



Haute Vallée School
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Attendance & Punctuality Policy

Updated: October 2023
Review: October 2024

Principles:

Haute Vallee School is committed to providing the best education to all our students, and as such it is our duty to support parents/carers in ensuring their child has full attendance at school. We recognise the link that strong attendance has with achievement at school, and we want to work with parents to ensure every child attends school regularly. This policy utilises the framework from the States of Jersey Attendance Policy which underpins the role of Education settings and parents/carers.

Article 12 of the Education (Jersey) Law 1999 states:

'Parents have a duty to ensure that the child receives a full-time education appropriate to the child's age, ability and aptitude and any special educational needs the child may have, either by regular attendance at school at which the child is a pupil or otherwise, in accordance with Article 13 of the Education (Jersey) Law 1999.'

Aims:

As a school, our emphasis is on promoting and celebrating good attendance and punctuality at school which can only serve to benefit a student's progress at school. Regular focus in form time, praise from teachers and end of term assemblies reward those students who have achieved high attendance. While we will endeavour to focus on praising students for high attendance, we do recognise that certain sanctions may have to be imposed for arriving late, truancy from school and/or subject lessons in order to support students in the future behaviour choices they make.

Attendance Expectations:

98-100% Expected

96-97% Satisfactory

90%-95% A concern

85%-89% Serious cause for concern. Attendance plan likely to be put into place.

Below 85% Cases will be considered for referral to the School Based Educational Welfare Officer.

Research shows that any absence from school can impact negatively.

To illustrate:

- 90% attendance is an average of one day out of school each fortnight over a school year.
- 90% attendance over 5 years at secondary school is half a school year missed.
- 80% attendance over 5 years at secondary school is the same as one whole year missed.

Punctuality

Registration times are 8.25am and 1.50pm and students must be in their form rooms or lessons by those stated times.

School day

8:25am Students go to form classes for registration.

8:25-8:30am Register is open.

8:30-9:00am Students arriving after 8.30am will receive a late mark in the register and will need to attend 'late gates' sanction after school.

9:00am Students arriving after 9.00am receive an unauthorised attendance mark for the morning registration (U) and will be expected to make up this time after school.

2.00pm PM registration and lesson starts.

2:03pm Close of register.

Teaching staff will monitor lateness to lessons. Parents will be contacted to locate their child if they are not in lesson (see Truancy below).

Punctuality (Students/parents will be informed when the 'late gates' sanction will be implemented)

- Haute Vallee School considers the following to be classed as persistent lateness:
 - More than one late arrival in a week
 - One late arrival per week over three weeks
- Students arriving between 8:30-9:00am will be recorded as "L" late on the register and will be given a 'Late Gates' card which will require them to remain in school at the end of that day.
- 1-10 minutes late = 10 minutes detention after school in the Canteen.
- 10 minutes or more late = Stay for the number of minutes they are late in RTL after school.
- Parents/carers will be informed via SMS messaging.
- Students who arrive after 9:00am will be recorded as a U (Arriving more than 30mins after the close of registration). This is recorded as a half-day absence. P
- If students are late more than once in one week, they will automatically receive a 30 minute detention each time they are late within that week.
- If students fail to attend their late gates detention on more than two occasions, they will receive a one-hour detention in RTL after school.
- Parents/carers of students who are persistently late for school will in the first instance, receive a phone call from the form tutor to talk about strategies for improving punctuality based on the circumstances of the individual. If no improvement is made, the student will be referred to the HOY and placed on an Individual Attendance and Punctuality Plan (IAPP) for a further 2-4 weeks. During this time, there may be letters home and meetings with parents held. If there is no improvement, they will be referred by Head of Year (HOY) to the School Based Educational Welfare Officer (SBEWO) by the Request For Involvement (RFI) process to identify any issues which need to be addressed. The SBEWO will then formulate a further plan which may involve a referral to the Education Department.

Truancy

In the event of a student not arriving for a lesson and have not been located on the school site, parents/carers will be contacted to locate their child. If no valid reason is given for not attending all or part of a lesson, the student will be required to complete an internal suspension for in-school truancy, and an external suspension if they leave school site. For extended periods of lesson truancy, support will be put in place by the HOY in conjunction with the SBEWO.

