
Statement of Principle

All students are entitled to receive an effective full-time education suitable to their age, ability and aptitude so that they can build a successful future. It is the joint responsibility of the School and parent/carers to ensure that students receive that education.

Welling School expects all children to attend school every day that the school is open, in full school uniform, arriving on time and remaining for the full school day. Students should strive for an attendance of 100%.

Only the School has the right to authorise absence. The School will not do this if they believe that a child's attainment is being significantly impaired by his/her level of attendance.

The school is committed to a working partnership with parents, carers and the Local Authority in achieving these aims. We have high expectations of our students and consequently high expectations of our parent and carers to support the school in this important task.

Parents / carers are requested to note that under Section 7 of the Education Act (1996), parents/carers have a legal duty to make sure that their child(ren) attend school on a regular and full-time basis. Please note that the Education (Pupil Registration) (England) Regulations 2013, which came into effect on 1st September 2013, removes references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Note: For the purpose of this policy the term 'attendance' refers to the attendance of students at the tutor period at the beginning of each day and at all five lessons throughout the remainder of each normal day.

Attendance Targets

Each year, the school encourages all students to strive towards an attendance of 100%. **The school has a minimum target of 96.5% attendance for students.** This means that students must not have more than one day off per half term.

The school and the Attendance Advisory Officer (AAO) monitor the attendance of each student on a regular basis. Parents will be notified by the school when attendance is less than 96.5% or a regular pattern of absence is noted and you will be invited to discuss any concerns or problems that you have.

If there is still no improvement and we believe that the child's attainment may be impaired by his/her level of attendance, a formal referral will be made to South Eastern Attendance Advisory Service (SEAAS). Parents will then be asked to attend a meeting with the Attendance Advisory Officer in order to address the attendance concerns for your child.

If there is still no improvement the school will follow statutory guidance which could lead to prosecution. Pupils with an attendance level below 90% are classified as persistent absentees. At this level, pupils will have missed at least 95 lessons. This is a significant amount of schooling to miss and it is the joint responsibility of the School and parent/carers to ensure that students receive an education.

Punctuality

Punctuality is very important. Arriving late for school is a poor start to the day. It can result in your child missing valuable learning information, disruption to tutor time, unnecessary difficulties for teachers, and most importantly, disturbance to learning of other students. At Welling School, the school day starts at 8.40am. A warning bell rings at 8.30am and the expectation is that all students are in their tutor rooms by 8.40am. Students who arrive after that time are considered late to form time. In accordance with the school attendance policy students who arrive at school between 08.30 and 09.00 will be issued with a C1 15 minute Late Detention during Morning Break. Failure to attend will result in a C2 1 hour School Detention being issued.

If your child arrives to school after 09.00 and the school does not authorise the lateness, they will be issued with a C2 1 hour Head of Year Detention. The Attendance Officer will record on Bromcom a "C2 Late - C2 Late Detention (after 9am)".

If your child is persistently late to school, their mark will be recorded as a "U" on the register. It should be noted that U marks (unauthorised late) adversely affect a child's overall attendance record and this could lead to a referral to SEAAS.

If students have not arrived to school by 10.00am and the school has not been contacted by the parent/carer, we will send an 'Absence Alert' email or text message home to find out the reason for their absence.

Punctuality to lessons

All students must be punctual to lessons. Lateness disrupts the learning of everyone. In order to encourage good punctuality to lessons a 'warning' bell sounds 5 minutes before the start of lessons after a break. Students need to move to their lessons when the first bell sounds and should be lined up outside their lesson when the second bell rings. Individual lateness to lessons will be challenged by teachers.

First Offence – Teacher Issues a C1 15 minute Teacher Detention.

Subsequent Offences – The student will be issued a C2 30 minute Faculty Detention.

Students who are persistently late to lessons will be identified and issued an Attendance and Punctuality Report by their Head of Year. Persistently late to lessons is defined as 5 or more late marks over a period of the course of a week.

Illness and medical appointments

Medical and dental appointments should be made outside of school hours wherever possible. If this is not possible then absence will only be authorised when an appointment card is shown. Your child should be returned to school immediately after the appointment, unless advised otherwise by medical professionals.

Sickness

If your child is not well enough to attend school we ask that you notify the school, on the student absence line (07592025352), or by email (attendance@wellingschool-tkat.org) **before 8.00am on each morning of absence** and that you provide a letter of explanation when your child returns to school. If the school has not been contacted we will phone home to find out the reason for absence. As soon as your child is well enough, they should return to school. The school's Attendance Officer is Ms P. Turner. It is the parent's responsibility to inform the school of the reason for absence. If parents or carers are unresponsive following a period of absence the school may decide to make a referral to Social Care. The school may also make referrals to the school nurse if there are repeated periods of illness.

