



Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

School Policy 07 - Attendance

The Governors' Committee responsible for this is the Ethos and Pastoral Care Committee. The person in the school who prepares the text of this policy for the Governors is the Deputy Headteacher. This policy was updated in November 2025 and is reviewed annually.

Introduction

This policy reflects the vision and aims of Archbishop Tenison's School by:

- Encouraging staff, parents/carers and children to maximise the opportunities for learning in order to help all children to reach their potential
- Recognising that good attendance is a key to personal development, learning and achievement
- Providing a framework for parents/carers and staff to work in partnership and helping parents to fulfil their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly

Rationale

It is the aim of this policy to set a high standard of attendance and punctuality across the school in order that learning can take place and pupils can make excellent progress.

This policy rests on the following assumptions:

- High pupil attendance and punctuality rates are recognised and valued.
- A commitment to good practice, which encourages pupils and students to take a pride in their attendance and punctuality.
- Partnership with parents/carers - to ensure support and co-operation about maintaining high attendance rates.
- To identify patterns of non-attendance at an early stage and then work to resolve the problem.
- To maintain an effective partnership with external agencies, in particular the Education Welfare Service (EWS).
- To use school systems for accurate recording and monitoring of attendance and punctuality.

Responsibilities

- Governors set this policy and publish it annually after consultation with staff, pupils, students and parents.
- The Headteacher is responsible for implementing this policy across the school community and is assisted in this by the Deputy Headteacher, other senior leaders, Heads of Year and Heads of Department and all members of the school staff.
- Lines of communication and responsibility are established as follows:
 - The first responsibility is with the tutor who takes responsibility for registering the pupil in the morning and again in the afternoon.
 - Every subject teacher is also responsible for taking the register at the start of every lesson.

- The Pupil Welfare Officer is responsible for following up absenteeism and contacting home for a valid reason. This involves eliminating unauthorised absence marks and amending them to ensure accuracy through communication with parents and carers.
- After three days without contact The Pupil Welfare Officer passes responsibility for making contact with home to the tutor who then has the responsibility of finding out why the pupil or student was absent.
- The Pupil Welfare Officer is responsible for monitoring patterns of absenteeism across the year groups and issuing letters to parents and liaising with the Head of Welfare over serious concerns.
- Heads of Year are responsible for overseeing the attendance of their year groups and liaising with the Welfare department about actions.
- In the Sixth form there is a dedicated Year tutor who monitors attendance and punctuality and takes action including contacting home and following procedures in line with the discipline policy.
- The Headteacher also ensures that staff are briefed /reminded about these rules and expectations through the Staff Handbook, Staff Meetings and the weekly briefings, if necessary.
- The Deputy Headteacher keeps parents informed of the policy particularly at the annual Parents' Information Evenings.
- The school makes it a priority to give praise and public recognition to the pupils and form groups who do well through its assemblies, newsletter and presentation events.

Principles

The most important principle is that staff follow the responsibilities outlined above.

- Continuous Absence

If unexplained absence continues for three days or more the Pupil and Student Services Officer will pass this information to Welfare department, who will contact home. Pupil and Student Services Officer will discuss all serious case with the Head of Welfare at liaison meetings. Serious cases mean any pupil or student who has received one of the following letters.

- Letter of warning will be sent to parents once attendance falls to 92% or below. Subsequent letters will be sent unless attendance improves and the cases will be referred to the Head of Welfare who holds meetings with the pupils and then with the parents/ carers.
A letter is sent for persistent medical absence too.

Periodical Absence

- If in any given month the number of unexplained periodical absences reaches 5 then the Head of Year will send a letter informing parents and requesting explanation. Letter of warning of referral to Welfare Department will be sent to parents. If the absences are covered by a parental note this should be followed up by a phone call home by the Tutor to voice the school's concern about the number of absences. (This call to parents should be of a supportive nature.)

