	Beaumont School Attendance Policy	Adopted by CTL Committee – June 2023
		Next review – June 2026

1. Mission Statement

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children and young people take full advantage of the educational opportunities available to them and will strive to raise standards by promoting the regular attendance and punctuality of our students. We believe the foundation of securing good attendance is that our school is a calm, orderly, safe, and supportive environment where our students will want to be and are keen and ready to learn.

2. Aims

Specifically the school aims:


- To improve the overall attendance of students at school
- To ensure that attendance and punctuality are a priority for all associated with the school, whether students, parents/carers, teachers, support staff or trustees
- To implement a systematic approach to gathering and analysing attendance related data
- To provide appropriate support for parents and carers
- To implement a system of rewards and consequences and other strategies to improve individual attendance and punctuality
- To challenge the behaviour of those students and parent/carers who give a low priority to attendance and punctuality
- To work with the Attendance Team and other services and agencies to promote attendance
- To recognise the needs of the individual student when planning reintegration following significant periods of absence

3. Attendance Targets

The school aims to keep the overall attendance above 96%

4. Admission and Attendance Registers

- The admission register will contain the personal details of every student in the school, with the date of admission or re-admission to the school, along with information regarding parents and careers and details of last school attended.
- When a child leaves the school this must be recorded on the admission register with the name of the new school and the date they are due to start/started.
- Roll-call for attendance in school for am and pm is taken during tutor time in the morning (8.30am) and at the start of period 6 (1.55pm).
- Students arriving at tutor time after 8.30am or 1.55pm will be marked as late. Registers close at 8.45am and 2.00 pm respectively. Students who arrive after this time can no longer be marked as present by their tutor or class teacher but must sign in the late book at reception. Students arriving after 9am without an explanation will be marked with a 'U' – unauthorised absence
- Registers are also taken for every lesson within the school day.

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5. Board of Trustees

The Board of Trustees recognise the importance of good attendance for all students to 'enjoy and excel' in Beaumont School. Through this policy there are clear expectations and procedures within the school to encourage good attendance. The Board of Trustees recognise that all members of the school community have responsibility to maintain and support good attendance. The Board of Trustees recognises that absence from school is a potential safeguarding risk as well as affecting attainment, wellbeing and wider outcomes.

The Board of Trustees will monitor attendance data termly, to examine trends and support the School Leadership in implementing this policy to maintain good attendance.

6. Role of the Headteacher

As a school we work in line with the following guidance:

- DfE Guidance for maintained schools, academies, independent schools and local authorities- Working together to improve attendance- September 2022.
- Keeping children Safe in Education 2022, Statutory guidance for schools and colleges – September 2022
- Statutory Guidance for governing bodies of maintained schools and proprietors of academies in England December 2015 - Supporting students at school with medical conditions

As well as ensuring compliance with the guidance regarding Children Missing Education.


All staff know and understand their responsibility for supporting good attendance, through accurate completion of registers and supporting our students. Through staff treating students with dignity, they build relationships rooted in mutual respect. Staff will take into consideration the vulnerability of some students and the ways in which this might contribute to absence. Staff understand the importance of school as a place of safety where students can enjoy trusted relationships with staff and students, particularly for children with a social worker and those who have experienced adversity. Staff will communicate with families regarding students' attendance and well-being and regularly communicate expectations for attendance and punctuality and school performance through regular channels of communication with students and parents.

