



## Ripon Grammar School

### Student Attendance Policy

#### 1. Introduction

Ripon Grammar School recognises that every student has a right to an education and that this is reliant on regular and punctual attendance. The school shares this responsibility with parents/carers and students themselves and will work in partnership with parents/carers and outside agencies to ensure poor punctuality and unauthorised absence is avoided.

Poor attendance often leads to weaker overall academic performance as well as preventing students from taking part in wider school activities and the important social aspects of school life. It might also be a signal for safeguarding concerns. Good attendance leads to good working habits and a positive mental outlook.

#### 2. Policy

The school will:

- Be proactive in promoting good attendance and develop practices and procedures to ensure this happens.
- Define expectations, with students and their parents/carers, and *“By law, all children of compulsory school age (between 5 and 16) must get a suitable, full-time education. Until the age of 18, a student must stay in full-time education for example at a school or college, start an apprenticeship or traineeship. As a parent you are responsible for making sure that this happens, either by registering your child at a school or by making other arrangements which provide a suitable full-time education. Once your child is registered at a school you are responsible for making sure he or she attends regularly. If your child fails to attend regularly – even if they miss school without you knowing – the Local Authority may take legal action against you.” (DFE)*
- Work with students, parent/carers and outside agencies to promote and encourage good attendance and punctuality
- Provide an effective and efficient system for monitoring attendance in accordance with the legal requirements and DFE codes. [See Appendix 1]

#### 3. Procedures

##### 3.1 Statutory Registration

##### 3.1.1 Morning Registration

- Students should arrive onsite by 08:45 in order to make their way with purpose to their form room for registration at 08:50.
- Register will be taken by tutors at 08:50 and submitted by 08:55 using 3 attendance codes – “/”, “N” or “L”. Where absence is known, registers will be pre-populated with the appropriate code. [See Appendix 1]
- Students who arrive after 08:50 (or after the register is submitted if later) and before 09:10 should go to their form room. The form tutor will establish the reason for lateness and amend and resubmit the register.
- Students who arrive after 09:10 **must** sign in at reception. If a student arrives directly at a lesson and there is no previous register mark, the teacher will send the student to reception to sign in.

### 3.1.2 Afternoon Registration

- Students must arrive at Period 6 by 13:50. The electronic register will be taken by the teacher by 13:55 and submitted by 14:00.
- Students who arrive after the register has been submitted must go to reception, sign in and provide a reason.

### 3.2 Lesson by Lesson Registration

- Electronic registers will be taken within the first 10 minutes for each lesson of the day.
- Students who are absent but marked present for a previous lesson will be reported to reception as soon as possible. [Registers can be updated if a student arrives late or after a music lesson]

### 3.3 Student Absence

#### 3.3.1 Authorised and Unauthorised Absence

- Authorised absence is where the school has given approval for absence in advance or where an explanation provided afterwards e.g. sickness, is accepted.
- Parents/carers should ensure that they notify the school before 9:00 if their child is to be absent from school for any unavoidable reason such as sickness. They should either telephone reception or notify by email [absence@ripogrammar.com](mailto:absence@ripogrammar.com) and state the reason for absence. Absence should be notified for each day of absence. Reception will then enter the correct attendance code.
- Only the school can authorise absence. Failure to provide a satisfactory reason for absence will mean the school records the absence as unauthorised.
- Requests for absence during term time, for reasons other than sickness or an unavoidable reason, must be submitted to the Headmaster, three weeks in advance of any absence. A form can be downloaded from the school's website. Authorised absence will only be granted by the Headmaster in exceptional circumstances according to DFE guidance. Family holidays taken during term time will be recorded as unauthorised unless exceptional circumstances also prevail.
- Unauthorised absence may result in a warning letter or penalty notice issued by North Yorkshire County Council.
- Examples of authorised absence may include [this list is not exhaustive]:
  - Sickness, medical/dental appointments
  - Days of religious observance
  - Study leave
  - Suspension
  - Bereavement
  - Public performance, including representative sport
  - Child rehabilitation
  - Family support
  - Special occasions e.g. weddings

#### 3.3.2 Absence from lessons during the school day

- Routine medical and dental appointments should be made outside of school hours. Where this is not possible, parents are required to notify school via [absence@ripogrammar.com](mailto:absence@ripogrammar.com). Students should sign out at reception and sign back in on return.
- Some students may be allowed to leave a lesson if they have an exit card for which separate procedures apply.

- Where students are registered for the previous but are absent for the subsequent lesson, without a code being pre-populated, the member of staff will contact reception.
- Where a student is found not to have attended a lesson without a valid reason the absence will be unauthorised and recorded as truancy. This will be dealt with under the Behaviour Policy.

