

Attendance and Punctuality Policy

2024-25

Morpeth School



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1. Policy Aims and Ethos

At Morpeth School we are committed to learning, achievement, friendship, respect. We strive to be an inclusive school where young people experience a strong sense of belonging and enjoy coming to school. Positive relationships are at the heart of everything we do.

At Morpeth, it is the responsibility of *all* stakeholders to ensure that attendance is excellent for *all* students. We have established a culture of excellent pupil attendance with clear systems and processes to promote and encourage all students to attend school every day.

This policy aims to:

- Provide a clear framework for all stakeholders with regard to promoting and encouraging outstanding attendance.
- Promote children's welfare and safeguarding.
- Ensure every pupil has access to the full-time education to which they are entitled.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.
- Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Outline the measures to be taken when there are barriers to attendance and how the school will work in partnership with families and the local authority to improve attendance.
- Support the core values of the school to ensure that our pupils develop into individuals who can thrive in their lives beyond school and the world of work.

Excellent attendance is at the heart of our school ethos. At Morpeth we will:

- Work to ensure that the school is a welcoming and enriching place that will provide opportunities for all students.
- Ensure that relational practice is embedded within the school culture in order to cultivate a strong sense of community and belonging.
- Ensure that excellent attendance has a high profile and is routinely celebrated.
- Work in partnership with parents and carers to set high expectations and overcome any problems which may affect a child's attendance. This must be an equal partnership.
- Recognise the external factors which influence pupil attendance and work in partnership with parents, the London Borough of Tower Hamlets and other relevant services to deal with any issues.
- Take a proactive approach to the promotion of good attendance by defining expectations with students and their parents.
- Provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

2. Links to Legislation and Guidance Documents

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the

legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013.
- School Attendance (Pupil Registration) (England) Regulations 2024.
- Education (Penalty Notices) (England) (Amendment) Regulations 2024

3. Attendance and Recording Processes

3.1. Registration

At Morpeth, the school day begins at 8:40am. All pupils are expected to arrive at school no later than 8:40am which is when the student gates will close. Students arriving after 8:40am are regarded as late (see section 3.3).

There are three 100 minute lessons throughout the day and an additional 25 minute coaching session on Monday and Wednesday mornings and Friday afternoon. Teachers will take the register within the first 10 minutes of the lesson or coaching session starting. By law, we are required to take and report an AM and PM register mark. Each of these constitutes a “session”. Session 1 registers close at 9:10AM and Session 2 registers close at 2:10PM.

Registers should be marked in accordance with the codes and guidelines defined on the SIMS/Edulink system (see Appendix One). Class teachers use the following codes:

/ - present for morning session
\ - present for afternoon session
L - late for session
N - if absent

All other codes will be completed by the Attendance Officer.

3.2. Absences

All absences will be recorded as either authorised or unauthorised. Parents and carers are asked to contact the school via the Edulink app or to leave a voicemail on the Morpeth School Attendance Line: 020 8981 0921 and provide a clear reason for their absence.

If a message is not received by 9.10am, a follow-up message will be sent to establish why the child is absent.

Following this, the attendance team will conduct daily phone calls for all those students with unexplained or unauthorised absences. All reasons for absence will be recorded on SIMS. The Attendance Officers will determine whether absences are authorised or unauthorised based on the reason provided by families.

For absences of longer than five days, we ask parents or carers to send in a doctor's letter or certificate.

Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory the absence will be recorded as unauthorised.

<u>Authorised</u> reasons for absence may include (but are not limited to)	<u>Unauthorised</u> reasons for absence may include (but are not limited to)
Infectious illness or injuries that affect the ability to learn	Non-infectious illnesses such as minor colds, headaches, tummy aches
Days of religious observance	Injuries that do not affect the ability to learn
Bereavement	Shopping
Family funeral	Birthdays
Medical or dental appointments	Absence around medical appointments
	Looking after siblings or other family members
	Holidays

3.3. Punctuality

Punctuality to school

Punctuality is a vital life skill. Lateness to school and/or lessons leads to lost learning, impedes a pupil's ability to achieve and disrupts the learning of other students. At Morpeth, we take a robust approach to ensuring students arrive on time to school and to their lessons every day.

If a student arrives late to school they must register at the school office in Portman. Students will receive a yellow slip (see appendix 2) which they must show to their teacher as they enter the class.

Students who are late to school receive a same day one hour lunch time detention with a Head of House. If they arrive on time to their detention, it is reduced to 30 minutes. If they fail to turn up to their detention, they will be picked up for an after school detention that day for 1 hour.

The attendance officers will accept parental explanations for lateness only in exceptional circumstances and on no more than 3 incidents in an academic year.

Persistent lateness to school (more than 10 incidents in a 10 week period) can be escalated to the Attendance and Welfare Officer and parents may be issued with a fixed penalty notice.

Punctuality to lessons

Lateness to lessons is monitored by the Behaviour Leads for each year group and the Heads of House. Students who are late to multiple lessons within a week will receive a one hour Head of House detention the following week. These take place after school on a Tuesday and Thursday.

3.4. Medical Appointments

We ask that all parents and carers, where possible, book appointments out of school hours. If this is not possible, we expect students to attend school around their appointments. For instance, if a medical appointment was at 11am, we would expect students to attend school before and after their appointment.

