

# Hulme Hall Grammar School



## Attendance Policy

<b>Policy Control</b>	
Report:	Attendance Policy
Approval Body:	Education Committee
Approved by Governors:	November 2022
Review Schedule	Bi-annual
Date due for review:	November 2024

## Please note, these procedures are applicable to all Senior pupils in the School. Please refer to the separate policy for our Pre-School setting.

At Hulme Hall Grammar School we are committed to promoting the welfare of our pupils through regular school attendance.

Pupils need to be present in school to maximise their individual opportunities for fulfilling potential and the link between good attendance and high levels of achievement is undeniable.

The School is fully committed to promoting attendance in school, by providing an environment and ethos where all pupils feel safe and can build positive relationships with their peers. The School expects that in return, parents/carers ensure that pupils attend school regularly and are punctual.

Promoting good attendance is the responsibility of staff, parents and carers and this should be evident in the School's interactions with pupils. Processes are in place to ensure that registers accurately reflect a pupil's attendance record and, in turn, help to safeguard our pupils by drawing immediate attention to any unexplained absence.

It is expected that pupils to attend School every day and arrive on time. Pupils arriving late to registration can cause disruption, which in turn may have a detrimental effect on their peers.

### Hulme Hall Grammar School aims to:

- promote good attendance and punctuality
- monitor individual pupil attendance and deal promptly with the causes of poor attendance and lateness
- safeguard pupils, by ensuring their whereabouts are known at any given time
- involve all staff, pupils, parents/carers, governors and outside agencies in promoting good attendance.

### Roles and Responsibilities

Staff, parents and carers must make attendance a high priority and convey to pupils the importance of such in achieving potential.

### Specific Responsibilities for Staff

The Assistant Headteacher (Pupil Progress), Key Stage 3 and Key Stage 4 Managers will:

- Have responsibility for attendance and punctuality
- Raise the profile and importance of good attendance and punctuality throughout the school community
- Establish written attendance procedures for reference by staff and parents/carers
- Alert the Local Authority to any pupil absent from school without reason for ten consecutive days (Child Missing in Education) or earlier, where there are concerns regarding said child's welfare.

- Monitor adherence to attendance procedures to ensure accuracy and reliability of attendance data
- Discuss attendance issues as a team and with Form Tutors on a regular basis
- Monitor the attendance profile for the School
- Monitor the effectiveness of the Attendance Policy and Procedures.

### Managers Will:

- Reinforce to Form Tutors the importance of adherence to attendance procedures in maintaining accurate and timely records
- Monitor and review Form Tutor adherence to procedure
- Encourage Form Tutors to promote the importance of good attendance and punctuality to pupils
- Review attendance for each year group on a regular basis and take action where appropriate
- Work with Form Tutors to address concerns regarding individual pupil attendance and/or punctuality
- Monitor lesson absence and establish appropriate interventions
- Receive and review reports for pupils whose attendance record is below 90%
- Meet regularly with Assistant Headteacher (Pupil Progress) to consider appropriate action
- Consider plans of action for pupils to improve attendance and/or punctuality
- Work with parents/carers of pupils to address individual concerns
- Liaise with external support agencies where necessary.

### Form Tutors Will:

- Promote and encourage good attendance and punctuality
- Ensure pupils adhere to procedure when arriving late to school or leaving during the school day
- Ensure pupils follow procedure when requesting absence during term time
- Complete accurate and timely session registers
- Follow up unexplained absences
- Monitor individual and form attendance percentage
- Alert Managers to pupils whose attendance/ punctuality is a cause for concern
- Liaise with parents/carers.

### Teaching Staff Will:

- Ensure pupils who have been, or are to be, absent, receive details of work missed and that they catch up accordingly
- Alert Form Tutors to concerns regarding pupil attendance/punctuality to individual lessons.

### Office Staff Will:

- Monitor the answer machine and emails for any information regarding absence

- Telephone parents/carers of pupils who are absent without reason, on the first day of absence
- Keep an accurate record of pupils arriving late after registration
- Update the MIS registers as they receive updated attendance information.

## Specific Responsibilities for Parents/Carers

### Parent/Carers Will:

- Provide up to date contact details and emergency contact details
- Promote and instil the importance of good attendance and punctuality
- Notify the School when their child will be late arriving to School
- Notify the School when their child is either unable to attend, with a reason, as early as possible, on the first day of the absence
- Contact, and update, School on each subsequent day of absence
- Confirm in writing, by email or in person, the reason for any absence when a pupil returns to School
- Notify the School in advance, and request permission for, any planned absence
- Endeavour to book essential appointments e.g. medical/dentist out of school hours
- Ensure pupils leaving during school hours have a note requesting permission to do so. Pupils will not be allowed to sign out of School without this
- Refrain from taking their child out of School during term time for holiday purposes.

