



Attendance & Punctuality Procedures

Statement of Intent

Levenshulme High School consistently works hard to maintain the regular and punctual attendance of all its students in order to support them in achieving continuous progress and positive outcomes. Absences disrupt the pattern of a student's education, disrupt teaching routines and have an adverse effect on learning for both the individual student and the wider school community.

A key element of achieving regular and punctual attendance is parental support and involvement. By avoiding absences, communicating regularly and sharing information we can work together to raise attainment standards for all.

Contact details

To comply with Health and Safety guidelines and Keeping Children Safe in Education it is important we have more than one up to date contact for all students. There are a variety of reasons that school may need to contact parents/carers, including a student's ill health, school emergencies or to discuss unexplained absences and ensure students are safe. To confirm the reason for a student's absence with parents/carers, the school will check the number being dialled in from and will generally telephone the first contact number listed on the student's record. If contact information changes, please telephone 0161 224 4625 or email attendance@levenshulmehigh.co.uk immediately.

Legal Framework

Section 7 of the 1996 Education Act states that parents/carers must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- Present
- Absent
- Present at approved educational activity
- Unable to attend due to exceptional circumstances

In the interest of continuously improving attendance, we advise all parents/carers of the following:

- Morning registration is at **8:30am** and afternoon registration is at **2:00pm** – students must be present in their classrooms at these times to receive a punctual present mark
- Reasons for absence must be reported daily to attendance@levenshulmehigh.co.uk or by phone on 0161 224 4625 by 8:30am. Without this, absences will be unauthorised
- Morning registers close at 9:30am. Students arriving after this time will receive an absence mark for the morning session
- Absence will not be authorised for minor ailments such as colds, headaches or period pains
- Medical appointments should be made outside school hours – absence for dental check-ups, optician's appointments and routine reviews such as for asthma will not be authorised
- Medical evidence must be provided for all absence in excess of three days or when requested by school for repeated bouts of absence. Evidence should be clear and supported with a cover note from parents/carers. Evidence is an appointment letter, prescription or GP note.
- Under guidance from the Local Authority, absences are not authorised for Visa/Passport appointments – these should be planned ahead and made for outside of school hours/term time
- Under guidance from the Local Authority, extended leave will not be authorised for religious observance. Key dates will be considered (usually to a maximum of 2 days per academic year)
- Absences are not authorised on event days such as Sports Day, Focus Day or a last day of term without supporting medical evidence
- Parents/carers must not book holidays in term time – leave of absence may be granted in exceptional circumstances, with supporting evidence. Request forms are available from Student Services
- Unauthorised absence is monitored by the Local Authority who will issue Penalty Notice fines of £120 per parent per child (reduced to £60 if paid within 21 days)

On occasions, students have medical appointments which cannot be arranged outside school hours, such as for hospital specialists. In such cases, it is the parent/carer's responsibility to collect their child from school within a reasonable time to travel to and from and ensure as much of the day as possible is attended. It is not appropriate to miss a whole morning or afternoon of school.

Targets and Rewards

It is the responsibility of every student and their parents/carers to strive for 100% attendance and no late arrivals at all times. No student should ever need to be recorded with an unauthorised absence.

Attendance and punctuality are continuously tracked and celebrated through Progress Reports, Progress Evenings, assemblies, briefings and notice boards.

Attendance and Punctuality Interventions

If any student is late or absent without an acceptable reason being provided or develops a pattern of irregular attendance the following steps may be taken by school as appropriate:

- InTouch absence message sent to parents/carers
- Late notification text message sent to parents/carers
- Daily absence call made to parents/carers
- Home visit made to registered address of student (or both parents/carers where required)
- Reason for absence letter sent to parents/carers
- Attendance concerns letter sent to parents/carers

