



THE FULHAM BOYS SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY

RESPONSIBLE COMMITTEE

Education Committee

RATIFIED BY GB

Spring 2021

REVIEW DATE

Summer 2023

The master copy of this document can be found on the FBS Google Drive, under the "Policies" folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table at the back of this policy.

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I. INTRODUCTION

- 1.1 This Policy will be interpreted in line with the Christian values and ethos of the school and must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it).
- 1.2 The aim of this policy is to:
 - 1.2.1 Meet the Department for Education's requirement of at least 95% attendance.
 - 1.2.2 Maintain a high percentage of pupil attendance and punctuality at The Fulham Boys School.
 - 1.2.3 Provide support, advice and guidance to parents and pupils.
 - 1.2.4 Provide a systematic approach to gathering and analysing attendance-related data to promote timely and effective intervention at all levels within the School.
 - 1.2.5 Maintain positive and consistent communication between home and the School.
 - 1.2.6 Maintain effective partnerships with the Education Welfare Service and other appropriate support services and agencies. This will include regular meetings between appropriate pupil support staff and Local Authority representatives (where required).
 - 1.2.7 Recognise and consider the needs of individual pupils when planning reintegration following significant periods of absence.
 - 1.2.8 To equip all pupils with the necessary enterprise skills of resilience and have a go attitude to prepare them for the next phase in their lives whether that be further education or the world of work.
 - 1.2.9 There is an SLT member responsible for all attendance matters please see roles and responsibilities.

2. AUTHORISED AND UNAUTHORISED ABSENCE

- 2.1 Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required; preferably in writing.

- 2.2 A half day absence is defined by one registration period being missed. A full day's absence is defined by two registration periods being missed. Registration occurs from 08:30am-9:00am and from 1:30pm-1:40pm.
- 2.3 Authorised absences are mornings or afternoons away from school for a good reason such as illness, medical/dental appointments (which unavoidably fall in school time), emergencies or other unavoidable causes and exceptional circumstances that have been agreed, in advance, by the Headmaster. Family holidays will rarely be authorised even if a pupil's attendance exceeds 97%. Where individual attendance is 90% or lower the school will not authorise absence without a note from the doctor. Where the parents have given a reason without a doctor's note these will be marked as unauthorised.
- 2.4 Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority (EWS) using sanctions and/or legal proceedings. This includes:
- 2.4.1 Parents/carers keeping pupils off school unnecessarily.
 - 2.4.2 Truancy before or during the school day.
 - 2.4.3 Absences which have never been properly explained.
 - 2.4.4 Pupils who arrive at school too late to be registered as present for the session in question.
 - 2.4.5 Shopping, looking after other children or birthdays.
 - 2.4.6 Day trips and holidays (exceptional leave) in term time which have not been agreed with the School.
 - 2.4.7 Excessive illness without medical evidence.
 - 2.4.8 Pupils acting as carers.
 - 2.4.9 Any absence from a pupil with attendance under 90% without a medical note.

3. ATTENDANCE INTERVENTIONS

- 3.1 Helping to create a pattern of regular attendance is everybody's responsibility – parents / carers, pupils and all members of FBS staff.
- 3.2 To help us all focus on this we will:
- 3.2.1 Register pupils' attendance at every lesson.

- 3.2.2 Report to parents / carers on how their son is performing at the School, what their attendance and punctuality rate is and how this relates to their attainment once per term.
 - 3.2.3 Reward outstanding or significantly improving attendance.
- 3.3 We will adopt the following principles:
- 3.3.1 Pupils will receive a house point for every week they achieve 100% attendance.
 - 3.3.2 Pupils with 97%+ attendance to have letters of commendation sent home every term.
 - 3.3.3 Pupils with 90-95% to receive an attendance letter every term. Each absence to be followed up by form tutor by email/phone call home.
 - 3.3.4 Pupils with attendance less than 91% will not be allowed to represent the school in any competitions.
 - 3.3.5 Pupils with attendance less than 85% will be considered for attendance contracts. If the contract is not upheld the school will consider engaging with family support or ACE. This could lead to intervention from the borough and, in some cases, penalty notices. (See 9.3)