## Strategies and Procedures to Improve Attendance

1. Written guidelines and Attendance & Absence Guidelines & Procedures will be circulated to all staff (See Appendix 1)
2. Guidelines on correct use of codes to mark attendance and absence will be circulated to staff / in staff training
3. The Attendance Policy and written guidelines and attendance procedure will be shared via the welcome pack / to all parents/carers
4. The Attendance Policy and written guidelines and attendance procedure will be accessible via the School website
5. Letters of concern will be sent home depending on reason(s) / percentage attendance – see Appendices 2-5
6. Leave of absence / family holidays will only be authorised by the Headmaster case by case / in exceptional circumstances
7. Parents struggling to get their child to attend as a result of anxiety or school refusal will receive targeted, individualised support from the pastoral staff and in extreme cases, the Education Welfare Office
8. Good attendance 96%+ will be celebrated
9. 100% attendance will be rewarded.

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## Other Related Policies and Procedures

- Attendance and Absence Guidelines and Procedures – Appendix 1
- Pupil Missing from School / Education Procedure – Appendix 1
- Safeguarding Policy – School website
- Staff Supervision of Children Policy – School website



# Appendix 1

## Attendance and Absence Guidelines & Procedures

Please note, these procedures are applicable to all pupils  
in the Senior School.

The School is committed to promoting the welfare of pupils through regular school attendance. Pupils need to be present in school to maximise their individual opportunities for fulfilling potential and the link between good attendance and high levels of achievement is undeniable. We take our responsibility regarding the safeguarding of pupils seriously and for this reason the guidelines below have been established in order that, at any time, a pupil's whereabouts can be accounted for.

### Morning Registration

- All pupils must be present in morning registration in their Form Rooms to receive an attendance mark for the morning session
- Staff will welcome their Form Class in their room from 8:50am
- A warning bell sounds at 8:55am
- All pupils should be in the room for registration by 9:00am
- Any pupil arriving after 9.10am must sign in **Late** at the Main Office.

### Afternoon Registration

- All pupils must be present in afternoon registration in their Form Rooms at 2:20pm (warning bell 2:15pm) to receive an attendance mark for the afternoon session
- They will be marked **Late** if they are not in the room when the register is taken.

### Absence – If your son/daughter is unable to attend school

- Parents are requested to phone the school on the morning of the **first day of absence**. A message may be left on the answerphone or alternatively you should call the office before 9.30am. Try, if possible, to give some indication of how long your son/daughter is likely to be absent
- If a pupil has not been accounted for by 10.00am, then the School will contact parents by telephone. Assuming compliance with Point 1 above, we must presume they are still in transit
- The school will routinely contact parents/guardians on the third day of absence. Please keep the school updated if the absence extends beyond three days
- For those pupils who have a record of truancy, the parents will be contacted on **each day of absence/lateness**
- On return to school, each day the pupil has been absent **must** be explained by the parents / carers to authorise the absence (give reasons for, and dates of, absence(s)). This can be

done via letter, email or by telephone. Any absence that remains unaccounted for will be recorded as unauthorised

- The school Management Information System (MIS) will store a record of attendance / absences. After discussion, Form Tutors/ Key Stage Managers will issue a letter to parents in cases where the number or pattern of absences is a cause for concern. (See Appendices 2-5)
- Parents will be updated periodically via a PPR (Pupil Progress Record) or full school report regarding their son/daughter's attendance record
- In extreme cases of unauthorised absence (ten days or more) the school is required to inform the Educational Welfare Officer:  
<https://www.stockport.gov.uk/start/missing-from-school-report-form>
- If a pupil does not show up for school, cannot be traced and there is cause for concern, school will follow the LA guidance – Pupil Missing from Education Flowchart (See Appendix 8)
- On occasions, where advance notice of absence can be given, i.e. an early morning dental appointment, a note/email should be sent to the Form Teacher at least one day **prior** to the appointment.

**On occasions there may be exceptions made for other authorised circumstances. These include:**

- Part-time timetables which may be agreed in exceptional cases, for example where medical issues prevent a pupil from attending full time or as part of a re-integration package
- Where a pupil is absent from school due to an exclusion
- Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals
- Study leave granted by the school for Year 11 pupils approaching GCSE examinations.

