defence in respect to "traveller families":

- The child is of no fixed abode and it can be proven that the parent/carer was engaged in a trade *or* business that requires them to travel from place to place;
- The child has attended school as regularly as the nature of the trade permits and has made at least 200 attendances in the last 12 months.

7. CHANGING SCHOOLS

It is important that if families decide to send the child/children in their care to a different school that they inform Woking High School, in writing, as soon as possible.

A student will not be removed from the school roll until the following information has been received:

- The date the student will be leaving the school;
- The date the student will commence attendance at their new school;
- The address of the new school;
- The new home address, if it is known.

The student's school records will then be sent on to the new school as soon as possible. If this information is not received, then the school will inform the Inclusion Service.

In the event that the school has not been informed of the above information within 20 days and the student has moved out of the area, the student will be removed from roll and the details will be referred to the Inclusion Service and the Missing in Education officer at Surrey County Council. Any student leaving the school is automatically referred to the Local Authority Tracking Officer.

8. REMOVAL FROM SCHOOL ROLL

All schools must inform their local authority of any student who is going to be deleted from the admission register where they:

- have been taken out of school by their parents/carers and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The school will provide the local authority with the following information in these circumstances:

- Full name of the student;
- The name and address of any parent/carer that they live with;
- At least 2 phone numbers of any parent/carer they live with;
- The full name and address of the parent/carer they are expected to live with and the expected date they will be living there from, if appropriate;
- The name of the student's other school and expected start date, if appropriate;
- The grounds prescribed under Section 8 for which the student is to be deleted from the school roll.

All schools must inform the local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State)

9. MONITORING, EVALUATION AND REVIEW

The school will monitor the effectiveness of this policy through the Assistant Headteacher who will oversee the generation of attendance data and report to the Headteacher where there are any key issues. The SLT will analyse the data to look for patterns and generate the required plans of action, for example, reviewing any related policies and procedures such as student voice in working with students to generate strategies to improve punctuality. Comparisons will be made with similar schools and action to continue to improve attendance and/or punctuality will feature in the School Development Plan.

APPENDIX 1 ATTENDANCE CODES

For use with the am and pm register.

Code	Description	Statistical meaning	Attendance official meaning
/	Present (AM)	Present	In for whole school
\	Present (PM)	Present	In for whole school
@	Do not use	Unauthorised Absence LATE FOR SESSIONS	
B	Educated off site	Approved educational Activity	Out for the whole session
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence	Out for the whole session
D	Dual registration	Approved Educational Activity	Out for the whole session
E	Excluded	Authorised absence	Out for the whole session
F	Extended family holiday agreed)	Authorised absence	Out for the whole session
G	Family holiday (not agreed)	Unauthorised absence	Out for the whole session
H	Family Holiday agreed	Authorised absence	Out for the whole session
I	Illness (NOT medical or dental etc. appointments)	Authorised absence	Out for the whole session
J	Interview	Approved Educational Activity	Out for the whole session
L	Late	Present	Late for session
M	Medical/Dental appointments	Authorised absences	Out for the whole session
N	No reason yet provided for absence	Unauthorised absence	Out for the whole session
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence	Out for the whole session
P	Approved Sporting Activity	Approved Educational Activity	Out for the whole session

R	Religious Observance	Authorised absences	Out for the whole session
S	Study Leave	Authorised absences	Out for the whole session
T	Traveller Absence	Authorised absences	Out for the whole session
U	Late after registers closed)	Unauthorised absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for the whole session
W	Work experience	Approved Educational Activity	Out for the whole session
X	DCSF: School closed to Students	Attendance not required	Out for the whole session
Y	Enforced closure	Attendance not required	Out for the whole session
Z	Do NOT USE	Authorised Absence	Out for the whole session
!	DCSF X: Non-compulsory school age abs	Attendance not required	Out for the whole session
#	School closed to Students and staff	Attendance not required	Out for the whole session
*	DCSF Z: Student not on roll	Attendance not required	Out for the whole session
-	All should attend/No mark recorded	No mark	No mark for session

During lesson registration, subject teachers will record only present (/), absent (N) or late (L).

APPENDIX 2

ATTENDANCE INFORMATION FOR PARENTS

In order for students to reach their full potential, it is essential that they aspire towards 100% attendance. Student attendance is paramount for students to achieve. Attendance without being punctual to school and lessons also limits students' potential to achieve. Consequently, it is compulsory for students to arrive at school by 8.45am. School finishes at 3.00 pm each day; although it is expected that all students participate in at least one after school enrichment class per week, where possible.

Any unauthorised lateness will result in an immediate ten-minute detention in L6 during breaktime the same day. If this happens more than twice in one week, this will become a HOY detention after school for one hour; 3.00-4.00pm. In this instance the HOY will contact parents/carers 24 hours in advance.

If your child is too ill to attend school, you must call the school absence line (via 01483888447) or email absence@wokinghigh.surrey.sch.uk to report your child's absence before 8.30am. If a child fails to register, or is absent and we have not received notification by 9.10am an automated message will be sent to the primary parent/carer contact number on the school's system. It is expected that you will respond to the automated message by phone call; should this not be the case, we will follow emergency procedures as the students' whereabouts will be unknown. This may require a referral to outside agencies (e.g. Police, Social Care, Inclusion Service) if the school is unable to ascertain the whereabouts of a student to ensure their safety.

Woking High School will not authorise holidays during term time. Please also avoid booking non-urgent medical appointments between the hours of 8.45am-3.00pm.

The Local Authority will be notified of any student who is absent without an explanation for 5 consecutive days. This is a legal requirement and Woking High School will inform the Welfare Team of the actions that have been taken to address any concerns in relation to the absence.

Latest information from the Local Authority

The following information about fixed penalty notices for unauthorised holidays in term time and poor attendance has been put into action by the local authority and is now in place.

Penalty Notices to Address Poor Attendance

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:

1. Students identified by the police and Inclusion Officers in Truancy Patrols who have incurred unauthorised absences;
2. Unauthorised holidays in term time (five days or 10 sessions or more). In such cases the Headteacher/ Board of Governors will request the local authority issue a penalty notice. Warnings will not be given where it can be shown that parents/carers have been notified

that such absences will not be authorized;

3. The issue of a Penalty Notice will also be considered where it is judged that a parent/carer is failing to ensure their child's regular school attendance. If you believe at any stage that your child's absence from school may leave you liable to prosecution, it is extremely important that you take action without delay to secure their regular attendance. Before a Penalty Notice is issued, the parent/carer will be sent a formal warning of their liability to receive such a notice;
4. Late arrival after the close of registration on 10 occasions during a half term.

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. If the Penalty Notice is not paid after 28 days, the recipient will be prosecuted in the Magistrates Court for the offence for which the Notice was issued.

If you require further information please contact the school and we will put you in contact with our Inclusion Officer.