HASMONEAN HIGH SCHOOL FOR GIRLS

ATTENDANCE AND PUNCTUALITY POLICY

INTRODUCTION

Hasmonean Multi-Academy Trust believes that for a child to make progress at school, it is vital that they have a good attendance record. Regular attendance ensures that the central purpose of learning is not interrupted. Students should only be absent from school if they are too unwell to come in or in exceptional circumstances. If a student is not coming into school, parents/carers must contact the School to inform us if their child will not be attending on that particular day. This should be done by contacting the School by 8.40am on the day of absence (Girls ext. 330). If you cannot get through, please email on attendance.girls@hasmonean.co.uk If the illness is prolonged, follow up phone calls and email should be made before 8.40am on each day of absence.

The Assistant Headteacher for Pastoral and Behaviour, Attendance officers, Year Leaders and other members of the Pastoral Team monitor attendance daily as well as monitoring the attendance patterns across year groups.

The attendance policy works in conjunction with Hasmonean Multi Academy Trust's Behaviour Policy; Hasmonean's Safeguarding and Child Protection Policy and Hasmonean's Sixth Form Policy.

1. AIM

The aim of this policy is to encourage students to attend school every day in order to take full advantage of the opportunities available. Regular and punctual attendance at school is essential in order for students to maximise their chances of success. Additionally, the monitoring of attendance enables the school to identify concerns about students which can be addressed by the relevant staff members.

2. ATTENDANCE EXPECTATION

Every student is expected to maintain an attendance level of 96% or above in order to achieve their full potential. The Education Act 1996 requires parents/carers to ensure that their children of compulsory school age receives a suitable full-time education. Further information can be found on the following government website https://www.gov.uk/school-attendance-absence.

3. RECOGNISING GOOD ATTENDANCE

Hasmonean Multi Academy Trust encourages a positive approach to attendance and punctuality. The Trust will recognise and reward good attendance on a termly basis. Students will be awarded certificates for high level and improving attendance.

4. LEAVE OF ABSENCE

Parents/carers must write an email/letter requesting permission for a leave of absence to the Headteacher at least 3 weeks in advance. In cases where there are siblings in both schools, two separate requests must be sent to the relevant Headteachers. Requests will be authorised at the Headteacher's discretion and can only be made in exceptional circumstances.

The Headteacher will consider each application individually taking into account the facts and circumstances and relevant background context behind the request. The first consideration made by the Headteacher will be the student's current attendance. Students whose attendance is of concern will not be allowed further authorised absence. Where a leave of absence is granted, the Headteacher will determine the number of days a student can be away from school.

A referral to the Educational Welfare Officer will be made if a student is absent when authorisation is not granted. The referral could result in a Fixed Penalty Notice (FPN) being issued to parents/carers or alternative legal action such as an Education Supervision Order or Prosecution in Magistrates Court.

All medical appointments should be made after school or during the School holidays. Whenever this is not possible the appointment should be made at a time during the school day whereby a pupil is able to attend morning and afternoon registration. The School must be notified 24 hours in advance for all appointments to be approved. If an emergency appointment was made, the school must be notified immediately, either by email or phone.

Please note that the Hasmonean Multi Academy Trust (MAT) does not give a whole day off for medical appointments. A pupil must be collected by a parent/carer. No pupil will be allowed to leave the School unaccompanied for appointments without written or verbal permission from a parent/carer.

5. ABSENCE IN THE EVENT OF ILLNESS

Parents/carers need to communicate (via phone, letter or email) with the School for every day a child is absent, as early as possible, giving the reason for this absence (Girls' School ext. 330).

If a student is absent and no one has contacted the School to explain the reason, the School has a duty to contact home to find out the reason for the absence. On the pupil's return to school, an email/letter

from a parent/carer to the Attendance Officer detailing the specific reason for the absence must to be given. Where parents fail to provide a reason for the absence, the Attendance Officer will contact them.

Please note that Hasmonean MAT can request medical evidence, such as a doctor's note, in order for continuous medical absence to be authorised.