## **Lateness/What to Do If Pupils Are Late**

- Any pupil who arrives late, for whatever reason, **must report to the School Office/Reception where the office staff will complete the 'Late Arrivals Book'**. It is extremely important, for example in the case of a fire, that we have an accurate list of all those who are present in school
- **Pupils must not** under any circumstances, join normal lessons without first signing in the Late Book at the School Office
- Occasionally, when a school bus is delayed, **all pupils** on the bus must sign in the Late Book at the School Office. Although the school will have been informed on such occasions, we cannot assume that all the usual passengers were on the bus that day. Pupils will not be marked as late if the reason for delay is due to the bus company. Again, the MIS will keep a record of lateness. Parents will be informed of any trends that are a cause of concern.

## **Signing Out During School Hours**

Wherever possible, we request that routine appointments (e.g. dental), are arranged out of school hours or during school holidays. If unavoidable, it is better to request an afternoon appointment,

as your child will miss 1 lesson, as opposed to a morning appointment when they could miss 4 lessons.

All appointment cards / letters should, where possible, be shared in advance with the School Office to verify a medical appointment.

### On occasions when your son/daughter needs to sign out of school:

- Pupils must bring a note/or send an email to the school office from parents at least one day in advance of the event
- The pupil must first report to the office and sign out. Under no circumstances must they simply leave school premises
- Pupils will not be allowed off school premises unless picked up by a parent/carer or other adult member of family - this person should identify themselves to the Secretary at the School Office. They should then wait in Reception until the child arrives from class to sign out
- Any pupil returning to School on the same day must sign back in at the School Office.

### Holidays During Term Time

- Holidays should not be taken during term and absence from school during term time will only be authorised in exceptional circumstances. Any requests for absence must be sent in writing to the Headmaster (letter or e-mail) and addressed to the [secretary@hulmehallschool.org](mailto:secretary@hulmehallschool.org)
- The Headmaster will determine what constitutes exceptional circumstances are and give or deny permission on that basis.
- If parents/carers, contrary to the School decision, still decide to take a child out of School, then the absence will be recorded as an unauthorised leave of absence. (See Appendix 6).

### Children Missing out on Education and Missing from Education

Under section 175 of the Education Act 2002 we have a duty to investigate any unexplained absences.

At Hulme Hall Grammar School we follow Stockport's procedures for dealing with children that go missing from school - [missing-from-school](#), and adhere to the guidance set out by the DfE- [Children Missing Education - Statutory guidance](#) All staff are aware that children going missing, particularly repeatedly, are potentially vulnerable to harm including abuse and neglect, such as sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

We also ensure that we are rigorous in our attendance procedures; these are outlined in our attendance policy. Where a child's destination is unknown when they have left our school, we ensure we carry out all necessary checks and refer them as a child missing from education.



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## Children Missing During the School Day

If a child is reported missing on site, the school office will be alerted. A team will be contacted, usually including any pastoral staff, SLT and site staff and searches will be conducted, including:

- Toilets
  - Sick Bay
  - Lavender Lounge (wellbeing room)
  - Music lessons
  - All buildings
  - Outside areas
  - We will ascertain if the pupil has a mobile and call it if so
  - Once 10 minutes has passed, CCTV will be searched whilst parents are informed
  - Once 20 minutes has passed, a phone call will be made to the police.
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# Appendix 2

## Other Absences – Suggested Letter 1

For use where there is a high level of **separate absences** reported by the parent.

Date

Dear

**Re: Name of child**

I am writing to you to advise you of the school's concerns about [name of child's] school attendance record.

Currently [forename of child]'s attendance stands at % which is significantly below the 96% + level of attendance which we expect from our pupils. I enclose a copy of your child's attendance pie chart which shows the attendance record for the current school year.

I note that [forename of child] has missed a total of [number] sessions during the current school year. This level of absence is a matter of concern, and I would invite you to make an appointment to see me so that we can discuss this issue further with a view to considering what strategies or support may be appropriate to improve [forename of child]'s attendance.

Please be aware that where pupils miss a lot of school, for any reason, schools are expected to investigate and, where appropriate, request evidence before agreeing to authorise those absences.

I look forward to hearing from you.

Yours sincerely

Form Tutor



# Appendix 3

## Other Absences – Suggested Letter 2

For use where, despite letter 1 and any meeting which takes place subsequently, absence continues at an unacceptably high level – **below 85%** - (without there being any known issues which justify that level of non-attendance)

Date

Dear

**Re: Name of child**

Further to our last letter regarding attendance dated \_\_\_\_\_.