The school is very concerned for the welfare of our students and any child missing education. This is in line with the school's safeguarding policy. Where there are persistent or prolonged

periods of sickness, the school may refer the matter to SEAAS so that the correct advice and assistance can be put in place to support the family through this difficult period.

There may be occasions where medical evidence is needed to support the reasons for your child's absence from school. The school and SEAAS will not approach your doctor to obtain that evidence. It is your responsibility as a parent/carer to provide a medical certificate or doctor's letter, as appropriate. Aggressive behaviour towards staff when contacting home will not be tolerated and the school reserves the right to take steps to protect its staff and may refer the matter to the Police.

Long Term Medical Needs

Welling school recognises the need to support students and families where long medical needs apply. The school has robust systems and procedures in place to ensure that support and or reasonable adjustments are given where necessary. These support mechanisms are individualised to the specific needs of the student involved.

Authorised Absence

Only members of the school staff, as designated by the Headteacher, may authorise the absence of a student. Those members of staff include: the student's Form Tutor, Head of Year, Care & Guidance Assistant, Head of Key Stage, Attendance Officer or any of the Deputy Headteachers.

The authorisation of absence is not the prerogative of parents or carers.

A student shall be considered for authorised absence from school based on the following reasons:

- At any time when he/she was prevented from attending by reason of sickness, as described above or any unavoidable cause. An unavoidable cause is an incident of a serious nature in the immediate family of the child concerned. Where something of this nature has occurred, we ask that the family contact the school at the earliest opportunity, so that the school can provide support, the length of absence from school can be agreed and that the child can be correctly registered.
- On any day exclusively set apart for religious observance by the religious body to which the parent/carer belongs. The school recognises all religious beliefs and actively seeks to support families on these occasions. Where a family wishes to exercise this entitlement, the school asks that the family contact the school in writing at the earliest opportunity, requesting a religious observance day, so that the length of absence from school can be agreed and that the pupil can be correctly registered.
- If a parent/carer wishes to take a child out of school during term time, they should seek permission, in writing, from the Headteacher at the earliest opportunity. **Each case will be treated on its merits, but it is not the policy of this school to authorise such absences, except in the most exceptional circumstances.** Please see below for further information.

Leave of absence during term time

Please note that the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**, which came into effect on 1st September 2013, removes references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.

If a parent/carer wishes to request such leave, they should make a written application at the earliest opportunity. The Headteacher or nominated Deputy Headteacher will consider each

request and inform the parent/carer as soon as possible, in writing, whether the request has been granted or not.

Please be aware that if a request for such leave is not granted, any absence from school during the above dates will be recorded as unauthorised. The school decision is final.

If unauthorised leave during term time is taken, the school will consider issuing a Penalty Notice to each parent for each child that is taken out of school. Standard information provided with each Penalty Notice states that a £60 fine is payable within 21 days of the Notice being issued, rising to £100 if paid between the 21st day and 28th day. If neither of these sums is paid within these periods, the Local Authority may consider a prosecution for an offence contrary to Sec. 444(1) Education Act 1996.

Unauthorised Absence

A student's absence must be recorded as unauthorised if no satisfactory explanation is received, or if the absence has occurred in the circumstances outlined below:

- A student whose case has been referred to SEAAS, the Educational Welfare Service, unless the absence has been certified as necessary by a medical practitioner.
- A student whose parent or carer has removed them from school in order to attend a leave of absence, unless the school has accepted that there are **exceptional circumstances**, leading to authorisation of the absence on the basis of compassion.
- A student whose parent or carer has been notified in writing by the school that their attendance record is causing concern. In this case the Head of Year must decide whether to authorise or defer authorisation pending an immediate referral to-SEAAS.
- A student who has been absent without the parents or carer's knowledge, or where the parent or carer has chosen to claim otherwise and there is a suspicion of deception.
- In the event of unauthorised absence, the school will not send school work home as the student should be attending school.

Student Absence 5 days or over (refer to Child Missing Education- Safeguarding and Child protection Policy)

Schools must inform their local authority of any student who fails to attend school regularly or has been absent without the school's permission for more than 10 days. Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education. This document is also available from our website at: www.education.gov.uk

Procedure for removing a student from the roll of Welling School.

To enable the school to safeguard all of our students, Welling School would not accept parental requests to remove a child from school roll unless the family are relocating or are making the decision to take responsibility for their child's education at home. In order to remove a child from roll for relocating purposes, the family must provide a forwarding address and/or new school details if they are available. Parents/ carers would need to inform Welling School, in writing, stating that they wish to remove their child from the roll of Welling School and provide the necessary forwarding details. The School Attendance Officer then informs key staff; Head of Year, Deputy Head in charge of attendance, Head of AEN, and the borough. The school's Attendance Officer completes an Off-Roll Summary document, which is signed by the Head of Year. The Off-Roll Summary document and supporting information remains in the school office until the receiving school confirms that the student is on the roll of their school. All information

regarding students leaving Welling School will be logged with the borough and SEEAS will follow-up any students where information is not requested from a new school.