Parents and carers should inform the school attendance team of medical appointments at least 24 hours in advance. This should be done via the Edulink app where evidence of appointments can be attached. Parents can also email appointment letters to attendance@morpeth.towerhamlets.sch.uk or send appointment letters in with their child to show the attendance team.

If we do not receive evidence of medical appointments, the absence will be coded as unauthorised.

Students must collect permission to leave school slip (see appendix 3) from the attendance office on the day of their appointment. Students must show this to the front office to be let out of school. If parents do not let the school know in advance, the front office will need to seek permission from a member of the attendance team and this could cause delays in students leaving school.

3.5. Term-time leave

The school asks that parents do not book family holidays during term-time. Leave for extenuating circumstances will only be granted in exceptional circumstances. Applications in writing with reasons for and dates of travel must be made to the Headteacher (see appendix 4). The Headteacher's decision on authorising holidays is final.

If leave is unauthorised or taken without permission, the child may be issued with a fixed term penalty and may lose their place at the school.

If, in exceptional circumstances, permission for a term-time holiday is granted, parents/carers must provide evidence of return flights/travel.

4. Roles and responsibilities

4.1. Parents/Carers

Parents/carers are expected to:

- Help ensure that their child attends school every day.
- Only allow their child to be absent from school for the authorised reasons listed above.
- Report all absence to the school via Edulink before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Refrain from booking holidays within term time and submit a request in writing when this is not possible.
- Ensure that, where possible, appointments for their child are made outside of the school day and when impossible, their child attends school around the appointment.
- Communicate with their child's coach or Head of House if there are any issues at school that are having an impact on their child's attendance.
- Attend all scheduled meetings about their child's attendance.
- Work in partnership with the school to improve their child's attendance when it falls below 95%.

4.2. Students

Students are expected to:

- Attend school every day.
- Arrive at school by 8:40 am every day.
- To attend all late detentions on-time.
- To report any issues that are affecting their attendance at school.

4.3. Coaches/Tutors

At Morpeth, Coaches (Years 7-11) and Tutors (Sixth Form) are responsible for the pastoral care and guidance of the students in their groups. They are asked to:

- Hold a weekly discussion with targeted students to discuss attendance concerns.
- Make wellbeing phone calls home to students who have been absent in the week prior or as directed by their HOH/HOY
- Engender a spirit of pride and competition in their coaching circle/tutor group as relates to attendance, and motivate their group to win the termly attendance and punctuality prize.
- Lead in rewarding students who attend well and are punctual.
- Refer to the Head of House to set meetings with families and students if a pattern is detected and further support needed.
- Contact the Attendance Officer with any information that may have come to light about a student's absence at the end of each day.
- Report any safeguarding concerns to the Designated Safeguarding Lead.

4.4. Heads of House/Heads of Year

Heads of House and Heads of Year are responsible for monitoring the attendance of their year group. They should:

- Promote good attendance and punctuality through house/year team meetings, assemblies, and rewards.
- With the Attendance Officer, monitor attendance for their house/year group, identifying where attendance is falling and intervene appropriately using staged interventions.
- Direct coaches/tutors to host targeted discussions and phone calls home with key students whose attendance is between 92-95%.
- Ensure that regular contact is made with families of poor attenders, supporting the coach/tutor where appropriate in dealing with parents directly.
- Hold attendance panels for students whose attendance is falling below 92% or we have concerns about.
- Bring key students to fortnightly inclusion meetings or meetings with SLT Lead for Sixth Form to discuss attendance concerns and explore strategies for support.
- Refer students to the Attendance Welfare Advisor when in-school interventions are not improving attendance.
- Conduct home visits to students who are classed as severely or persistently absent in conjunction with the AWA.
- Conduct home visits to families who have failed to show up for attendance panel meetings.
- Hold strategic oversight for attendance within their house/year group, feeding back actions and initiatives to SLT Lead for Attendance and Head of Sixth Form.
- HOH run a lunchtime detention for daily lates once per week and a Tuesday after school detention for persistent lateness once per month. HOY run a weekly after school detention which may include students who have truanted, with persistent lateness or poor attendance.

4.5. SLT Line Managers

SLT Line Managers are responsible for supporting the Heads of House in their attendance role. They should:

- Support the HOH or HOY in regularly tracking, monitoring and intervening on poor attendance.
- Ensure that attendance is a regular standing item on line management meeting agendas, providing a space to explore the attendance tracker and discuss attendance concerns.
- Support the HOH or HOY to hold attendance meetings with families where attendance is a concern.

4.6. SLT Lead for Attendance

The SLT Lead for Attendance is responsible for monitoring the attendance of the whole school. They should:

- Lead attendance across the school with the aim of securing excellent attendance for all pupils.
- Offer a clear vision for improving attendance.
- Design and develop attendance/punctuality processes that allow effective tracking, monitoring and intervention.
- Communicate expectations around attendance with all stakeholders: pupils, parents and staff.

- Meet with the attendance officer and HOH regularly to discuss attendance concerns.
- Arrange calls and meetings with parents to discuss attendance issues.
- Feedback to the Headteacher and SLT every half term the attendance progress and plan.
- Seek opportunities to reward pupils for good and improving attendance.
- To follow up on parental complaints regarding the attendance policy.