School is writing to you again with reference to our concerns about [forename of child]'s attendance record.

Please find enclosed an up-to-date copy of your child's attendance pie chart. You will see that [forename of child]'s attendance remains a cause for concern.

As advised, where pupils miss a lot of sessions, schools are expected to investigate and, where appropriate, request evidence before agreeing to authorise those absences.

I am now writing to advise you that in view of [forename of child]'s continued poor attendance, the school is no longer willing to authorise any future absences unless supported by evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

I must also remind you that ensuring regular school attendance is a legal responsibility. As attendance is now below 85% - I have a statutory duty to report this to the Local Authority.

Please contact me at your earliest convenience to arrange a meeting to discuss this situation further

Yours sincerely

**Key Stage Manager**



# Appendix 4

## Illness Case – Suggested Letter 1

For use where there is a high level of separate absences reported by the parent as illnesses, but where it is not known that there is any underlying medical condition which justifies this level of absence.

Date

Dear

**Re: Name of child**

I am writing to you to advise you of the school's concerns about [name of child's] school attendance record.

Currently [forename of child]'s attendance stands at % which is well below the 96% + level of attendance which we expect from our pupils. I enclose a copy of your child's attendance pie chart which shows the attendance record for the current school year.

I note that [forename of child] has missed a total of [number] sessions due to illness during the current school year. This level of absence for medical reasons suggests that [his/her] health is a matter of concern, and I would invite you to make an appointment to see me so that we can discuss this issue further with a view to considering what strategies or support may be appropriate to improve [forename of child]'s attendance.

Please be aware that where pupils miss a lot of school through illness, schools are expected to investigate and, where appropriate, request medical evidence before agreeing to authorise those absences.

I look forward to hearing from you.

Yours sincerely

**Form Tutor**



# Appendix 5

## Illness Case – Suggested Letter 2

For use where, despite letter 1 and any meeting which takes place subsequently, illness absence continues at an unacceptably high level (without there being any known medical issues which justify that level of non-attendance).

Date

Dear

**Re: Name of child**

Further to our last letter regarding attendance dated \_\_\_\_\_.

School is writing to you again with reference to our concerns about [forename of child]'s attendance record.

Please find enclosed an up-to-date copy of your child's attendance pie chart. You will see that [forename of child]'s attendance remains poor.

As advised, where pupils miss a lot of school through illness schools are expected to investigate and, where appropriate, request medical evidence before agreeing to authorise those absences.

I am now writing to advise you that in view of [forename of child]'s continued poor attendance, the school is no longer willing to authorise any future absences unless supported by medical evidence (for example, a doctor's note) and it will not be sufficient merely to report the absence by telephone or letter. Absences not supported by such evidence are likely to remain unauthorised.

I must also remind you that ensuring regular school attendance is a legal responsibility. As attendance is now below 85% - I have a statutory duty to report this to the Local Authority.

Please contact me at your earliest convenience to arrange a meeting to discuss this situation further

Yours sincerely

**Key Stage Manager**



# Appendix 6

## Letter where **unauthorised holiday is suspected**

Date

Dear [name/s of parent/s]

**Re: Name of child**

**Unauthorised Absence from school between [dates]**

I am writing to you about [name]'s absences from school between the above dates. It has come to our attention that [name] was absent as a result of an unauthorised holiday in term time.

As the school had not given permission for [name] to be absent from school for a holiday during these dates we are proposing to record the absences as unauthorised.

Consequently, if you wish to provide any information regarding the reasons for these absences, I would ask you to contact me within the course of the next seven days.

May I take this opportunity to remind you that in accordance with government guidance, permission for holidays will rarely be given because of the harmful impact of missing school upon pupils' progress. Requests for holiday leave will only be granted if the Headmaster is satisfied that special circumstances apply, and that your child's educational progress will not be unduly affected.