Expectations	
<p>Students</p> <p>We expect that all students will:</p>	<ul style="list-style-type: none"> Attend school as regularly as possible and arrive on time by 8.25am. Sign in at the school office for arrivals after 8:30am when the main gate will be closed. Attend all lessons on time during the day. Sign in and out of the office during the day if leaving for appointments. If arrival is after 8.30am, attend a 'late' sanction after school that day for the time stated. Inform teaching staff in the event of feeling unwell and a referral will be made to the medical officer where necessary. Speak to a member of staff (e.g. Form Tutor, HOY) about any issue which is making it hard to attend school regularly and on time. Be aware that registration is a significant part of the school day and a legal requirement for staff to follow.
<p>Parent/ Carers</p> <p>We expect that all parents/ carers will:</p>	<ul style="list-style-type: none"> Support your child in being on time every day for school with the highest standards of attendance. Inform the school via phone on 736524 or email enquiries@hv.sch.je before 9.00am in the event of your child being unwell and absent from school. Attend any meetings on invitation regarding your child's attendance and/or punctuality and engage with support from outside agencies to improve your child's attendance where advised and appropriate. As a school, we recognise that normal illness may play a part in a child's life, but we ask that you inform the school, in confidence, about any problem which might affect your child's attendance or behaviour. In some rare cases, exceptional circumstances beyond both the student and parent control can have significant effect on attendance, and in these situations, the SBEWO will become involved at the earliest possible stage in order to best support the student and their family.
<p>School</p> <p>Parents/ carers can expect that the school will:</p>	<p>School</p> <p>Roles: Headteacher Form Tutor (FT) Subject Teacher (ST) Jersey Premium Super Mentors Head of Year (HOY) School Based Educational Welfare Officer (SBEWO) Attendance Administrator (AA)</p> <ul style="list-style-type: none"> The Headteacher is responsible for tasking all teachers to record student attendance. All staff are made fully aware of the legal requirement placed upon them in regard to these procedures. Senior teachers will support the work of promoting and supporting whole school attendance, and line manage the work of the AA and SBEWO. Schools are required under the Education (Pupil Registration) Act to take an attendance register twice a day; at the start of the morning session and during the afternoon session. The register may be requested in a court of law as evidence in a prosecution for non-attendance. It may contribute to students' end of term reports, records of achievement and leavers references. An accurate and consistent registration system is crucial if poor attendance and punctuality within a school are to be tracked. It is vital that students are aware that registration is a significant part of the school day and a legal requirement.

	<ul style="list-style-type: none"> • Implement strategies and initiatives to improve ‘whole school’ attendance. All staff will work proactively to support all students to maximise school attendance. Accurately complete attendance registers at the beginning of each session using SIMs attendance. • Record late arrival accurately on SIMs and ensure that the school’s Attendance Policy is followed with regard to the allocation of late sanctions after school. • Make every reasonable effort to contact the parent on the same day by 10.30am if the absence has not been verified by home. • Deal discretely and effectively with any problem notified to the school by the parent. • Discuss attendance expectations with the student and parents. • Make every effort to encourage good attendance, punctuality and behaviour from all students. • Phone parents of any students taken ill during the school day. Please note that parents will be expected to collect their child from school if they are too unwell to stay. <p><i>Independent research has shown that ‘first day response is the single most effective initiative in improving rates of attendance’ – in some schools by as much as 10%</i></p>
<p>School</p> <p>Parents/ carers can expect that the school will:</p>	<p>Failure for staff to take a register will result in the following procedures</p> <ul style="list-style-type: none"> • Staff are sent an email or phone call to remind them about taking a register. • Staff will have a face-to-face conversation about the importance of taking a register. • Staff will receive a letter from the School Based Educational Welfare Officer. • Staff will receive a Letter from the Designated Safeguarding Lead. • Staff will receive a letter from the Head Teacher. • Further action will be taken. <p>Governors</p> <ul style="list-style-type: none"> • To ensure that the school has in place a whole school attendance and punctuality policy. • To receive regular reports from the Head Teacher in respect of attendance data and trends. • To monitor the effectiveness of the whole school policy. <p>Subject Teachers (ST)</p> <ul style="list-style-type: none"> • To complete accurate registers of all lessons taught during the day. • If a student is missing from a lesson, ‘on call’ and the Office are informed. If ‘on call’ cannot resolve the issue or find the student, the AA/office staff will phone parents. • AA will inform the FT/HOY/EWO about the absence/truancy. • Liaise with Form Tutors/Heads of Year if a pattern of absences or arriving late to the same lesson causes concern. • If a teacher is taking a group of students out of school, a list should be left at the school office both before the group leaves, and after they return. <p>Form Tutors (FT)</p> <ul style="list-style-type: none"> • Register accurately all students every morning on SIMs database. Use Present (/), Absent (N) or Late ((L) and record the minutes late) to register each student. • Work with their form to maintain 100% attendance and punctuality. • Use time each week to review attendance and punctuality (using reports from SIMs) and at least once a month, promote reasons why good attendance and punctuality is important. • Speak to students and parents/carer of tutees if attendance falls below 96% and is of concern, or where a student has consistently had 1 or more late marks per week.