4. PERSISTENT ABSENTEEISM (PA)

- 4.1 A pupil becomes a 'persistent absentee' when he misses 10% or more schooling across the academic year **for whatever reason**. Absence at this level is doing considerable damage to any pupil's educational prospects and full parental support and cooperation is required to tackle this.
- 4.2 The Fulham Boys School monitors all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents / carers will be informed of this immediately.
- 4.3 PA pupils are tracked and monitored carefully and appropriate supportive interventions are put in place where absence affects attainment. This could an Attendance Contract will be drawn up with the parents and the pupil to outline and agree small steps that can be taken to improve attendance.
- 4.4 In some cases, PA are also referred to the relevant Local Authority Education Welfare Services.

5. PENALTY NOTICES

- 5.1 Parents are expected to contact the School at an early stage and to work with staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the School may refer the pupil to ACE (Attendance, Child Employment/Entertainment & Elective Home Education) who may enact fines or court proceedings.
- 5.2 The use of statutory action is primarily used to bring about an improvement in pupils' attendance. All parents/ carers will be emailed out an [information leaflet](#) at the start of the year informing them that The Fulham Boys School will issue penalty notices for unauthorised absences and/or holiday taken during term time.
- 5.3 A Penalty Notice may be issued if a pupil is consistently below 85% and the school feels that internal interventions are not having an impact.
- 5.4 A Penalty Notice may also be issued if a pupil has had 15 or more unauthorised sessions in any 10 week period and the Local Authority is satisfied that there is evidence that an offence has been committed under S444 (1) of the Education Act 1996.
- 5.5 The Penalty Notice carries a fine of £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of issue.
- 5.6 The parents are prosecuted under S444 Education Act 1996 and/or
- 5.6.1 An application is made in the Family Court for an Education Supervision Order under S36 Children Act 1989
 - 5.6.2 Proceedings are taken in the local Magistrates' Court and upon conviction parents may receive a fine of up to £1,000 (one thousand pounds) per parent for S444(1) prosecutions. For the aggravated offence under S444(1A) the maximum penalty is £2,500 (two thousand five hundred pounds) per parent and/or up to three months imprisonment.
 - 5.6.3 The conviction also carries a criminal record.

6. EXCEPTIONAL LEAVE

- 6.1 The Fulham Boys School adopts a policy of almost never authorising Exceptional Leave. Individual cases will be addressed by the Head of School; parents should write to him directly if they have an exceptional request.
- 6.2 All requests for early release from school must be made in the same way and are conditional on attendance, punctuality, academic performance and attitude to learning. Requests must be made and accepted on a termly basis and are subject to review at any time.
- 6.3 Exceptional leave will always be refused when a pupil's attendance is less than 93%.
- 6.4 Exceptional leave will always be refused when the School is aware of any truancy.
- 6.5 Exceptional leave will always be refused when requests are regular (annual) or when patterns become identifiable.
- 6.6 The Education Welfare Service can issue Fixed Penalty Notices for any unauthorised absence. This is enshrined in Section 444 (1) of the Education Act 1996. Failure of a parent to comply is an offence which can attract a fine of up to £1000.
- 6.7 Holidays (Exceptional Leave) taken in term time, which are not authorised by the Headmaster, will be referred to the Education Welfare Service who may issue a Fixed Penalty Notice see section 5.

7. SUPPORT PROCEDURES

- 7.1 The school understands that there can be persistent barriers that restrict a pupil's ability to achieve 100% attendance. However, as a school with Enterprise at its core we think it is important to not let these barriers stand in the way of good attendance and academic success. The school will provide the following services to help remove these barriers.
- 7.2 First aid trained staff will be available from 8:00am-8:25am to assess pupils' ability to complete the school day. Parents are encouraged to send pupils in to be

assessed if they are unsure of illness.