Yours sincerely

**Key Stage Manager**



# Appendix 7

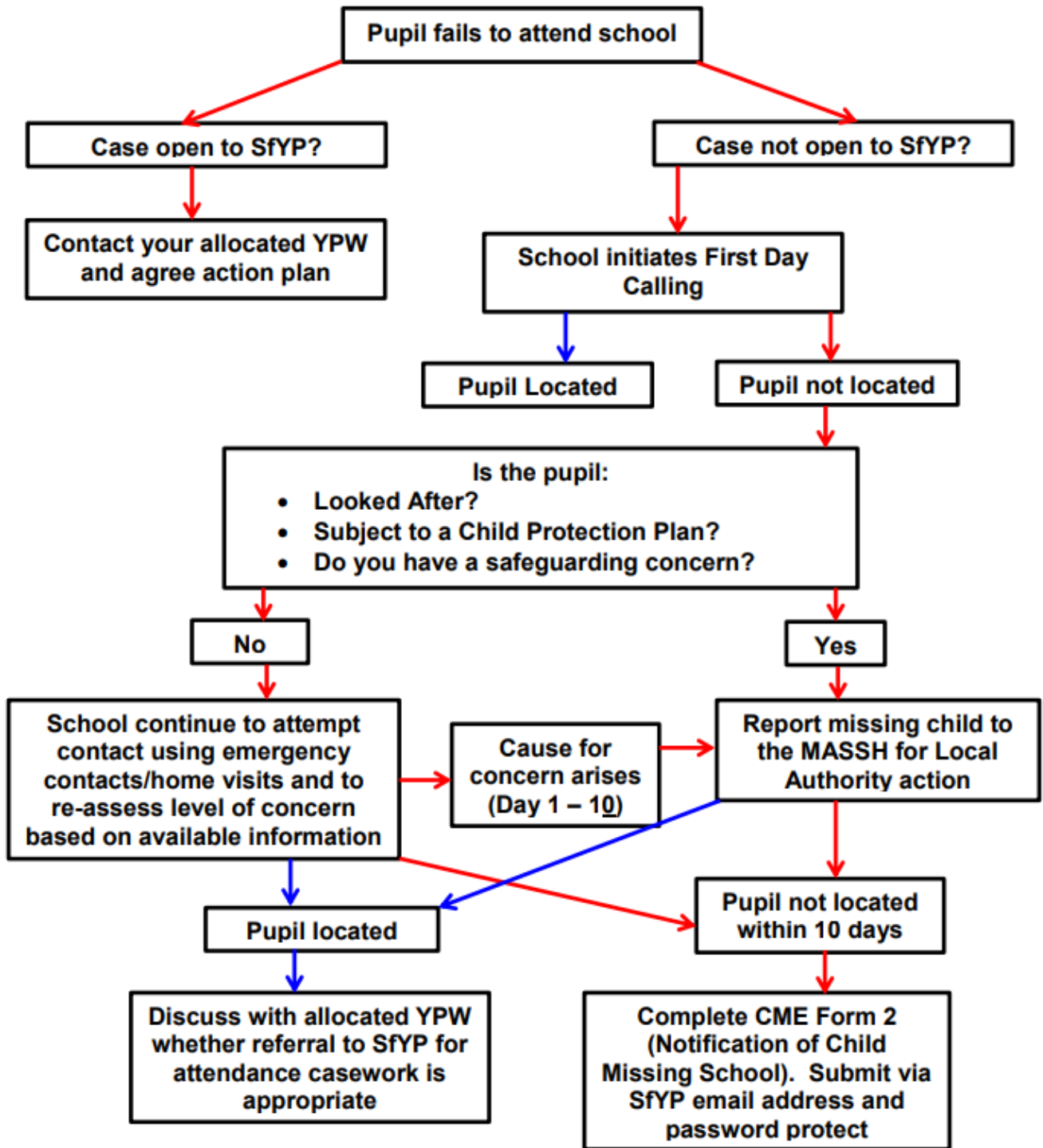
## Guidance Notes

- Sometimes schools receive information indirectly which suggests that a child has been absent due to a term time holiday. If this information is “second-hand” (such as from the child) or cannot be independently verified it is unlikely to be appropriate to record the absences with the G code (rather than the O code)
- This letter can be used in these circumstances in order to give the parent an opportunity to make representations about the reasons for the absences. It seems reasonable to provide parents with this opportunity where the information about the holiday has not come directly from them and cannot be directly evidenced by, for example, a completed holiday request email
- Depending upon the response, if any, to this letter, individual consideration can then be given
- School can ask Stockport LA for further advice, or ask to discuss a case
- Legal Liaison Officer at the Education Welfare Service on 0161 474 2195.



# Appendix 8

## SfYP Children Missing Education Policy







**Headmaster: Mr D Grierson BA, MA (Econ)**  
Hulme Hall Grammar School, Beech Avenue, Stockport, SK3 8HA  
Phone: 0161 485 3524  
Email: [secretary@hulmehallschool.org](mailto:secretary@hulmehallschool.org)  
Hulme Hall Educational Trust (Registered Charity No: 525931)

  
[www.hulmehallschool.org](http://www.hulmehallschool.org)