4.7. Attendance Officers

The attendance officer is responsible for coordinating the attendance process and ensuring accuracy and follow up to absences, liaising with parents, tutors and staff. They should:

- Make same day absence calls/texts to the parent or carer of any student not in school by 9.10am that day.
- Ensure that the correct attendance code is added to each child's register daily.
- Make a call home if a child goes missing during the day, and ensure that the relevant pastoral teams are informed.
- Ensure keeping of the registers is in line with legal requirements and safeguarding procedures.
- Work with the SLT Lead for Attendance and HODs in to follow up with teachers who are not completing registers.
- Ensure registers are up to date and printed out in case of an evacuation or other emergency incident.

4.8. Senior Attendance Officer

The Senior Attendance Officer leads the day to day running of the Attendance Office. In addition to roles listed below above they are expected to:

- Update and maintain the attendance tracker.
- Work with Heads of House and Heads of Year to detect patterns of lateness or absenteeism and take action using the staged intervention process.
- Conduct attendance panel meetings and home visits with students whose attendance has fallen below 92% and/or on the second day of absence (vulnerable students) and on the third day of absence for all other students.
- Create and maintain attendance focus groups on SIMS: HOH/HOY, AWA, safeguarding, parent liaison officer.
- Attend meetings with the SLT Lead and HOH/HOY to discuss the attendance of students and all other matters relating to attendance.
- Make referrals to the AWA and THAWS as directed by the HOH/HOY.
- Provide SLT daily, weekly and termly data on whole school attendance.

4.9. Sixth Form Attendance Officers

The Sixth Form attendance officers are responsible for monitoring the daily and lesson attendance of all pupils in years 12 and 13. Their role is to:

- Lead on the timely chasing up of absences from either registrations or session 1. Phone calls and Edulink messages sent to students directly and parents. All responses to be logged on SIMS.
- Lead on the lesson-by-lesson attendance report identifying truancies and leading on follow up with teachers and year team. To highlight to HOY where follow up has not happened.

- Lead on the monitoring of student punctuality, ensuring that all students attend late detention and highlighting patterns/issues in fortnightly meetings with HOY and SLT.
- Lead on monitoring the attendance to Supervised Study, highlighting issues to the HOY/SLT in fortnightly meetings and making changes on SIMS where appropriate.,

4.10. Attendance Welfare Advisor

The Attendance Welfare Advisor is responsible for working with families of children in Y7-13 whose attendance has fallen below 90% and interventions are not working. They should:

- Monitor and track the attendance of all students on their referral list.
- Ensure all parents/carers are aware of their legal responsibilities to secure the regular attendance of their child at school.
- Attend multi-agency meetings e.g. TAF, TACs as directed by the safeguarding team and HOH.
- Make Early Help Assessments with and when directed by SLT.
- Make referrals to external support services such as parenting courses, mentoring or other as directed by the HOH.
- Issue warning letters, fixed penalty notices, court summons and court proceedings as appropriate and when families have met the threshold.
- Conduct home visits to students who have missed 3 days of school with no explanation or earlier if that child is considered vulnerable.
- Conduct home visits to students who are classed as severely or persistently absent as directed by the HOH.
- Conduct home visits to families who have failed to show up for attendance panel meetings.
- To produce a half termly and annual report summarising the school attendance data.

5. Strategies to Improve Attendance

The school will use a range of strategies to support families in ensuring students have good attendance and punctuality.

5.1. Monitoring and Analysing Attendance

We will maintain an attendance tracker using data pulled from SIMS, the school MIS. This will be shared with SLT, HOH/HOY, the Attendance Team and is used to:

- Monitor the attendance/punctuality of individual students on a weekly basis.
- Support the HOH/HOY and Attendance Team to identify which students need support.
- Support the HOH/HOY to trigger the next stages on the attendance ladder of interventions.
- Support the HOH/HOY to analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Enable the HOH and HOY to celebrate students with positive and improving attendance.

Pupil absence data will be collected daily by the DfE and published weekly at national and local authority level through the DfE's school absence national statistics releases. The underlying

school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing committee.

5.2. Communicating with families

We will ensure that all parents are familiar with the school attendance policy and receive regular updates about their child's attendance by:

- Encouraging all parents/carers to download and make use of the Edulink App which displays daily/monthly/annual attendance.
- Send a red/amber/green attendance summary each half term outlining current cumulative attendance and sessions missed (appendix 7)
- Provide all parents with an Attendance Guide (appendix 8) to support them follow the school policy and how to seek support should they require it.
- Regular contact via phone and in-person meetings for all students who have begun the staged intervention process.

5.3. Celebrating Excellent Attendance

We will ensure that all students who attend more than 95% of the time are celebrated and rewarded. This may include:

- Rewards assemblies
- 100% badge for blazer lapel
- Certificates
- Coaching Shout-Outs
- Head of House Commendation
- Coaching Circle Prizes
- 100% Club Reward Activities

5.4. Staged Interventions to Improve Attendance

Once a pupil's attendance falls below a projected annual attendance of 95%, students begin a staged process of interventions to improve their attendance. These students will be monitored closely by their Coach, Head of House and Attendance Team. If the interventions prove successful, students will move up the stages. If attendance continues to decline, students will move to the next stage of interventions.