	<ul style="list-style-type: none"> • Monitor attendance of tutees at 'late gate' sanction each day after school. Follow up on non-attendance with the student and the parent where necessary. Put punctuality plans in place for two weeks to support students coming into school. <p>Jersey Premium Super Mentors</p> <ul style="list-style-type: none"> • Monitor attendance of Jersey Premium students in their year groups supporting tutors, HOYs, and parents in improving attendance. Monitor the attendance of their mentees and where attendance or punctuality is an issue, support in mentoring sessions with advice and guidance.
<p>School</p> <p>Parents/ carers can expect that the school will:</p>	<p>Heads of Year (HOY)</p> <ul style="list-style-type: none"> • Monitor attendance and punctuality of year group(s). • Support 'late gates' in the morning and monitor attendance at the 'late gates' sanction after school. • Work with SBEWO to process letters to parents of students whose attendance has fallen below 96% and of concern. • Place students and parents on an IAPP for those falling below 90% but above 85% during the academic year. Review each attendance/punctuality plan every two weeks with parents/carers for a maximum of 6 weeks unless there is an improvement before the end of the 6 weeks. • Work with parents/carers to improve punctuality or attendance looking at both home and school interventions to help improve the issues. • Refer families to Jersey's Children First/PMHT/SEMHit/EP/ /Work experience and other appropriate areas of support for the case. • Meet with SBEWO regularly to discuss attendance and punctuality for year group(s) with clear actions for both parties • Use the Referral For Involvement (RFI) forms to submit cases to SBEWO in cases where attendance has fallen below 85% and/or punctuality is at least 15 lates within the academic year. • Monitor the attendance of different groups of students; Looked after Children (CLA) Special Educational Needs (SEN) and English as an Additional Language (EAL) <p>Attendance Administrator (AA)</p> <ul style="list-style-type: none"> • Ensure that all teachers take registers on time, within 10 minutes of the start of the lesson. • Follow up on suspicious absences, reporting to on-call, then inform parents within 10mins of search being made. • Send SMS messages to parents whose children were late to school and will need to attend the 'late gates' sanction after school that day, staying for a minimum of 10 minutes or the length of time they were late that day. • Check on students who have signed in late, adding U marks for students who arrived at school after 9:00am. • Liaise with the medical officer in the event of a student being sent home ill. • Provide updates on attendance and punctuality to tutors, Heads of Year at SBEWO. • Send letters to parents/carers in the event of their child's attendance being of concern and falling below 96%* and/or those persistently being late to school on 1 or more occasions per week. <p>School Based Educational Welfare Officer (SBEWO)</p> <ul style="list-style-type: none"> • Oversee attendance and punctuality data for each year group monitoring the work of the AA. • Promote and highlight the importance of a good attendance record with reward assemblies.