### **3.3.3 Lunchtime arrangements for Sixth Form**

- Sixth form may leave the school site at lunchtime. They must sign in/out at reception and be back on school site at 13:45 for Afternoon Registration at 13:50.
- Upper Sixth may go home at 14:00 if they have no lessons. They must first be registered at Afternoon Registration and then sign out at reception.

### **3.3.4 Persistent Absence**

- This is defined as less than 90% attendance accumulated since the start of the academic year.
- The school will follow the NYCC School Attendance Pathway [School Attendance | CYPInfo \(northyorks.gov.uk\)](https://www.northyorks.gov.uk/school-attendance) to support attendance.
- Early intervention to support attendance will include letters home [usually after the autumn term and every half term after that] to parents from Heads of Year, home visits, meetings etc. as well as possible support from Early Help, MAST, an alternative education package etc.
- Legal intervention may be considered by the school where unauthorised attendance becomes a concern and as a last resort. For this, the LA's legal threshold of a minimum of 10 unauthorised sessions in the previous four month period will be applied.

### **3.3 Monitoring**

- Any unexplained absence from school, either at morning or afternoon registration, will be followed up with a text/phone call from reception to ascertain the reason for absence from parents/carers.
- Heads of Year will monitor attendance and lateness on a weekly basis and discuss specific cases of absence with the Deputy Head [Pastoral].
- The Deputy Head [Pastoral] will provide an update on attendance at each weekly SLT meeting as well as a half termly update to allow trends to be monitored.
- A termly update on attendance will be provided to the governors Pastoral Committee and will be included in the Headmaster's report to Full Governors each time they meet [4 times per year]

### **3.4 Intervention**

- Early intervention is regarded as the best means by which absence can be prevented from becoming persistent.
- The school will promote good attendance and punctuality practices via assembly and form time as well as providing parents with information via the website or via letters and emails.
- Persistent absence and lateness or where absence gives cause for concern will usually lead to either a phone call or a meeting between parents and the Head of Year to discuss matters and put support plans in place where necessary.
- In extreme situations home visits may take place.
- Students who are returning back to school after a prolonged period of absence will be supported and may have a structured programme in place to support their transition.

### **3.5 Responsibilities**

#### **3.6.1 Governors**

- Governors will take note of attendance data [benchmarked against national rates] and hold the school to account in terms of its duties to promote good attendance, monitor absence and intervene when required to uphold attendance.

#### **3.6.2 Headmaster and Senior Leaders**

- Will monitor attendance and ensure that procedures and policies with regards to promoting good attendance and monitoring absence and intervention are being followed and/or updated.
- Will ensure general punctuality with their presence around school.

#### **3.6.3 Reception**

- Will monitor Morning and Afternoon attendance and follow up absence to secure parent notification of the reason for absence to ensure attendance registers are correctly coded.
- Will follow up on unexplained absence as a safeguarding precaution and pass on any concerns to Heads of Year.

#### **3.6.4 Heads of Year**

- Will monitor attendance on a weekly basis and inform the Deputy Head [Pastoral] of any concerns.
- Will take appropriate intervention steps where required such as letters to parents, holding meetings face to face or over the phone, supporting transition etc.
- Will promote good attendance and punctuality through Year Group assemblies and having a presence around school.

#### **3.6.5 Form Tutors and Teachers**

- Will ensure registers are taken in a timely and accurate fashion- either for statutory or lesson by lesson purposes.
- Will report unexplained absence lesson by lesson to reception, having due regard especially for students who are known to be vulnerable.
- Ensure exit card procedures are followed.
- Will pick up on lateness to lessons, and ensure general punctuality by their presence around school.
- Will communicate any further attendance concerns to the Head of Year

#### **3.6.6 Parents**

- Will promote good attendance and punctuality and ensure school is informed daily of any absence and provide a valid reason for absence.
- Will ensure that absence for exceptional reasons during term time is requested from the Headmaster, at least three weeks in advance.
- Will work with school to ensure, if possible, that absence does not become persistent

#### **3.6.7 Students**

- Will ensure good punctuality to registration and lessons at all time.

**Policy reviewed: 1 May 2023**

## Appendix 1: Attendance Codes

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

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
Q	Examination	Student is present but in an examination
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
<b>Authorised Absence</b>		
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller	Student from a Traveller community is travelling, as agreed with the school
<b>Unauthorised Absence</b>		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Unauthorised absence	Reason not provided Student 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 student's absence
U	Arrival after registration	Student arrived at school after the register closed
X	Not required to be in school	Student of non-compulsory school age is not required to attend
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 student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day