Approximate Trigger Points:

Trigger for Stage	W4 HT1 (c. 20 days)	W4 HT2 (c. 65 days)	W4 HT3 (c. 90 days)	W4 HT3 (c. 115 days)	W4 HT5 (c. 145 days)	W4 HT6 (c. 175 days)
Stage 1	85% (3 days)	92% (5 days)	93% (6 days)	93% (8 days)	94% (9 days)	94% (11 days)
Stage 2	75% (5 days)	89% (6 days)	91% (8 days)	91% (10 days)	91% (12 days)	92% (14 days)

Stage 3	65% (7 days)	86% (8 days)	88% (10 days)	88% (13 days)	88% (16 days)	89% (19 days)
Stage 4	Stage 4 can be triggered after 10 sessions of unauthorised absence and/or lateness in a 10 week period OR 5 or more days of unauthorised term-time leave. At Morpeth we will trigger stage 4 when all other methods are exhausted and on a case by case basis as decided by the AWA, HOH and SLT.					

Description of each Stage for Year 7 - Year 11

Stage	Lead Professionals	List of possible Interventions
1 >95%	HOH and Coach	<ul style="list-style-type: none"> Coach makes a wellbeing phone call Weekly coaching conversations Letter sent home informing parents of the staged interventions and support available (appendix 4)
2 >92%	HOH and Attendance Officer	<ul style="list-style-type: none"> Attendance Panel arranged for last week of HT Targets set on Attendance Panel Meeting proforma Review date set for Week 3 of the next HT Added to HOH Focus Group
3 >90%	HOH and AWA	<ul style="list-style-type: none"> AWA pre-referral made by HOH Phone call with AWA Attendance Contract Meeting with HOH and AWA Targets set on Attendance Contract proforma Review date set for 3 weeks later Round Robin to gain a picture of the child ATTEND Assessment SDS Referral / Inclusion Meeting EHA/MASH Referrals Home Visit and Door Knocking
4	AWA, HOH and SLT	<ul style="list-style-type: none"> Warning Letter Fixed Penalty Notice Court Warning Court Proceedings

Description of each Stage for Sixth Form

Stage	Lead Professionals	List of possible Interventions
1 >94%	Attendance Officer (Y12/13):	<ul style="list-style-type: none"> Attendance officer shares students at 94% with HOY HOY shares with relevant tutors

	Identifies students Form Tutor	<ul style="list-style-type: none"> Tutors make wellbeing call home Letter sent home informing parents of the staged interventions and support available Students prioritised by attendance officer for absence calls and Edulinks
2 >92%	HOY and Attendance Officer (Y12/13)	<ul style="list-style-type: none"> Attendance officer shares students on 92% with HOY Attendance Panel (s) arranged for last week of half term HOY and Attendance Officer hold panel Targets set on Attendance Panel Meeting proforma Review date set for Week 3 of the next HT Added to HOY Focus Group: checks ins during registration/encouraging words/phone calls to parents when attendance improves All students in this group called and Edulinked in the event of absence by 9.30am Student added to the 'daily attendance' email sent out by attendance officer to tutors/HOY to support daily conversations
3 >90%	HOY and Sixth Form SLT	<ul style="list-style-type: none"> Attendance officer shares all students on 90% HOY - pre-panel phone call to parents and sets date for panel(s) HOY contacts teachers for feedback on academic performance HOY and Sixth Form SLT hold panel Attendance Contract Meeting with HOY and Sixth Form SLT Targets set on Attendance Contract proforma Support put in place as appropriate ahead of the review meeting. This could include: Place to Be, SDS, additional study after school, check-ins with tutor/HOY/ or other trusted adults as identified by the student. Review date set for 3 weeks later Attendance officer to inform HOY/SLT if student is absent before calling and Edulinking. HOY/SLT to call if possible/not teaching Included on daily email If attendance declines further ahead of the three weeks: home visit
4	Further decline from stage 3:	<ul style="list-style-type: none"> Key students highlighted by attendance officer HOY convenes an At Risk Meeting and co-ordinates

	HOY/Sixth Form SLT and AWA	<p>with colleagues availability</p> <ul style="list-style-type: none"> ● HOY collects feedback from teachers ● At Risk meeting happens - review meeting set for the following week. ● Persistent, unbreakable absence without good reason (e.g extreme medical issues and/or mental health): possible breakdown of placement.
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Other mechanisms for supporting Sixth Form attendance:

- Weekly updating of the attendance tracker by Y12/13 attendance officers - this will be used in fortnightly LMM's with HOYs and will inform the interventions above.
- Fortnightly meeting with SLT/HOY/attendance officer to discuss patterns in attendance or other issues. Attendance officer will present this information at the meeting.

5.5. Attendance Panel and Attendance Contract Meetings

Attendance Panels/Contracts are formal meetings led by the Head of House and may include other professionals.

An Attendance Panel is a meeting between the HOH, Senior Attendance Officer, family and students. Parents, carers and students must attend and agree targets to improve attendance and/or punctuality. There will be a written record of the meeting (appendix 5) that will be reviewed three weeks later.

An Attendance Contract meeting is between the HOH, AWA family and students. This takes place when attendance has not improved since the Attendance Panel Review. An attendance contract is a precursor to more formal action. Parents, carers and students must attend and agree targets to improve attendance and/or punctuality. There will be a written record of the meeting (appendix 6) that will be reviewed three weeks later. Should attendance not improve the family will receive a formal warning letter.

Attendance Panel and Contract meetings will typically take place in the final week of a half term and review meetings will typically take place in the third/fourth week of the next half term.

If a parent does not attend a scheduled meeting and make an effort to reschedule, a home visit will take place.