	<ul style="list-style-type: none"> • Liaise with staff regarding regular whole school attendance and punctuality data. • To provide letters for the AA to use to inform parents in writing if their child has an attendance record which falls below the whole school and individual benchmark recommendation of 96% and the absence is of concern. • To provide letters to parents for students whose attendance at the end of the academic year falls under 85%. • To oversee work by the AA that all reasons for absence are recorded in the register accurately. • To quality assure the follow-up on any unexplained non-attendance by contacting the parent/carer – first day call wherever possible. • To quality assure contact with parents/carers in the case of prolonged and unexplained absence. • Work with students on an individual basis once referred via RFI to SBEWO (see appendix below) to support improvement in attendance following on from the interventions previously in place while on IAPP. • Promote and support parental responsibility for attendance and where necessary to take statutory action over non-attendance cases by preparing reports for the Education Attendance Panel, Parish Hall and the Magistrates Court. • The return to school and the reintegration of a pupil who returns to the school after a lengthy absence requires special planning. The HOY and SBEWO will be responsible for deciding upon the programme for return and the management of the programme. • Notify staff of the return of a long-term absentee through the briefing and consultation with individual staff as appropriate. • Raise awareness of strategies and interventions both in and out of school to support families with parenting and helping their child to attend school regularly.
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Other Absences

Unauthorised Absences

- Unauthorised absences are those which the SBEWO or Head Teacher do not consider reasonable therefore no 'leave of absence' is granted. A parent/carer cannot authorise any absence e.g. keeping a child off school without a good reason.

Leave of Absence during Term Time

- In line with the Education Department Policy, Haute Vallee School does not support leave during term time except in exceptional circumstances where the Head Teacher will have the discretionary power to grant leave.

Each case should be considered carefully taking into account:

- The age of the child.
- The time of year.
- The nature and purpose of the trip.
- Family circumstances.
- Attendance pattern of the pupil.
- Previous requests.

Medical/Dental Appointments

- Parents are advised to make routine medical and dental appointments outside of school time wherever possible. Where such appointments in school time are unavoidable, parents must phone or email the school attendance officer enquiries@hv.sch.ie with the appointment time, when and how their child will be leaving and returning to school. A present mark could still be submitted if a child attends some of the school session for example, a child that arrives 30 minutes late for school due to a medical appointment could still be marked present.

Summary

- Haute Vallee School is committed to working proactively with students and parents in all aspects of attendance and punctuality.
- Haute Vallee School recognises the legal requirements surrounding registration of students and the legal requirements of parents to ensure their child attends school regularly.
- Haute Vallee Schools aims for all students to have an attendance record of 98% or more, with a minimum of 96%.
- Haute Vallee students are expected to be punctual to school each day and on time for all lessons.
- Haute Vallee school adopt a same day approach for punctuality and attendance and will contact parents in these circumstances.
- Haute Vallee school will decline all requests for leave of absence during term time (except in exceptional circumstances.) Holidays in term time will automatically be declined.

Updated by S Quenault: October 2023

APPENDIX 1

Request for Involvement (RFI) Process

A RFI should be made when:

- A pattern of irregular attendance has developed, or a period of non-attendance has become established.
- Letters/communication from the school has met with little or no response.
- There is a lack of parental co-operation or engagement in ensuring regular attendance.
- Post registration truancy is persisting despite school efforts.
- The parent has withdrawn the child from school for the purpose of home schooling with no formal arrangements with the Education Department in place.
- The pupil has reached the persistent absence figure of less than 85% within a six week period and school intervention has failed.
- A pattern of persistent lateness has developed despite school intervention.
- There are welfare issues impacting on the pupil accessing education.

A RFI might also be completed when looking for support in terms of:

- Transition from primary to secondary or from secondary to secondary school.
- Student welfare.
- Students and families requiring early help.

