

**MULBERRY STEPNEY GREEN  
MATHS, COMPUTING & SCIENCE COLLEGE**

**ATTENDANCE AND PUNCTUALITY  
POLICY**

Ratified on: November 2021

Ratified by: Full Governing Body

Date of next review: November 2022

## **Mulberry Stepney Green Maths, Computing and Science College Attendance & Punctuality Policy**

This policy should be read in conjunction with the school's Child Protection and Safeguarding Policy and the DfE's latest guidance on attendance:

- School Attendance Parental Responsibilities Measures
- School Attendance Guidance for Maintained Schools, Academies, Independent Schools and Local Authorities

### **1. Introduction**

In order to derive the maximum benefit from their education, it is essential that students attend school punctually and regularly. Any break in a child's education has serious implications for their achievement. It can also cause disruption to the other students in the class and makes it difficult for the school to maintain the necessary quality of education.

Good attendance promotes reliability and punctuality, both valuable attributes for successful working life after leaving school. Truancy can start at an early age and research has found criminalised behaviour often occurs when children truant.

We will continue to keep attendance high profile. Targets are set for each year's attendance. Mulberry Stepney Green Maths, Computing & Science College expects all of its students to attend regularly and punctually to:

- allow students to reach their full potential
- reduce the level of truancy and unauthorised absence
- achieve targets set by the school and Mulberry Schools Trust

### **2. Attendance**

#### **2.1 Registration**

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and again during the second session. It will mark whether every pupil is:

- Present
- Attending an off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Pupils are expected to be on school site by 8.35am and expected to be present for registration at 8.35am. If a pupil arrives after 8.45am, they will be marked late by their tutor unless they arrive after 9am, when registration closes and they must sign in at reception. Reception staff will record this on SIMS.

Registration also occurs at 1.40pm until 1.50pm. A pupil will be marked late by the registration tutor if they arrive after 1.40pm.

All registers will be entered by tutors on SIMS. If a pupil is absent they will be marked with an 'N'. This will then be corrected, depending on the reason for absence, by admin staff who oversee attendance or by Year Learning Coordinators. If a tutor believes a student is present in school but they are not present in registration they should mark them absent with an 'N' adding a comment with their initials that they believe the pupil is in the school. Again, this will be corrected by admin staff or Year Learning Coordinators. The registers will be checked for accuracy - daily by YLCS, weekly by AHT and fortnightly by the, Attendance and Welfare Advisor (AWA).

## **2.2 Daily Absence Calls Procedures**

Pastoral assistants are fully responsible for all daily absence calls. A rota of reserve support staff will be in place should a pastoral assistant be unavailable. Daily absence procedures are:

1. Check all registers and follow up any that are missing
2. Make phone calls and record on SIMs reason for absence or record no answer with initials.
3. Alert SLT or YLC immediately if any significant concerns arise
4. When finished email YLC with hyperlink to list of names of all absent students that day and reasons for absence copying in SLT
5. YLCS to provide line manager with list of students to follow up if they appear on this list with phone calls or home visits

## **2.3 Authorised Absence**

Authorised absence is when a pupil has been absent and the school accepts the reason given by the parents/carers. In certain cases, the school may decide to only authorise absences when the appropriate documentation has been provided e.g. medical notes, letter from GP. Parents must contact the school every morning to communicate the reason for absence.

## **2.4 Unauthorised Absence**

Unauthorised absence is when a pupil has truanted from school or when the reason for absence is not accepted. Pupils may also be marked as unauthorised absence when a note is not received.

## **2.5 Extended Leave**

If parents / carers intend to take their daughters on extended leave they must complete and submit to reception an Extended Leave Application form. This form will record the last day of attendance and expected return date, reasons for the application and contact information (address, phone number and e-mail) when abroad. Copies of travel documents must also be submitted. All Extended Leave requests will be recorded centrally. Once the request has been submitted a meeting will be held by the Associate Head with the family. If the family are unable to attend a home visit may be conducted.