5.6. National Framework for Penalty Notices

At Morpeth we will try to provide support to help families improve their child's attendance first and use any legal routes as a last option. We will apply fines on a case-by-case basis.

Under the new national framework, all schools will be required to consider a fine when a child has missed 10 or more sessions (5 days) for unauthorised reasons.

From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other actions like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

6. Evaluation and Review

This policy will be evaluated as a minimum every two years by the Senior Leader in charge of attendance but changes in legislation will be implemented immediately. At every review, the policy will be approved by the full governing committee.

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
K	Educational provision arranged by a local authority	Pupil attending education provision arranged by the local authority

W	Work experience	Pupil is on a work experience placement
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Authorised absence		
Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Pupil has been granted a leave of absence to undertake employment (paid or unpaid) during school hours.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable	Pupil has been granted a leave of absence for temporary part-time timetable
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend

Q	Unable to attend the school because of a lack of access arrangements	Pupil is unable to attend the school because a local authority has a duty to make access arrangements to enable the pupil's attendance at school and have failed to do so
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Y1	Unable to attend due to transport normally provided not being available	Pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided for the pupil by the school or local authority is not available.
Y2	Unable to attend due to widespread disruption to travel	Pupil is unable to attend the school because of widespread disruption to travel caused by a local, national, or international emergency.
Y3	Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use and the pupil is one of those that the school considers cannot practicably be accommodated in those part of the premises that remain in use.
Y4	Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly
Y5	Unable to attend as pupil is in criminal justice detention	pupil is unable to attend the school because they are: in police detention/remanded to youth detention, awaiting trial or sentencing/detained under a sentence of detention
Y6	Unable to attend in accordance with public health guidance or law	Pupil's travel to or attendance at the school would be: contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care/prohibited by any legislation relating to the incidence or transmission of infection or disease.

Y7	Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Appendix 2: Late to school slip



Student late to school

You must show this slip to your teacher.

You have a late detention today at LUNCHTIME in W08.

- Arrive on time to detention - 30 minutes
- Arrive late - 55 minutes
- Failure to arrive - 1h after school

Date:

Appendix 3: Letter to request term-time leave

LONDON BOROUGH OF TOWER HAMLETS

**SCHOOL GOVERNING BODY POLICY
ON APPLICATIONS FOR
HOLIDAYS AND LEAVE IN TERM TIME**

School: Morpeth School

Signed on behalf of the Governing Body:

Position:

Date:

The Department for Education has issued guidance to schools and Local Authorities in relation to holidays and leave in term time and this policy reflects the requirements of this guidance.

The School Governing Body has authorised the Headteacher to act on its behalf in ensuring that the school fully complies with the requirements.

Applications for Holidays or Leave in Term Time

Any applications for leave in term time must be submitted at least 10 days in advance to the Headteacher. Applications received during or after a pupil has been taken on leave during term time cannot be considered and the absence will be unauthorised.

Parents/Carers must provide supporting evidence of any exceptional circumstances and why the leave must be taken in term time instead of in the school holidays. All applications will be considered carefully, including how the pupil's educational progress could be affected. Where the request for leave involves travelling abroad parents are asked to produce the return tickets before leave is approved.

Holidays in Term Time

The guidance from the Department for Education states that applications from parents/carers for pupils to take leave in term time for the purpose of a holiday should not normally be authorised. Parents/Carers are expected to arrange holidays during school holiday periods when children can enjoy them without their education being disrupted. This position is fully supported by the Local Authority and the School Governing Body.

Any applications for holidays in term time will be refused by the Headteacher unless there is evidence of very exceptional circumstances and of why the leave must be taken in term time instead of in the school holidays.

Leave in Term Time for Other Reasons

Requests for leave in term time for other reasons can only be agreed in exceptional circumstances and for the shortest possible period. The School Governing Body also expects applications for leave in term time other than for holidays to normally be refused. However, in exceptional circumstances discretion may be appropriate, although this will very rarely happen and no more than 10 days will normally be agreed.

When considering an application for leave in term time for exceptional circumstances, the Headteacher must be convinced that:

- (1) The exceptional circumstances are justified by supporting evidence provided by the parents/carers related to the circumstances and that the supporting evidence is valid;

And

- (2) The evidence necessarily warrants the child being absent from school in term time - does the child have to be absent in term time due to the circumstances or can it wait until the school holidays?

Taking of Unauthorised Leave in Term Time

Where parents/carers choose to take pupils on unauthorised leave in term time then the pupils will be referred to the Behaviour & Attendance Support Service (BASS) for follow-up and consideration for action using the LBTH Penalty Notice Scheme to address Attendance-related Concerns.

A Penalty Notice may be served on an individual parent/carer per individual child basis when the child has had 10 sessions (5 days) of unauthorised leave in term time. Where 2 parent/carers take 3 children on unauthorised leave in term time then they will receive 3 Penalty Notices of £80 each - £160 per parent and £480 in total. There is no right of appeal.

Losing the school place

Parents are responsible for returning their child to school on time. After 4 weeks (20 school days) of unauthorised absence, the pupil's name may be removed from the register.

Parents will then have to re-apply for admission when they return but it may not be possible for the pupil to return to this school.

I have read and understood the Governors' Policy above.