- If there is a pattern of absence e.g. every Friday, the class teacher should pass this on to the Head of Year who shall contact parents to ask for an explanation. If periodic absence becomes chronic this information should be passed on to the Head of Welfare who will invite parents into school to discuss the problem. This may lead to a referral to the EWS Croydon.

- **Truancy**

If any pupil or student truants from the school without permission, then parents shall be contacted by phone and the pupil should be detained by the Head of Year to make up the time. If truancy happens more than once, then the parents/carers shall be invited to the school by the Hed of Year to discuss the problem. If truancy becomes so chronic that attendance level falls below 92% a referral shall be made to Head of Welfare. The school shall commit itself to monitoring the attendance of a pupil who has been involved in regular truancy by placing him/her on attendance report. Period truancy shall be dealt with by the Head of Year who shall detain any pupil who truants from classes. A continuing problem shall be referred through the discipline policy. The subject teacher will ensure that the pupil catches up on work missed because of truancy.

- **Reward**

Each term an attendance prize shall be presented to the form in each year with the best attendance. Every term those pupils with 100% attendance will be given a small reward e.g. reward certificate. This should be given during the end of term Year assembly by the Head of Year. If a pupil has a full year's attendance, he/she shall be given a reward in an end of year assembly. Those with 5/7 year's full attendance shall be included with prize winners on Presentation Evening. If a pupil has achieved full attendance for 5 or 7 years this will be acknowledged at the Senior Prize Giving Presentation Evening.

- **Sixth Form attendance**

Attendance matters for the Sixth form for the same reasons as it matters for the lower school. Sixth formers sign a contract agreeing to attendance at lessons; punctuality at registration and lessons; attendance to private study; meeting deadlines set by teaching staff regarding coursework and homework; attendance at school assemblies; attendance at official school functions, e.g. Senior Presentation Evening and Founder's Day and attendance at 'Religious Study Away Days'. Attendance is monitored by the Year tutor in each year group and included communication with home and sanctions for poor punctuality.

- **Punctuality**

Punctuality is enshrined in the school's *Ready to Learn* policy which states that if you arrive at school after 8:45 you are late and two or more of these lates in a week earns you a late detention with your Head of Year, 10 minutes for each day you are late. If you are in school after 8:45-am you are late for learning and you must attend the Immediate detention after school that night.

Lateness to class is logged on Sims and Heads of Year can identify patterns of lateness which leads to an action.

Penalty Notices (PCNs)

While the school is committed to working supportively with families to promote regular attendance, there are occasions when formal action may be necessary.

In line with Croydon Local Authority's Attendance Enforcement Policy, Penalty Notice Fines (PCNs) may be considered in cases such as:

- Unauthorised holidays taken during term time
- Persistent unauthorised absence
- Failure to improve attendance following school communication and support

The decision to request a Penalty Notice is made with care by the school, in consultation with the Education Welfare Service, and only after all reasonable efforts have been made to engage with families and support improved attendance.

Holidays in term time

You must get permission from the head teacher if you want to take your child out of school during term time.

You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances
- It is at the head teacher's discretion how many days your child can be away from school if leave is granted.
- If permission has not been sought/granted your child's absence will be unauthorised and will have an impact on his/her attendance percentage in a negative way

You can also receive a penalty notice fine for taking your child on holiday during term time without the school's permission.

Review, Monitoring and Evaluation

- Strategies for improvement should be discussed in the Year Team meetings. It is a role of the Year Team to discuss attendance and share ideas. These ideas can be transformed into good practice and this good practice can be shared between Year Groups. The Year Team will decide on suitable rewards for good attendance for each Year Group.
- The attendance policy must relate to the whole school, and this includes the Sixth Form.
- Members of the Senior Leadership Team keep an overview of attendance related to their areas of responsibility.
- Governors work with the Headteacher, Deputy Headteacher and Assistant Headteachers to review the attendance policy through the Ethos and Pastoral Care Committee.