Elective Home Education (EHE)

All requests from parents/carers for Elective Home Education are to be made in writing to the school for the attention of the Head Teacher. Parents do have parental right to remove a child from a school roll if they are choosing to educate their child at home. The school would not offer any advice on home education; however, parents and carers can contact their local authority education team who will have an EHE designated representative. This team will be able to offer advice and guidance on the EHE process.

Alternative Provision

Before provisions are put in place, a team comprising of DHT, AHT: AEN/SG and AHT Community discuss and identify appropriate alternative provision. Parent's views are included in these discussions.

Attendance at each provision is sent to Welling Schools Attendance Officer on a daily or weekly basis depending on agreed arrangements. Longer term absences are logged by the school as CME and the SEAAS Officer is informed immediately.

Resolving attendance problems

While the parent/carer is primarily responsible for ensuring their child attends regularly, where attendance problems occur, the key to successfully resolving these problems is engaging the child and collaborative working between the student, parent, school and the Attendance Advisory Officer.

The issues behind the non-attendance may be complex and the type of intervention required will depend on each individual case and an external agency assessment may be appropriate. A Background Information Form (BIF) provides an appropriate framework for identifying any issues.

Variations to student timetables, affecting their attendance

Any variation to a student's timetable which will affect their attendance must be agreed with the student's parent or carer. It must also be sanctioned by one of the following: AHT AEN, or a Deputy Headteacher.

The school will keep a documentary record of any timetable variations on a *Timetable Variation Form*, which must be signed by the student's parent or carer and one of the staff referred to above.

The *Timetable Variation Review (TVR)* will specify a named member of staff who will be responsible for registering the attendance or absence of the said student each day for the duration of the variation. The timetable variation will be time limited and the *TVR* will specify a date for review of the arrangements.

Rewards

We place a high importance on regular and punctual school attendance and we do our best to promote and reward good attendance for all our students. This will commonly be achieved through assemblies and encouraging competition between tutor groups. Informal praise and formal recognition will be used and supported by all staff at Welling School. Welling school will recognise those students each term who have met the expected school attendance target of 96.5%. We will also reward those students whose attendance is an exemplary 100%.

In conclusion

School attendance and attainment are inextricably linked. It is extremely important that all of our students attend school on a regular basis, so that they receive the education to which they're entitled. This ensures that your child has the best opportunities in later life. If a student misses one day at school per week over their school life that is 80% attendance and is the equivalent to missing two full school years by the time they reach the end of secondary education. That is an unacceptable amount of missed learning.

APPENDIX - PUNCTUALITY SYSTEM

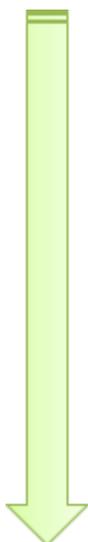
If your child arrives persistently after 09.00, they will be given a U mark on the register and be issued with a late detention. Your child will be expected to attend this detention on that same day. It should be noted that U marks adversely affect a child's overall attendance record and this could lead to a referral to SEAAS. An advisory text message will be sent to parents / carers informing you that your child is absent from school.

ATTENDANCE CODES	
Duty late desk: tutors – 08.40 – 09.00	
/ = present	L = arrived after registration at 08.35
Attendance Officer / Reception: 09.00 onwards	
U = persistent lateness after 09.00 (text message will be sent)	M = late or absent because of medical or dental appointment.

PUNCTUALITY SANCTIONS

Late Detention every day during Morning Break

Sign in at Reception



08.40
C&G staff record lateness and C1 Late Detention on to Bromcom.



09.00
Student signs in at Reception and receives a C2 Late Detention(after 09am)



Unable to speak with parent / carer?



C&G phone call to parents / carer
re detention / leave message

Detention deferred to next day



Consistent failure to attend
Refer to senior staff



Detention in designated room



Arrive by **15.05** – length of detention may be reduced



Leave at **15.30** or before

APPENDIX - 6TH FORM ATTENDANCE AND PUNCTUALITY GUIDELINES

- All Sixth Form Students at Welling School are expected to have 100% attendance and punctuality.
- Attendance and punctuality is monitored alongside SEAAS with the Head of Sixth Form and the School Attendance Officer.

Morning Procedures

- If students are not well enough to come to school - either student or parent should contact the school's Attendance Officer or Post 16 Student Coordinator by 8.00am.
- All students should arrive to school wearing their photo ID lanyard - this must stay on at all points during the school day.
- Students should be in their tutor rooms by 8.40am, before the second bells sound.
- Late students must sign in via the school reception.
- Late students from 9.00am must use the signing in book in reception.
- Where students are marked as absent (N), their parents will receive a text message at 9.30am.