Name of pupil:	Date of birth:
Signature of parent/carer:	Date:

APPLICATION FOR LEAVE IN TERM TIME FOR EXCEPTIONAL REASONS

Part I - to be completed by the parent/carer

Pupil's name:	Year/Class:
Address:	Date of birth:
	Telephone:
	Mobile:
Email:	
Last day of attendance in school:	
Date of return to school:	

Please give details of the purpose and exceptional reason(s) for this application for leave in term time and why the leave cannot be taken in school holiday time. Attach any supporting evidence:

Please provide the address of where you and your child/children will be staying:

Email for contact:

Part 2 - to be completed by the school

Tick	
	<p>Supporting evidence for purpose and exceptional reasons for the leave in term time provided, including Tickets / Itinerary if applicable (please attach a copy to the form)</p>
	<p>This application has not been approved because there is insufficient evidence that the leave must be taken in term time.</p> <p>Please change your arrangements. If your child's school place is lost, you will have to re-apply for a place and your child may not be able to return to this school.</p>
OR	
	<p>This application been agreed for _____ school days.</p> <p>Your child must return to the school on: _____</p> <p>No reminders will be sent. It is the parent's responsibility to notify the school of any future changes in circumstances.</p>

Parent/carer signature:		Date:	
Headteacher's signature:		Date:	

Please return form to Portman Office or via Email: mbegom@morpeth.towerhamlets.sch.uk

Appendix 4: Stage 1 Letter

[Date]

Dear [....],

I'm writing to let you know that [student name] in [coaching circle] school attendance has fallen below 95%. We would like to catch any attendance concerns as early as possible. We know that parents and carers are sometimes struggling to get their children to come into school and we would really like to help you if we can.

As per our attendance policy, this means that we are placing your child at Stage 1 of our attendance intervention process (see attached diagram for a complete description of all stages). At stage 1 we are focussed alerting parents and carers about their child's attendance and extending an offer of support, should your child or wider family require it.

It is well evidenced that attendance has a direct impact on student success in education. We are worried that your child, when not in school, is missing out on opportunities for learning and socialising. Students who have excellent attendance secure better academic outcomes, report better mental health and go on to lead successful lives in adulthood.

If you would like to organise a supportive meeting or phone-call with your child's Head of House, please contact them using the details below:

- Chapman - jsignore@morpeth.towerhamlets.sch.uk
- Jalal - lmanville@morpeth.towerhamlets.sch.uk
- Mendoza - lmacaulay@morpeth.towerhamlets.sch.uk
- Pankhurst - lmacaulay@morpeth.towerhamlets.sch.uk
- Tull - egunning@morpeth.towerhamlets.sch.uk

I have also attached our attendance guide for parents to this letter.

We are looking forward to working in partnership with you to improve your child's attendance.

Yours sincerely,



Beth Squire
Assistant Head Teacher

Appendix 5: Attendance Panel Proforma



MORPETH SCHOOL ATTENDANCE PANEL

Name		Coaching Circle		Year Group	
------	--	-----------------	--	------------	--

Parent/carer present:	
Staff Present:	
Current Attendance:	
Number of Lates:	

Summary of attendance barriers

Target:	Actions: (referrals/home visits/ routines etc)	Who	When:
1.			
2.			
3.			

	Sign:	Date agreed:
Staff		
Parent/carer (copy to be shared)		
Pupil		

Appendix 6: Attendance Contract Proforma



MORPETH SCHOOL ATTENDANCE CONTRACT

Name		Coaching Circle		Year Group	
------	--	-----------------	--	------------	--

Parent/carer present:	
Staff Present:	
Current Attendance:	
Number of Lates:	

Reason for lack of progress since attendance panel meeting
Feedback from teachers

Target:	Actions: (referrals/home visits/ routines etc)	Who	When:
1.			
2.			
3.			

HOH/AWA to explain the FPN and Court process to parents which will be initiated should attendance not improve.
--

	Sign:	Date agreed:
Staff		
Parent/carer (copy to be shared)		
Pupil		

Appendix 7: RAG Letters

Green

GREEN LETTER – EXCELLENT ATTENDANCE

«date_of_printing»

Dear Parent/Carer,

Re: «full_name»- «reg»- «year»

I am writing with an attendance update for your child as part of our attendance monitoring process. At Morpeth we believe regular attendance is vital for students to maximise their learning and to achieve their full potential. We therefore want to share our expectations around attendance with you to ensure we work together to support your child.

«full_name»'s attendance since the start of the academic year is «percentage_attendance»% (as of «date_of_printing»). They have missed 0.0 days which is 0.0 lessons missed.

This wonderful attendance is worthy of commendation. Such a positive and professional approach to learning is a key indicator of future academic, personal and social success.

My congratulations to you and «full_name» once more for demonstrating a committed attitude towards learning and their future.

If at any point you experience difficulties in relation to your child's attendance, please do not hesitate to contact the school to speak to a member of the School Attendance Team.

Thank you for your continued support.

Yours faithfully,

Ms B Squire

Assistant Head Teacher

Amber

AMBER LETTER: ATTENDANCE CAUSE FOR CONCERN

«date_of_printing»

Dear Parent/Carer,

Re: «full_name»- «reg»- «year»

I am writing with an attendance update for your child as part of our attendance monitoring process. At Morpeth we believe regular attendance is vital for students to maximise their learning and to achieve their full potential. We therefore want to share our expectations around attendance with you to ensure we work together to support your child.