- 7.3 Parents are encouraged to organise medical and dental appointments outside of school hours. The school nurse will have a regular slot open to see pupils on request. Parents/carers must contact their son's Head of House to organise this.
- 7.4 If an appointment during school hours is unavoidable parents are encouraged to book appointments after PM registration (13:40pm). Advanced notice is required for authorising these absences.
- 7.5 Breakfast club will run every morning from 07:45am - 08:20am. Pupils are welcome to enjoy free toast and condiments. A hot breakfast selection will also be available via parent pay.
- 7.6 A counselling service is available through the school. Parents are welcome to contact their son's Head of House to request access to this service. We will take a bespoke approach to pupils suffering from mental health issues. Parents are encouraged to communicate with pastoral team and Attendance officer regularly.
- 7.7 The school aims to support pupil's attendance by following the interventions listed in section 3. We also aim to create a culture of celebration around attendance by:
 - 7.7.1 Displaying information around the school underlining the importance of attendance. Weekly attendance figures to be displayed in form rooms and on school TV.
 - 7.7.2 Analysing attendance data daily, weekly, half termly and termly via Go4schools. This data will be reviewed in weekly SLT meetings.
 - 7.7.3 Celebrating the best house attendance with a house prize (e.g. bacon or donuts) once a term.
 - 7.7.4 Celebrating pupils with 100% attendance during celebration assembly once a term.
 - 7.7.5 Celebrating pupils with the most improved attendance during celebration assembly once a term.
- 7.8 Parents / carers can support their son by:
 - 7.8.1 Ensuring regular and early bedtimes. Minimizing screen time before bed and limiting access to screens in the bedroom.
 - 7.8.2 Supporting pupils in completing their 'own work' learning.
 - 7.8.3 Having uniform and equipment prepared the night before.
 - 7.8.4 Providing a healthy breakfast.
 - 7.8.5 Reporting any academic or social concerns promptly.
 - 7.8.6 Retaining open and honest communication with the school.

- 7.8.7 Being positive about school (even if their own experience was less than positive).
- 7.8.8 Asking for help from the school's pastoral team.

8. ABSENCE PROCEDURES

- 8.1 If a pupil is absent, parents / carers must:
 - 8.1.1 Contact the School before 8am on each day of absence stating clearly their son's name and reason for absence. 'Unwell' will not be accepted as an adequate reason.
 - 8.1.2 If a pupil has attended an appointment/ hospital evidence of the trip should be sent via email to absence@fulhamboyschool.org.uk or handed in on the pupil's first day back.
- 8.2 If a pupil's attendance is under 90% a note will be required to authorize any absence.
- 8.3 If a pupil is absent, School staff will:
 - 8.3.1 Send an SMS to parents / carers on the everyday of absence if we have not heard from them so that they know that their son has not arrived at the School.
 - 8.3.2 The Fulham Boys School operates an automated SMS to notify parents of absence to contribute to promoting the safeguarding of children.
 - 8.3.3 Invite parents / carers to a meeting to discuss the situation with the relevant member(s) of staff if the situation persists.
 - 8.3.4 Refer the matter to the Local Authority Attendance & Education Welfare Services (or equivalent) if attendance moves below 85%.
- 8.4 It is essential that the School has two up-to-date telephone numbers, postal addresses and email addresses for parents / carers, in order to ensure that contact can be made without delay whenever necessary. It is the responsibility of parents / carers to ensure that any changes are notified to the School.

9. PUNCTUALITY PROCEDURES

- 9.1 Poor punctuality is not acceptable. If a pupil misses the start of the day he can miss work and important information. Late arriving pupils also disrupt lessons. Ongoing

poor punctuality can encourage absenteeism.

- 9.2 The formal School day starts at 8.30am and we expect pupils to have arrived in good time for an 8.30am start; pupils should arrive by 8.25am. The school gates open at 8am and all pupils are expected to be lined up with their form class from 8.27am.
- 9.3 Any pupil arriving late to school in the morning will sign in to InVentry and be issued with a conduct signature for being late. This conduct signature will also be registered on the school's MIS as well as the pupil being marked as Late for morning registration.
- 9.4 At 9.00am morning registration will be closed. In accordance with the Regulations, if a pupil arrives after that time they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean that they have an unauthorised absence. This may mean that parents / carers could face the possibility of a Penalty Notice if the problem persists.
- 9.5 If a pupil arrives late to a lesson for an acceptable reason then they must see the Attendance Officer/ the relevant teacher to collect a 'Late Slip' before returning to lessons. Acceptable reasons may include meetings, intervention sessions or music lessons for example. In these circumstances the Attendance Officer will amend the school registers to mark them as present.
- 9.6 If a pupil has a persistent late record, parents / carers will be required to meet with the relevant School staff in an attempt to resolve the problem. However, parents / carers can approach us at any time if they are having problems getting their son to the School on time.
- 9.7 If punctuality concerns are ongoing and school intervention, working with the family, is unsuccessful the school may consider making a referral to Education Welfare Services.