The School has a duty to keep at least two sets of contact details for each student.

6. PUNCTUALITY

Pupils are expected to arrive to school on time. Parents/carers must inform the School in advance via the Student Services Officer if their child is going to be late.

Registration closes at 8:55am. From 8:35am onwards, pupils arriving to school are to sign in on the gate late sheet. The Attendance/Standards Officer oversees this and remains at the gate from 8:35am until 9:00am. After this time, the security team ask pupils to sign in and escort them to the Student Services. Phones are to be handed in on arrival. Phones can be collected half an hour after the School day has ended and this is subject to a Year leader's discretion. For more information regarding mobile phone use during the school day, please see the Mobile Phone Policy.

If a pupil arrives between 8:35am and 8:45 am, they will serve a 10-minute detention, at the end of that day. Any pupil who arrives to school between 8:45 – 9.00 will have a detention for the actual minutes they were late (e.g. Arriving at 8.50 will mean they will serve a 15-minute detention). A pupil that arrives from 9.00- 9.30 am will receive a 30-minute detention. A pupil who arrives after 9.30 will receive a one hour detention same day detention. This will be generated and overseen by the Senior Standards Officer. It is the pupil's responsibility to attend the detention if they are late; they need not be warned prior. In addition, any pupil who arrives to school after 9.25am, after registration has closed, will be recorded as unauthorised for the morning session. This will affect the pupil's overall attendance figures which are monitored by the Local Authority.

Lateness to lesson is marked on the register by the teacher. If a pupil is considered persistently late to lessons (four recorded lates within a half term) they will be placed on Punctuality Report for a minimum of two weeks. This will be generated and overseen by the Standards Officer. At the end of every day, pupils on Punctuality Report will be expected to see a Standards Officer and will serve any minutes recorded at a doubled rate.

On the day of a lateness, after school detentions can also be issued to pupils at the discretion of the classroom teacher.

If a pupil fails to report to a Standards Officer at the end of the day they may be Internally Excluded for a day, in line with the School's Behaviour Policy.

If a pupil arrives more than 10 minutes after the lesson has begun, this will be considered as truanting and, in line with the School's Behaviour Policy, may be sanctioned with an Internal Exclusion.

Parents are respectfully requested not to ask for leniency unless there is a medical reason and evidence.

7. ESCALATION PROCEDURES FOR POOR OVERALL ATTENDANCE

Stage 1

A first formal letter will be sent home notifying parents/guardians of a decline in attendance below the expected level, which is 96%. Parents will be encouraged to communicate with the School as to the reasons for the decline in attendance (see Appendix A) and support will be put in place by the appropriate Year Leader.

Stage 2

If a child's attendance continues to decline and falls below 93%, parents/carers will be invited to attend a meeting in school with their child, their child's Year Leader and possibly the Education Welfare Officer, who works for the Local Authority. There will be an expectation that attendance will need to improve, and targets will be set (see Appendix B).

Stage 3

If a pupil's attendance falls below 90%. Parents/carers will be referred to the Education Welfare Officer who will contact families in writing in the first instance.

The Education Welfare Officer will set action points that must be met within an agreed review period, usually four weeks. If there is no improvement at the end of this review period, a Legal Meeting will be held which may result in one of the following sanctions being imposed:

- Education Supervision Order
- Magistrates Court Action
- Penalty Notice
- Further Review Period

In some circumstances, referrals may be made to the Education Welfare Officer without moving through the escalation procedures set out above.

8. FIXED PENALTY NOTICES

Fines may be issued for the following reasons: -

- Parents taking a student out of school during term time for unauthorised reasons.
- Parents failing to inform the school about reasons for absence or misinforming the school about the actual reason for absence.
- A single protracted period of unauthorised absence.
- Unauthorised lateness to school

Parents can be issued a fixed penalty notice by the school twice in three years, the first FPN is £160 but can be paid at the reduced rate of £80 if paid within 21 days. The second FPN issued cannot be paid at the lesser rate. If a family incur further unauthorised absence that should result in a third FPN, this matter will be referred to the Local Authority for Prosecution.