7. Leadership Lead on Attendance

Overall responsibility for attendance in school is the Deputy Headteacher in student Welfare, with support from the administration staff with responsibility for attendance in Year 7-11 and sixth form. Mrs Y Powdrell: admin@beaumont.school. 01727 854726

They are responsible for:

- Implementing the policy with the Headteacher.
- Offering a clear vision for attendance improvement.
- Championing and improving attendance.
- Ensuring practice is in place to address persistent and severe absence is robust.
- Evaluating and monitoring expectations and processes
- Oversight of data analysis

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- Monitoring and analysing attendance data regularly to allow early intervention to address issues. This includes raising concerns with other agencies like children's social care and early help services which are working with families.
- Reporting termly to the Board of Trustees
- Robust school systems which provide useful data at cohort, group and individual pupil level to give an accurate view of attendance, reasons for absence and patterns amongst groups such as:
 - children who have a social worker including looked-after children
 - young carers
 - children who are eligible for free school meals
 - children who speak English as a second language
 - children who have special educational needs and disabilities
- Keeping the Headteacher and all school staff informed of attendance figures and trends by providing regular reports to enable them to track the attendance of students and to implement attendance procedures
- Compiling attendance data for the Head, the Board of Trustees and the Local Authority Attendance Officer (LAO).
- If required, holding regular meetings with the parents of students who the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Undertaking home visits in line with school's safeguarding responsibilities to engage families and ensure children are safe.
- Identifying students who need support from wider partners as quickly as possible and make the necessary referrals.
- Making sure escalation procedures to address absence are initiated proactively, understood by students and families, implemented consistently and their impact reviewed regularly.
- Ensuring that the Local Authority is notified of any pupil who fails to attend school regularly via a 10 Day Absence Form.

8. Role of Teaching Staff


Form Tutors are responsible for taking the register for am registration, as well as reviewing tutees attendance and raising concerns with the pastoral team.

Regular communication between the Tutor and student, parents/carers will ensure that the importance of good attendance is raised as well as developing the relationship to allow for discussions on barriers to good attendance.

Teaching Staff are responsible for ensuring that registers are taken accurately at the start of every lesson

9. Attendance Officer/Pastoral Staff/Intervention officers

The Attendance Officer is responsible for ensuring attendance and absence data is accurate for the whole school. That the day to day processes are in place, through First day response to check on absences. To identify any unexplained absences and contact parents for reasons. (This will be within 5 days of the absence)

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To ensure the school has more than one emergency contact for each student on roll.
Identify patterns of absence, and identify students who require support or meetings.

Pastoral leaders to provide data weekly for tutors to review Data. Oversee the administration of absence:

- Letters home to raise concern
- Meetings in school to discuss attendance concerns
- Consider external agencies, ASPs, further other forms of interventions that are required.

Pastoral leaders will use Data to identify students that require support to improve attendance. A child's attendance is put into one of the following brackets and the identified lead will work with the students and parents:

- Over 96% Form Tutor
- Between 93-96% Form Tutor monitoring to check it does not fall below 93%
- Between 90-93% Students at risk of becoming persistent Absentee: Form tutors to call home/send letter to discuss attendance and any reasons for absence, any out of school issues signpost. Pastoral Assistants may also be involved in weekly check-ups with students.
- Between 85-90% Persistent absence: Head of Year. Students should go onto an eight week Attendance Support Plan (ASP) to improve attendance with meetings every two weeks with parents and weekly meetings with student.
- Between 50-85% Persistent absence: Head of Key Stage. Students go onto second Attendance Support Plan, meetings with parents, student, involvement of attendance officer in school and County.
- Under 50% Severe absence: Deputy Headteacher or SENCo. Weekly meetings


10. Expectations of Parents

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at a school.

Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school every day school is open.

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance.
- instilling in their children an appreciation of the importance of attending school regularly.
- impressing upon their children the need to observe the school's code of conduct.
- informing the school on the first day of absence, by 8.30 am at the latest.
- providing the school with an explanation for the absence.
- informing the school of any changes to their contact details.
- taking an active interest in their children's school career, praising and encouraging good work and behaviour and attending parent's evenings and other relevant meetings.

