



Basic Guide to our Attendance Policy

This policy is based upon several principles. Good attendance is intrinsic to pupil achievement and we believe that pupils will fulfil their potential if they attend school regularly and punctually. Good attendance contributes to pupils feeling included in the school community.

This policy contributes towards the aim to meet the outcomes of the Leeds Children and Young People's Plan, where children and young people:

- Are safe from harm.
- Do well in learning and have skills for life.
- Choose healthy lifestyles.
- Have fun growing up.
- Are active citizens who feel they have a voice and influence

Pupil's responsibilities

- To attend school regularly.
- To arrive at school on time and follow procedures for registration and arriving late for lesson.

Parent's/carer's responsibilities

- To ensure that their child attends school regularly and on time. (National minimum expectation is 95%. The average secondary school student misses 3 days of school a year through illness).
- To ensure that their child receives full time education.
- To make arrangements, whenever possible, for medical/dental

appointments outside of school hours. If appointments are made during school hours, every effort should be made to minimise disruption to learning.

- To ensure holidays are not booked in term time.

Holiday Fines

The Government changed the Education (Pupil Registration) Regulations in relation to term time holidays on 1st September 2013. As a result, Principals can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that holidays in term time will not be authorised. Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 (as amended) which means that you could be fined for your child's absence. Non-payment of a Penalty Notice within the total 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under Section 444 of the Education Act 1996. Information on penalty notices is also available on the Leeds City Council and DFE websites.

School's responsibilities:

- To register pupils accurately for a.m. and p.m. sessions. The registration mark will be recorded at Registration (0825 hours) and Period Three (11.10 hours)
- To monitor attendance and absences (authorised and unauthorised)
- To investigate any problems that may lead to non-attendance.

- To keep parents/carers informed of attendance issues.

Role of the Attendance Team:

The Attendance Team will work with pupils and parents/carers to ensure that appropriate support is available to maximise attendance. The Attendance Team will meet weekly with Pastoral Officers to discuss any pupil where attendance is an issue and to discuss the weekly performance of each year. They will provide Attendance Certificates and Percentage Summary Reports for individual students, forms and years.

Punctuality:

The Attendance Team will monitor students who arrive after 8:25am. Pastoral Officers will be made aware of persistent offenders with a view to addressing any issues. Students will be issued with a 20 minute detention the following evening for late arrivals. Parents/Carers will be informed of poor punctuality.

Management of attendance:

If a pupil's attendance gives cause for concern, the Attendance Team will administer the following 3 stage process:

Letter one: When a student has 2 days unauthorised absent parents/carers will receive a letter. This will offer support and encourage improvement whilst emphasising the need for good attendance.

Letter two: This is dependent on the absence being authorised or unauthorised:

When a student has 5 days absent the Attendance Team will write again.



1. Authorised absence: The letter will set out that proof of illness will be required from this point onwards and offer parents/carers a phone call or meeting in school to support attendance.
2. Unauthorised absence: Parents will be sent a local authority fast track attendance monitoring letter. This will be accompanied with an invite to a meeting in school to discuss supporting the student's attendance. Attendance will be monitored over a 4-week period.

Letter three:

If a pupil's attendance does not improve then following on from the type of letter two that was received:

1. Local authority fast track monitoring will apply, and parents will be invited in for a meeting.
2. Local authority fast track will progress to stage two and another meeting will take place in school. Following on from this if attendance does not improve, we will refer the case to the local authority for the fixed penalty fine.

At all times Parents/carers will also be made aware of the legal position regarding poor attendance.

Persistent absentees A pupil with attendance of less than 90% is deemed to be persistently absent. Parents/carers are liable to a fine or imprisonment for failing to ensure regular attendance without good reason. In most circumstances, attendance will be unauthorised if it falls below 90%.

We reserve the right to accept or refuse evidence such as a Doctor's appointment card, a Hospital appointment card or prescribed medication.

The attendance Administrator Mrs Nichola Owens must be notified in advance of any in school appointments.

OwensN@tmhs.rklt.co.uk

When Form Tutors detect that attendance is unsatisfactory they will monitor the situation and discuss any issues with the pupil, Pastoral officer and Attendance Team. Such issues could be:

- One off and unusual absences (e.g. going shopping)
- Suspected or detected truancy
- Regular pattern of absence (e.g. every Friday)

Pupils have their own personal record to track their attendance in their planners which parents/carers should sign on a half-termly basis.

Reporting absences Parents/carers are expected to call the school Attendance Line 0113 390 0770 on the first day of absence and every subsequent day. The Attendance Team will attempt to contact parents/carers if they do not contact school and a text message will be sent out to notify the need to contact us.

Home Visits:

Home visits The Attendance Team may make a home visit on the third day of absence if the school have not been informed of any reason for absence. This may be made earlier if a student is on attendance monitoring

or there are concerns for the student's welfare.

If you are experiencing any difficulties that are affecting your child's attendance the school and the Cluster want to work with you to support you. Please contact the school in the first instance.

For any attendance queries please contact our Pastoral Engagement

Lead: Mrs. H Gibson

Gibsonh@tmhs.rklt.co.uk

Policy agreed September 2021. This policy will be reviewed annually.

Our attendance policy and supporting information can be found at:

<https://tmhs.co.uk/school-life/attendance/>