A penalty notice must be considered if there are ten sessions (usually equivalent to five school days) of unauthorised absence within a rolling ten school week period.

For Example:

a) 4 sessions of holiday taken in term time plus 6 sessions of arriving late after the register closes all within 10 school weeks.

b)10 sessions of holiday in one week

c) 6 sessions of unauthorised absence taken in 1 week and 1 per week for the next 4 weeks

The period of 10 school weeks can also span different terms or school years
For Example:
2 sessions of unauthorised absence in the Summer Term and a further 8 within the Autumn Term

The Education Welfare Team has the discretion to issue an FPN for those families intentionally and deliberately, stay below the threshold.

9. SIXTH FORM ATTENDANCE

Sixth Form pupils are bound by the contents of this policy (with the exception of FPN – sections 6/7.) Please refer to the Sixth Form Policy for further details regarding the Sixth Form attendance.

10. CHILDREN MISSING EDUCATION

The school monitors attendance for every period of the day, and if a student goes missing during the school day, the Pastoral and Standards teams follow a planned procedure to locate the student.

Parents/ carers are legally responsible for making sure their child attends the school they are registered at. Any concerns about a child's attendance record or their wellbeing, should be reported to the child's Year Leader immediately.

If a child is absent for 10 days, or 5 days following leave, and the school is not been informed about a child's whereabouts, a referral will be made to the local authority for investigation.

Absence Codes

Attending the school	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity
D	Dual registered at another school
Absent – Leave of absence	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
Absent – other authorised reasons	
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absent – unable to attend school because of unavoidable causes	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absent – unauthorised absence	
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Arrived in school after registration closed
Administrative Codes	
Z	Prospective pupil not on admission register
#	Planned whole school closure

Amended by ELT/SLT & reviewed by Local Authority
Ratified by Governors Standards Committee Dec 2025
Next Review December 2026

Appendix A

Letter 1 B

Dear [RecipientTitle] [RecipientSurname]

Re: [StudentFullName]

We are writing to inform you that [StudentForename]'s attendance record is of concern as it has fallen below the 96% attendance level that the school and local authority regard as full-time regular attendance. This means that your child is officially a persistence absence.

Whilst we appreciate you may have already been in touch with the attendance officers and even your child's Year Leader regarding the reasons for [StudentForename]'s absence, it is still necessary that we notify you in writing of our concerns. This is especially true as it is a parent's/carer's legal duty to ensure that their child receives a full-time education and where they are registered at a school attend it regularly.

If you are yet to be in touch with [StudentForename]'s Year Leader, we ask that you call/email at your earliest convenience to make sure that we are all working together to improve his attendance. Your support and understanding is very much appreciated.

Yours sincerely,

Attendance Officer

Appendix B

Letter 2

Dear [RecipientTitle] [RecipientSurname]

Re: [StudentFullName]

Further to the school's previous correspondence with you, I am writing to inform you that there has not been an improvement in [StudentForename]'s attendance at school. Our attendance records indicate that if [He/She] misses more than ... days throughout the rest of this academic year, [he/she] will be considered a persistent absentee.

As parents, you have a statutory responsibility to ensure that [StudentForename] is in school regularly and receives a full-time education. The school and local authority regard 96% attendance as regular full-time attendance.

It is, therefore, essential that we address this issue to ensure that [StudentForename] can make progress in [his/her] learning and achieve [his/her] academic potential. A meeting has been arranged for ….. to discuss this further. I would be grateful if you could confirm attendance to this meeting or let me know an alternative date and time that is convenient for you.

If we are unable to meet or if [StudentForename]'s attendance continues to decline, we will consider referring the case to the Barnet Targeted Youth team. They may decide to offer further supportive measures to improve attendance, issue fines or convene a court assessment meeting.
I appreciate that this may not be easy for you to deal with and I would like to reassure you that the school will do everything possible to support you. If you wish to discuss this matter further, please do not hesitate to be in touch.

Your support and understanding is very much appreciated.

Yours sincerely,

Year Leader