Dual Registration

- Dual registered students will automatically be registered by school's Attendance Officer. Tutors must not alter the codes on the register.
- Erith and Trinity will regularly update school's Attendance Officer as to the attendance of dual registered students.
- Students who experience closures at Erith or Trinity during timetabled lessons must attend Welling School. Students should sign in using the signing in book and crossover with the Post 16 Student Coordinator.

Leaving the School Site

- Students only have permission to leave the school site at breaktime, lunchtime or period 5. Students must sign out and in, if leaving the school site during breaktime or lunchtime.
- To sign out at any other time you must have permission from a member of the KS5 team.

Period 5 Procedures

- All students need to be accounted for during period 5:
 - A timetabled lesson
 - Study time using sixth form facilities
 - Working at home
- Students must arrive promptly to period 5 to ensure lesson registration.
- All teachers must complete period 5 registers; failure to do so may result in management action.
- Students who wish to remain on the school site to study must register with the Post 16 Student Coordinator in the sixth form study area by 2.10pm.
- The Post 16 Student Coordinator will register period 5 study students on CMIS.
- Students going home to study must sign out at reception before 2.10pm.

Staff Absence/Cover Lessons

- The cover/teacher absence list each morning will be sent to the Post 16 Student Coordinator.
- If lessons are not covered students must register with the Post 16 Student Coordinator in the sixth form centre at the beginning of the lesson.

Follow Up Procedures for Poor Attendance & Punctuality

- If student attendance or punctuality drops below 97%, individuals will be spoken to by their tutor or Head of Sixth Form.
- Failure to improve attendance/punctuality will result in a formal meeting alongside SEAAS. Students will be placed on a 2/4 week contract.
- As soon as a student receives 10 registration late marks a phone call will be made by the students tutor.
- If a student continues to be late and receives 15 late marks a tutor report will be triggered and monitored by the students tutor and Head of Year.
- Attendance/Punctuality contracts will be reviewed. Failure to maintain or improve attendance/punctuality may jeopardise the student's place at Welling School Sixth Form.

- Students who are in receipt of the bursary are in danger of having this revoked, if attendance and punctuality drops to an unsatisfactory level.

COVID-19 Addendum to Attendance Policy

September 2021

The DfE has asked schools to work with families and local authorities to secure a return to regular school attendance from September 2020. This means from that point, the usual rules on school attendance will apply, including:

- Parents/carers' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- Schools' responsibilities to record attendance and follow up absence
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

This means that every child is expected to attend school unless they fall into one of the following groups:

- They are self-isolating and have had symptoms or a positive test result themselves or are a close contact of someone who has coronavirus (COVID-19).
- They are under the care of a specialist health professional who does not recommend a return to school.
- There is a local lockdown on the advice of Public Health England which relates specifically to either the home address or school of the pupils attending the school.

1. Welling School are making every effort to ensure the safety and wellbeing of students and staff in line with Government guidelines - if you have any concerns about your child attending school please contact us.

2. Registration times are now staggered and are on the school's website.

<https://www.wellingschool-tkat.org/page/?title=School+Day+Structure+%2D+September+2020&pid=1099>

3. All parents should contact us in the usual way if their child every day that the child will be absent from school for any reason. Absences will be coded accordingly following DfE guidance. Legal action can still be taken for unauthorised absence.

4. If a pupil is unable to attend school because they are complying with clinical and/or public health advice (as in the 3 identified groups above) , we will immediately provide access to remote education via the school Study Hub. Other absences will be dealt with in the usual way and we will be contacting families as needed.

5. Pupils **must not** come into school if they have symptoms of Covid-19 and in the event of a pupil displaying symptoms of Covid-19, they will be isolated at school away from the school population, and parents will be contacted to collect them as a matter of urgency. In this instance, the child **must not return to school** until either:

- They have tested negative for Covid-19 (evidence of this test result must be provided upon their return); or
- They have completed a period of 10 days self-isolation in line with government guidelines following a positive Covid-19 test or medical advice.

6. The government has not relaxed the rules on term time holidays from September. The latest guidance states:

'Many families will want to take a holiday over the summer period, which may involve travelling abroad. As ever, parents should plan their holidays within school and college holidays and avoid seeking permission to take their children out of school during term time.' Parents should request leave of absence in the usual way by contacting the school in writing. A Penalty Notice can be requested from the Local Authority for unauthorised holiday absence.

This addendum will be updated in the light of any revised government or Public Health Guidance issued or if there are any significant local circumstances which would warrant this.

This addendum may be removed from the policy or amended if government advice changes. This Addendum was activated on 01 Sept 2020.

Mrs T Loizou, Assistant Headteacher, is the Attendance Lead at Welling School.