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- working in partnership with the school to resolve issues and help the school to understand their child's barriers to attendance.
- proactively engage with the support offered by school to prevent the need for more formal support.
- If formal support is needed, proactively engage with this support to prevent the need for any legal intervention.
- booking any medical appointments around the school day where possible.
- only requesting leave of absence in exceptional circumstances and do so in advance.
- treating staff with respect
- actively supporting the work of the school
- calling staff for help when they need it
- communicating as early as possible circumstances which may affect absence or require support

Parents should contact school if their child is absent: absence@Beaumont.school or call the absence line:

Years 7-11: 01727 732987

Sixth Form: 01727 732962


11. Expectations of Students

The student has the primary responsibility for catching up work and home learning missed due to absence.

The school is under no obligation to reorganise assessments, provide work or make any other special arrangements for students who are absent due to unauthorised holiday or for other voluntary reasons. This applies whether or not leave of absence has been granted.

12. Working with the Local Authority Attendance Officer (LAAO)

- Our school works in partnership with the Statutory Attendance & Participation Team to devise a strategic approach to attendance.
- The Deputy Headteacher will meet with the link LAAO when required to discuss and improve attendance for all persistently absent or severely absent students.
- Attendance Support Plans (ASPs) will be developed for all persistently and severely absent students. The school may request support from the LAAO for advice and guidance with the implementation of these action plans.
- If parents do not proactively engage with support offered through the action plan, then formal intervention may be requested from the LAAO.
- If parents do not engage with formal support, the school may request statutory intervention from the Local Authority.
- Statutory intervention can include:
 - Parenting Contract
 - Fixed Penalty Notice application from school
 - Parenting Order
 - Education Supervision Order
 - Prosecution

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13. Encouraging Good Attendance

- The school will reward all students and tutor groups whose attendance /punctuality is excellent or much improved
- Data on attendance and punctuality will be regularly analysed and acted upon by pastoral staff
- Students with below average attendance will be set targets for improvement. These targets will be reviewed by the Head of Year/Head of Key Stage or Form Tutor
- Regular structured meetings will be held with the schools' Attendance Support teacher in order to maximise early intervention for those students whose attendance/punctuality is a source of concern.
- Students will be reminded of the importance and value of good attendance through tutor group discussions and attendance meetings
- Parents/carers will be kept informed of all concerns regarding a student's attendance and punctuality.
- All issues which may cause a student to experience attendance difficulties will be promptly investigated and followed up by the Form Tutor or Head of Year /Head of Key Stage as appropriate

14. Punctuality

The school is open from 8:15am.

We recommend that students arrive on site by 8:20am at the latest to ensure a smooth start to the day.

At 8:25am students are required to Line up in their Year group area. Students are then allowed into the school buildings to go to Registration.


Students must be in their Tutor room promptly at the beginning of each roll call. Students who arrive late in the morning will be detained at break-time on the same day. Duty staff will record any students who arrive at 8:30am or later in the late book and will issue the detention. Students who arrive on site before 8:30am but arrive at tutor time late will be issued a detention by their form tutor. Further consequences will be imposed where students are persistently late.

Students who are regularly late to lessons in the school day may be placed on a punctuality monitoring card.

If there is a legitimate reason for a student's absence in the morning (e.g a medical appointment), parents are requested to write a note to this effect in the planner. Where parents drive their children to school or where students come to school on public transport, traffic would not usually be acceptable as a reason for lateness unless there was a very specific incident which had caused exceptional problems. Parents and students are expected to plan their journeys to allow leeway for traffic conditions.

15. Students at risk of Persistent Absence

An individual student with an attendance record of less than 90% is deemed to be a persistent absentee whether or not any absences have been authorised. When a student's attendance

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drops below 90% support will be put in place to improve attendance. This could be any of the following:

1. Meeting with Form Tutor or Attendance support worker- to establish reasons for absence and if any concerns regarding the child attendance in school or external factors which may affect attendance eg friendship issues, difficulties in school/outside of school. At this meeting establish an action plan to help remove the barriers with daily or weekly check-ins.

Following this meeting depending on the outcome the following line of communication with student and parent/carer may take place.