«full_name»'s attendance since the start of the academic year is «percentage_attendance»% (as of «date_of_printing»). They have missed 0.0 days which is 0.0 lessons missed.

Attendance of 90% or below is classified as Persistent Absence and whilst your child is not in this category yet, we are concerned that their attendance is below where we would like it to be.

Continued attendance next term will support «full_name» reaching the minimum school attendance target of 97%.

All absences, whether authorised or unauthorised, will affect your child's overall attendance.

You can support us with securing excellent levels of attendance by:

- Only booking holidays outside of term time - written requests must go to the headteacher before any travel arrangements are made in term time
- Sending your child to school when they have minor illnesses such as colds, headaches and stomach aches.
- Not taking your child out of school unless in exceptional circumstances.
- Ensuring any medical appointments are booked outside of school hours where possible.
- Always encouraging your child to attend school.
- Encouraging excellent punctuality and setting good routines, as persistent lateness will affect their

attendance.

Emotionally Based School Avoidance

Many children and young people worry about school. This is normal. Anxieties are part of life and learning to deal with them is part of growing up. However, sometimes a child's worries may lead to difficulties attending school. If your child has high levels of anxiety and does not want to attend school, they may be experiencing Emotionally Based School Avoidance (EBSA).

It is very important to try to help children and young people overcome these difficulties as soon as possible. Absences mean that children miss out on learning and friendships, making it even more difficult when they come back. The longer the problems remain unaddressed the more difficult it becomes to change the school avoiding behaviour. In short, keeping your child off school makes the anxiety worse.

For more information and to support your child who may be experiencing ESBA, please speak to their Head of House as soon as possible. There is also further information and advice on this Tower Hamlets Esba leaflet: https://drive.google.com/file/d/1fL2Sv9xiZ8pL4rJv-wouqQkjTK-Okx1g/view?usp=drive_link

The attendance of all students will continue to be monitored as part of our whole school attendance monitoring process.

If at any point you experience difficulties in relation to your child's attendance, please do not hesitate to contact the school to speak to your child's Coach, Head of House or a member of the School Attendance Team.

Thank you for your continued support.

Yours faithfully,

Ms B Squire

Assistant Head Teacher

Red

RED LETTER: ATTENDANCE MUST IMPROVE

«date_of_printing»

Dear Parent/Carer,

Re: «full_name»- «reg»- «year»

I am writing with an attendance update for your child as part of our attendance monitoring process. At Morpeth we believe regular attendance is vital for students to maximise their learning and to achieve their full potential. We therefore want to share our expectations around attendance with you to ensure we work together to support your child.

«full_name»'s attendance since the start of the academic year is «percentage_attendance»% (as of «date_of_printing»). They have missed 0.0 days which is 0.0 lessons missed.

Attendance of 90% or below is classified by the Government as 'Persistent Absence'. To support you and your child, this means that their attendance will be monitored by the Head of House and school attendance team including our Attendance & Welfare Advisor. Our aim is always to help improve a child's absence, and we know there may be a range of reasons for why it may have dropped, however, you may be fined or face court action if attendance does not improve.

Continued attendance next term will support «full_name» reaching the minimum school attendance target of 97%.

All absences, whether authorised or unauthorised, will affect your child's overall attendance.

How can parents and carers support?

You can support us with securing excellent levels of attendance by:

- Only booking holidays outside of term time - written requests must go to the headteacher before any travel arrangements are made in term time
- Sending your child to school when they have minor illnesses such as colds, headaches and stomach aches.
- Not taking your child out of school unless in exceptional circumstances.
- Ensuring any medical appointments are booked outside of school hours where possible.
- Always encouraging your child to attend school.
- Encouraging excellent punctuality and setting good routines, as persistent lateness will affect their attendance.

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Many children and young people worry about school. This is normal. Anxieties are part of life and learning to deal with them is part of growing up. However, sometimes a child's worries may lead to difficulties

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The attendance of all students will continue to be monitored as part of our whole school attendance monitoring process.

If at any point you experience difficulties in relation to your child's attendance, please do not hesitate to contact the school to speak to your child's Coach, Head of House or a member of the School Attendance Team.

Thank you for your continued support.

Yours faithfully,

Ms B Squire

Assistant Head Teacher

Appendix 8: Attendance Guide to Families

Attendance Guide for Families

Morpeth School



Good attendance and punctuality underpins academic achievement and wellbeing. Students with great attendance are far more likely to succeed beyond school and be adults who live happy, healthy lives. In this guide we would like to explain our processes around attendance in addition to the support we can provide.

At Morpeth, we judge attendance on the following scale:

Excellent	98%+	Absent for 4 days or less
Good	95-97%	Absent for 9 days or less
Concern	90-94%	Between 11 and 19 days off school
Serious Concern	Below 90%	More than 19 days off school