In line with the Local Authority's guidance on holidays in term time, all requests will be declined. Exceptional circumstances must be made and considered by the Chair of Governors. If a parent decides to take a family on extended leave during term time without permission, the child may be taken off roll. Where permission is granted, and the family fail to return by the agreed date, the school may also take the child's name off roll. A referral to the Attendance and Welfare Advisor for a penalty notice should be made if the period of leave amounts to 3 days or more and attendance at the time of referral is less than 96%.

## **2.6 Parents/carers' responsibilities**

Parents/carers have a legal duty to ensure that their child attends school regularly and punctually as defined in the Education Act 1996.

Parents/carers should:

- Let the school know at the start of the day by telephone if a child is not going to be in school that day. The school should be informed again each morning if the absence lasts longer than one day
- Provide a written note or medical certificate to confirm the reasons for absence on the day the child returns to school
- Apply in advance for any exceptional reasons for absence
- Wherever possible, make doctor and dental appointments outside of school hours
- Look in their child's planner for daily messages from the school
- Talk to their daughter about attendance and punctuality

## **2.7 Pupils' responsibilities**

Pupils must:

- attend school every day
- arrive both for school and lessons on time. If a pupil arrives late after registration, they will be given a late detention
- attend school wearing the correct uniform or dress code
- attend lessons while in school
- take part in lessons
- bring any difficulties to the attention of the form tutor, Year Learning Coordinator or a senior member of Staff

## **2.8 School responsibilities:**

To improve and encourage attendance and punctuality, Mulberry Stepney Green Maths, Computing & Science College will:

- contact parents/carers to find out the reasons for an unexplained absence
- provide a high quality curriculum so that pupils enjoy learning and want to come to school
- provide for the needs of all pupils as far as practicable and reasonable
- follow up all unexplained or unauthorised absences with parents/carers
- provide support for all parents experiencing difficulties
- provide a re-integration procedure or programme for pupils who return to school following a prolonged absence
- contact parents/carers if there are causes for concern

## **2.9 Rewards, Incentives and Sanctions**

Mulberry Stepney Green Maths, Computing & Science College will recognise good and improved attendance and punctuality or sanction poor

punctuality through:

- verbal and written praise
- form tutor acknowledging improved attendance/punctuality
- Public acknowledgement (certificates etc.)
- The Head teacher and SLT may be informed of any students with significantly improved attendance
- Reward trips
- Withdrawal of privileges e.g. trips
- Detentions
- Internal exclusion for truancy

## **3. Persistent Absence Monitoring and Tracking Initiative**

The emphasis of this initiative is on identifying vulnerable students with high levels of absence (12% - whether authorised or unauthorised) and monitoring them through the year. There are also half-termly thresholds against which the absence of other students should be compared.

Where the thresholds, which are cumulative, are breached the pupils are added to the list.

Year Learning Coordinators and the Social Inclusion Panel monitor and track these students. Where appropriate, the Attendance and Welfare Advisor works with those pupils and contacts the family, provides support and information, refers to the Out of School Panel or pursues court action in order to reduce the number of pupils in this category.

## **4. Punctuality**

Parents / carers are given information about attendance and punctuality at parents' evenings and Academic Review Days.

Form tutors, Year Learning Coordinators, Heads of Department and all members of teaching and support staff play an important part in improving punctuality to school and lessons.

Daily reminders about the importance of being on time are given by form tutors and weekly in assemblies by Year Learning Coordinators.