**APPENDIX 2 (Registration Codes)
Attendance codes, Descriptions and Meanings**

Code		
/	Present (AM)	Present
/	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised Absence
D	Dual registration (i.e. pupil attending another establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed) (extended defined as greater than 10 school days)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed) (up to a maximum of 10 school days)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical / Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study Leave	Authorised absence
T	Traveler absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Educational Activity
W	Work Experience	Approved Educational Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances.
7	Illness due to COVID 19	Authorised absence
8	Self-isolating due to COVID 19	Authorised absence
9	Shielding due to COVID 19	Authorised absence

APPENDIX 3

Diagram to show impact of attendance on achievement

Above 99%	EXCELLENT	No action is required to improve school attendance.	DID YOU KNOW? Children who rarely miss school are more likely to be successful in school and have better opportunities to meet their full potential.
96% - 99%	GOOD	<p>The child / young person's school attendance may range from average to very good, with between 3 and 9 days of school missed over the year.</p> <p>It would not be expected that any action would be required unless a pattern of absence began to emerge, or the absence(s) were deemed to be inappropriate.</p>	95% attendance could still mean up to 60 lessons missed during the school year are 11% less likely to achieve 5 GCSE passes than those with attendance of 100%*
90% - 95%	FAIR	<p>The child / young person's school attendance is ranging from just below average to becoming low.</p> <p>Whilst many students experience unavoidable absences the school should be aware of these students to ensure that all absences are appropriate.</p>	<p>A child / young person with 90% attendance at the end of the school year will have missed almost 4 weeks of school.</p> <p>This could mean up to 120 hours of school lost over the academic year and are 25% less likely to achieve 5 GCSE passes than those with attendance of 100%*</p>
85% - 89%	OF CONCERN	<p>A child / young person whose attendance falls below 90% is now starting to miss a lot of school. This would be a concern.</p> <p>Conversations should be had with parents / carers about improving attendance and the school may inform the Education Welfare Officer attached to the school that concerns are emerging.</p> <p>In some cases, it may be appropriate for attendance plans to be agreed with parents / carers of children whose attendance is low.</p>	<p>85% attendance is almost 6 weeks or half a term of education missed over the year.</p> <p>Children who experience low attendance are at serious risk of falling behind in their schoolwork and are 44% less likely to achieve 5 GCSE passes than those with attendance of 100%*</p>

<p>Below 85%</p>	<p>OF SIGNIFICANT CONCERN</p>	<p>Children whose attendance falls below 85% are missing a substantial amount of school and this is a cause for significant concern.</p> <p>The Education Welfare Officer will be aware of all children whose attendance scores under 85% and there should be a plan in place to improve the child / young person's school attendance. A referral to the Education Welfare Service may also be considered.</p>	<p>Missing more than half a term of education over the school year will seriously impact on a child / young persons' ability to meet their full potential.</p> <p>Research shows that there is clear evidence of a link between poor attendance at school and low levels of achievement. Students with this attendance are 53% less likely to achieve 5 GCSE passes than those with attendance of 100%*</p>
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<p>LATE-NESS</p>	<p>A child or young person who arrives late for school 10 or more times in any term will be considered as being persistently late. It would be appropriate for any child / young person who is persistently late to be on an attendance plan; a referral to the Education Welfare Service may also be considered.</p>	<p>Arriving on time for school is important as this is the 'settling in' period before the school day starts. This is also important time for socialisation within peer groups. Some children can develop anxiety by continuing to arrive late for school. Lateness also creates difficulties for teachers who may have to repeat part of the lesson. Lateness also causes disruption to other children.</p>
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*Department for Education 2013-2014



ATTENDANCE / PUNCTUALITY / WELFARE PLAN

This Plan should be developed following initial consultations with the parent/carer, the school and other agencies as appropriate

Date of Plan:		Review Date:	
Name:	D.O.B	Yr:	
School:	School Contact:		
Parent/Carer:	Tel:		
Email:			
Education Welfare Officer :			
Purpose of Plan			
Pupil:			
Views and agreed actions			
Parents/carers:			
Views and agreed actions			
School:			
View and agreed actions			
EWO:			
Views and agreed actions			
Other Agency (as appropriate):			

Signed: Parents/carers

Pupil

School Representative