2. Meeting with Head of Year to set up an Attendance Support Plan (ASP) which requires meetings every two weeks to provide check-ins.
3. Meeting with Head of Key Stage to look at external agencies that could support attendance through an Attendance Support Plan (ASP).

If attendance does not improve then an application to the County Attendance Team for their involvement and support. The LAAO will then become involved with the student and parent/carer.

The school has an obligation to inform the Local Authority of any students of compulsory school age who fail to attend school regularly, have irregular attendance, or have 10 or more consecutive school days absence without the school's permission. Schools are also under a safeguarding duty, under Section 175 of the Education Act 2002 to investigate any unexplained absences.

16. Students who are severely absent


A student whose attendance is less than 50% is considered to have severe absence. Students who are in this bracket will work directly with the Senior Leadership staff or SENCO. The county LAAO will be informed of their attendance and reasons for this. External agencies will be informed to help support attendance.

17. Absence

The school operates a First Day Response System whereby the parent/carers of a student who is registered as absent without an explanation will receive a phone call before 11am to determine why the student is not at school. The school will continue to contact parents/carers for every absence until an explanation is given. If the school receives no explanation the absence will be marked as unauthorised.

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence

If, after further investigation doubt remains about the explanation offered – or when no explanation is forthcoming at all – the absence will be treated as unauthorised and the parent informed.

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- Leave of absence can be applied for in advance. It is the school's decision as to whether this is granted because of exceptional circumstances relating to the application (parents cannot expect, as of right, that the school will grant leave of absence).
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued. HCC will not issue a child performance licence where absence is required without the written permission of the Headteacher

18. Fixed Penalty Notices

Our school follows Hertfordshire County Council's Penalty Notice for Truancy Code of Conduct and procedures.

- We expect parents/carers to work with us to address attendance problems.
- If a pupil has at least 15 sessions (half day= 1 session) unauthorised absence in the current and/or previous term (including unauthorised holidays), the Head Teacher may ask the Local Authority to issue a Penalty Notice.
- The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 28 days.
- There is no right of appeal by parents against a Fixed Penalty Notice.
- If the penalty is not paid the Local Authority may prosecute parents/carers for their child's irregular attendance.

19. Part-Time Timetables


A part time timetable will only be used with the consent of the parents/carers. The school will notify the county in regards of the part time timetable and there will be a plan outlining the increase in the timetable back to full time.

20. Sixth Form arrangements

Students will be registered in lessons and must attend tutor time on the mornings where they have a lesson in period 1 at Beaumont. All students must also attend extended tutor time and assemblies on Thursday mornings. Where students have study periods, they may study at home with parental permission. This privilege will however be withdrawn if students fail to complete home learning or if there are other concerns about their progress or effort. Student must be available to be in school if required at any point during school hours. They must under no circumstances undertake paid work in that time. Students who undertake paid work during school hours cannot be classed as full-time students and may not remain on roll.

Students or parents should call the 6th form office to notify a student's absence and should notify the Sixth Form office of any medical appointments in advance. Leave of absence for all other events should be requested in the same way as for years 7-11.

All students in the Sixth Form must have a minimum number of timetabled hours per week. Where students do not meet these requirements they may no longer stay on roll. Where average attendance falls below 85% over two consecutive half-terms, students will be required to leave the Sixth Form. Poor

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attendance as a result of ongoing illness will be treated on a case by case basis with the aim of ensuring the best outcomes for the student. A doctor's note may be required to authorise any absences of over 5 days or repeated short-term absences due to illness.

21. Truancy

Truancy is always recorded as unauthorised absence. The school has a number of strategies in place to manage and minimise truancy.

- Students are made clearly aware that this behaviour is unacceptable
- An appropriate consequence will be put in place.
- Students may be placed on a report card to monitor attendance and punctuality
- Parents/carers will be informed
- Support to improve attendance will be offered as necessary