#### **4.1 Sanctions for poor punctuality to school**

The following sanctions apply to pupils in the case of lateness to school:

Initial concern:

- A YLC late detention is set for any pupil who arrives late to registration twice in one week
- A Heads's detention is set for any pupil who repeatedly attends YLC detentions or who fails to attend the YLC detention
- Text messages are sent each day to inform parents of pupil's absence or lateness to school

Continuing concern:

- Attendance and Punctuality Report Cards are issued to students whose attendance and/or punctuality over a period of time gives cause for concern
- A YLC will meet parents if punctuality continues to persist
- Panel meetings are held between AWA, Year Learning Coordinator and parents if there is a continuing pattern of poor punctuality
- A referral to AWA is made when a pupil has 15 or more lates within a 5 week period
- A referral to the school police officer may be made if a pupil continues to arrive late
- The KS5 bursary is linked to punctuality and detentions and/or supervised study sessions are set for KS5 students whose punctuality is a concern. The KS5 bursary is allocated to a student with attendance 95% or above and who receives FSM

Serious concern:

When a referral to the AWA has been made, she may:

- Complete an Early Help Assessment form
- Conduct home visits
- refer the pupil to outside agencies
- refer to the borough SIP panel for court action
- pursue court action

#### **4.2 Sanctions for poor punctuality to lessons**

The following sanctions apply to pupils in the case of lateness to lessons:

- A warning is issued to any pupil who arrives late (without a reasonable explanation) to a lesson
- A subject and/or Head of Department detention may be set for any pupil who arrives regularly late to a lesson
- Persistent lateness is reported to the Year Learning Coordinator who will contact the parents and decide on the sanction

#### **4.3 Rewards**

Mulberry Stepney Green Maths, Computing & Science College recognises good and improved punctuality through:

- Form tutor acknowledging improved punctuality through praise
- Public acknowledgement and Certificates are issued in assembly
- Names of students with excellent punctuality may be put in a prize draw at end of term assemblies
- Letters are sent home acknowledging excellent and/or improved punctuality

## **5. Off-Rolling Procedures**

Unlawful removal of a child from the roll can be dangerous with potential implications for safeguarding. If a parent wishes to remove their child from the school a meeting will be held with the Year Learning Coordinator.

Confirmation of the new educational provision the pupil is transferring to must be established before removing a pupil from our roll. The Attendance and Welfare Advisor is informed, as is the new local authority the pupil has transferred to. Information about the child and their common transfer file should be passed to the new school.

If pupils have been Permanently Excluded they must remain on roll until the outcome of any appeal is known. If a pupil has a Managed Move they must remain in our roll until they have been taken onto the roll of another main stream school or are taken onto the permanent roll of London East Alternative Provision.

A list of all pupils who have been off rolled during the academic year will be kept by the data team and be monitored by SLT.

## **6. Review**

This policy will be reviewed by the Governing Board annually.

## Appendix 1

### STAFF GUIDELINES: Children Missing Education

Children missing from Education (CME) are at significant risk of underachieving, being victims of abuse, and becoming NEET later in life.

Mulberry Stepney Green Maths, Computing & Science College complies with the statutory guidance 'Children Missing Education' and further guidance from Tower Hamlets Local Authority.

The school will enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school will undertake reasonable enquiries to establish the child's whereabouts before notifying the local authority.

Year Learning Coordinators monitor pupils' attendance through their daily register and enquiries are made with parents as to the nature of any absences. Mulberry Stepney Green Maths, Computing & Science College adheres to the Tower Hamlets Attendance and Welfare Service criteria for referrals. Referrals are made where there has been one of the following:

- 10 consecutive days of unauthorised absence
- 10 sessions of unauthorised absence in a five week period
- 15 late marks in a five week period
- 15 sessions of authorised absences in a five-week period with no medical certificate received
- Failure to return to school following a fixed term exclusion
- Failure to attend alternative provision after the fifth day of an exclusion
- Pupils who parents have notified the school in writing that they are educating the child at home
- Any occasion where immediate safeguarding concerns have arisen

Mulberry Stepney Green Maths, Computing & Science College will notify Tower Hamlets Local Authority when a pupil's name is to be removed from the admission register at a non-standard transition point. The school will provide:

- a. the full name of the pupil;
- b. the full name and address of any parent with whom the pupil lives;
- c. at least one telephone number of the parent with whom the pupil lives;
- d. the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- e. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f. the ground in regulation 8 under which the pupil's name is to be removed from the admission register (Annex A of the Children Missing Education Statutory Guidance 2016)