- Persistent absence letter sent to parents/carers
- Medical evidence warning letter sent to parents/carers
- Statutory action warning notice sent to parents/carers
- Parents/carers to be invited to attend a meeting to discuss ideas/plans for improvement
- Anxiety Based School Avoidance (ABSA) Toolkit to be utilised to help support student attendance
- Parents/carers to be offered an Early Help Assessment
- Parents/carers to be referred to other agencies of support
- Parents/carers to be referred to City Council Statutory Attendance Team for consideration of legal action
- Parents/careers to be referred to City Council Children Missing from Education Team
- Student may be removed from roll in line with DfE and Local Authority guidelines

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact us on 0161 224 4625 or email attendance@levenshulmehigh.co.uk to discuss mentoring and/or family support.

Addendum – To School attendance procedures

School attendance guidance in recording attendance in relation to coronavirus (COV-19) during the 2020-2021 academic year

Context: This addendum is for use as children return to school in September 2020 and during the risk of COVID- 19 infection.

This is in place to ensure that as a school community, we work together to keep us all as safe as possible; physically and emotionally.

Our attendance expectations are as follows:

To help keep ourselves, our friends and families safe, we:

- Developed robust absence reporting measures to keep staff and students safe
- Implemented year bubbles within the school that enable a broad and balanced curriculum to be taught to all students
- Reduced student movement between lessons using specific learning zones
- Developed specific year group entrances and exits to and from school to reduce contact between students in different year groups/bubbles
- Implemented separate break and lunch spaces/times for each year group
- Increased number of staff on duty to ensure both staff and students safety is a priority at all times
- Developed specific year group social zones to minimise student crossover of bubbles
- Reduced the number of classrooms that students will need to access
- Seating plans have been developed to help track student close contacts
- Increased infection control measures such as hand sanitisers in each classroom and promoted awareness of the importance of good hygiene throughout the school zones
- Setup a referral form to request replenishment of hand sanitisers, tissue and refill for all staff
- Strongly recommend staff and students to wear face masks at all times when in communal areas and in classrooms within the school
- Staff have been provided with face visors to be used in classrooms if required
- Setup classrooms so that wherever possible staff are at least 2m apart from students in classrooms
- Organised desks in classrooms to ensure that students are facing in the same direction at all times

Due to the restrictions of 'Bubble Groups' being able to mix, 'time-out' periods where necessary will be taken within the Bubble Group.

Due to the impact of COVID-19, there are some changes with regards to the registering of attendance when absence is forced due to one of the issues outlined below. In such cases, attendance is not expected and the register will be marked with an X unless stated otherwise:

- pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed COVID-19;
- pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed COVID-19;

- pupils who are required by legislation to self-isolate as part of a period of quarantine – including if a pupil is required to be in quarantine on arrival in or return to the UK;
- pupils who are clinically extremely vulnerable in a future local lockdown;
- local lockdown - schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown;
- if a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste. This is because these symptoms can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. **After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.**

It is recognised and accepted that children and families may take time to adjust to a return to school and that there are additional considerations with regards to non-attendance given the impact that COVID-19 has had. As such, as a school, we are committed to ensuring that the following supportive steps are taken prior to exploring statutory action through the local authority:

- X codes logged are recorded on a daily basis using a central system that can only be accessed by the Attendance Team and the SLT
- A letter is to be provided to all students who are self-isolating or in quarantine providing parents/carers with guidance and advice and how to access remote learning activities/resources
- The school will regularly communicate with parents and carers to provide updates on the school's attendance expectations
- The school will inform parents/carers of updates on the strategies/measures the school has put into place to ensure both student and staff safety
- The school will frequently conduct welfare checks on students who are self-isolating or in quarantine
- All conversations are to be logged on SIMs and Student Services and Year teams to be informed where necessary
- The school will inform parents/carers with an expected date of return for students
- The school will contact parents/carers once the isolation period has ended
- If a student fails to return to school after the isolation period has ended parents/carers will be sent an 'In touch' message and a home visit will be conducted by the school