Reporting Absence	Punctuality
<p>Report all absence via the Edulink App before 9am on each day of absence.</p> <p>For new Edulink login details, contact itqueries@morpeth.towerhamlets.sch.uk</p> <p>As a last resort, you can leave a voicemail. Call 0208-981-0921 and press option 1 or 2.</p> <p>The attendance team will call you back if they need to speak further to you about the absence.</p>	<p>The school day begins at 8:40am. Students arriving after this time are considered late. Students can come in for breakfast from 8:10am.</p> <p>They will receive an hour late detention at lunch, reducing to 30 minutes if they attend on time. If they fail to attend lunch they will complete it after school.</p> <p>We can excuse 3 incidents per academic year if parents use Edulink to report the reason for lateness. After this, all lateness will be unauthorised.</p>
Authorised/unauthorised absence	Half-termly/annual updates to parents
<p>Absence will be authorised for: Severe or infectious illness, an injury that impacts learning, funerals, bereavement, religious holidays.</p> <p>Unauthorised absence: Minor/non-infectious illness, minor injuries, shopping, birthdays, looking after siblings, holidays.</p>	<p>We will send you an update about your child's attendance once per half term. We will then send you an annual statement of attendance in the summer.</p> <p>These will be coloured Green, Amber, Red depending on how good attendance is.</p>
Term-time leave	Medical Appointments
<p>Term time leave (TTL) is only granted in exceptional circumstances. We ask that families only book holidays during school holidays.</p> <p>We will follow government guidance and issue fixed penalty notices to all parents who take unauthorised holidays during the school term.</p> <p>To make an application for TTL complete a request form found here.</p>	<p>Please avoid booking any medical appointments during the school day. If unavoidable, we expect pupils to attend school before and after appointments.</p> <p>Please let us know via the Edulink app. Upload evidence of appointments as an attachment.</p> <p>On the day, your child needs to pick up a permission to leave school slip from the attendance office.</p>

Help! I am struggling to get my child into school.	Staged Intervention Process																
<p>Firstly, you are not alone! Many families struggle with getting their children into school. This can be due to behaviours typical of teenagers such as pushing boundaries and poor organisation.</p> <p>Sometimes the reasons are more complex and require different types of support. We are here to help. The first port of call would be to contact your child's coach and/or Head of House (HOH).</p> <p>We will work with you to put in place a plan to resolve any barriers impacting attendance and/or punctuality.</p> <p>Support can include in-school Place to Be counselling, CAMHS referrals, Early Help Assessments, and 1-2-1 support from members of the Pupil Support Team. We can also sign pupils up to enrichment opportunities, and resolve any issues with peer groups or their learning.</p>	<p>Once attendance falls below 95% pupils will begin a staged intervention process where we monitor their attendance/punctuality more closely. Each stage involves different professionals and actions.</p> <table border="1"> <thead> <tr> <th>Stage 1 >94%</th><th>Cause for Concern</th><th>Coach, HOH</th><th>Letter Coach phone call</th></tr> </thead> <tbody> <tr> <td>Stage 2 >92%</td><td>At risk of persistent absence</td><td>HOH, Attendance Officers</td><td>Attendance Panel HOH focus group</td></tr> <tr> <td>Stage 3 >90%</td><td>Persistently Absent</td><td>HOH, AWA</td><td>Attendance Contract meeting Home Visit Pastoral support</td></tr> <tr> <td>Stage 4 >50%</td><td>Severely Absent</td><td>HOH, AWA, Safeguarding, SLT</td><td>Intensive support Fixed Penalty/Court Action</td></tr> </tbody> </table>	Stage 1 >94%	Cause for Concern	Coach, HOH	Letter Coach phone call	Stage 2 >92%	At risk of persistent absence	HOH, Attendance Officers	Attendance Panel HOH focus group	Stage 3 >90%	Persistently Absent	HOH, AWA	Attendance Contract meeting Home Visit Pastoral support	Stage 4 >50%	Severely Absent	HOH, AWA, Safeguarding, SLT	Intensive support Fixed Penalty/Court Action
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Attendance Panels/Contracts	The Attendance Welfare Advisor (AWA)																
<p>At stage 2 and 3, we will invite families in for Attendance Panel and Attendance Contract meetings.</p> <p>These are formal meetings chaired by a pupil's Head of House. During these meetings, families and pupils will set targets and sign a formal document to show that all attendees agree and will put targets into action.</p> <p>These meetings usually take place in the final week of a half term. Review meetings are scheduled for week 3 of the following half term.</p> <p>If families fail to attend these meetings and do not reschedule a new date, the school will conduct a home visit.</p>	<p>The Attendance Welfare Advisor is an employee of the London Borough of Tower Hamlets. They work at Morpeth to support students whose attendance has fallen into Stage 3 or 4 of our staged intervention process.</p> <p>The AWA will work closely with families by carrying out home visits, making referrals and working with external agencies. They may also apply fixed penalty notices and initiate court proceedings when supportive interventions are not working.</p> <p>The AWA can also assess for Emotionally Based School Avoidance (ESBA). There is more information about ESBA here.</p>																
Fixed Penalty Notices / Legal Proceedings	Key People																
<p>At Morpeth, we will only use FPNs and court action as a last resort.</p> <p>Under the new guidance, we can issue a £160 fine per parent when a child misses 10 sessions (5 days) of school for an unauthorised reason.</p> <p>Full details on the latest guidance is here.</p>	<p>SLT Lead for Attendance: Ms Beth Squire</p> <p>Senior Attendance Officer: Ms Muhsana Begom</p> <p>Attendance Officer: Ms Ranu Uddin</p> <p>Attendance Welfare Advisor: Ms Jennifer Ash</p> <p>Heads of House: Mr Jon Signore (Chapman), Ms Lucia Manville (Jalal), Ms Laura Macaulay (Mendoza and Pankhurst) Ms Lizzie Gunning (Tull)</p>																