10. TRUANCY

- 10.1 Truancy from school or individual lessons will be taken very seriously. Parents will be informed of any truancy as soon as possible and appropriate sanctions will be put in place relative to the situation and reasons for the truancy including internal

exclusion and Saturday detentions.

10.2 All truancy will be recorded on the school MIS and actions taken recorded in individual pupil's files.

Appendices

- [Attendance and punctuality flow chart](#)
- [Registration flow chart](#)
- [Attendance roles and responsibilities](#)
- [Attendance Task List](#)
- [Fine Flow Chart](#)

Registration Procedures

Registers are legal documents. Attendance and punctuality records can only be amended/corrected within a week after the absence has occurred. All unexplained absences will be changed to the O code. This type of absence can lead to the Local Authority (EWS) using sanctions and/or legal proceedings, for more details please see section 2.4. The gates close at 8:25 am. Pupils who come to school after this time are issued Conduct signatures.

1. The gates close at 8:25am. Pupils who come to school after this time are issued Conduct signatures. Exceptions: confirmed TFL delays, force majeure circumstances.
2. Parents are asked to leave a voicemail on the school's absence line before 8am with detailed reason FOR EVERY DAY OF ABSENCE. 'Unwell' will not be authorised.
3. Fire registers are printed out at 9:15am and 2pm daily. Data from AM registration and period 5 are used to generate them.
4. At 9:20am the following SMS is sent to parents of pupils who were registered absent: 'Dear Parent, please note that your son has not registered in school today. Please provide a reason'.
5. All pupils present in the class/activity must be registered EVERY lesson. Absent pupils must be given an N code (no blank boxes please). Teachers must override the red codes if necessary. If a pupil is late, the teacher must correct the ISAMS code from N to L and issue a signature for punctuality on their conduct card.
6. The Attendance Officer must be made aware (by emailing absence@fulhamboysschool.org.uk) of any pupils who are going to be absent from a registration period for any activity in advance. The Attendance Officer will record this on iSAMS using the appropriate code.
7. Pupils who are in the Pupil Support Class will be recorded at the start of each lesson on the Pupil Support Class log.
8. Pupils who have 'early release' permissions will be recorded on the attendance spreadsheet which can be accessed and checked by the

receptionists. Pupils being released need to sign out on InVentry.

9. Parents must notify the school about dental/medical appointments as soon as possible. Proof of appointment must be provided in order for it to be authorised. Upon receipt of proof the Attendance Officer will amend the registration code on iSAMS. Pupils sign out using InVentry at Reception. In case of traumas/sickness the pupils must be picked up by their parents from reception after a First Aider's assessment.

Example Attendance Contract

Date/time of meeting:	
Venue:	

Pupil name:	
Date of birth:	
Address:	
School:	

Present at meeting:	
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Action agreed
<p><i>EXAMPLES OF ACTION AGREED:</i></p> <ul style="list-style-type: none"> • <i>Pupil will arrive at school by 8.25 a.m. every day.</i> • <i>Parent will inform the school on the first day of a sickness absence and provide a note upon pupil's return.</i> • <i>Parent will provide medical evidence for every sickness absence pupil may incur.</i> • <i>Are any issues preventing pupil from attending regularly, school staff will be informed?</i>

Attendance target:	100%
Timescale for improvement:	

Date for review meeting:	
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I confirm that this Attendance Action Plan was agreed by all present.

Signed:

..... Parent/carers

..... Pupil

..... School Representative

REVISIONS TABLE

Date	Description of Change/Item Edited
Spring 2021	Sections 2 ,3, 4, 6 and Appendices amended