



Leytonstone
SCHOOL

Attendance and Admissions Policy

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1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.
- It has been a long tradition that parents/carers and teachers are in partnership working together for the good of the pupils.

Therefore, our expectations are high regarding attendance and punctuality. Poor attendance affects a pupil's learning and poor punctuality affects the whole class learning. Ongoing low attendance is a factor often linked to low levels of academic success and therefore it is important to deal with this as soon as possible. The Government reiterate that regular school attendance is essential and that pupils without good reason for absence may become victims of crime or abuse or may be drawn into criminal activities themselves.

1.1. Ethos

'Leytonstone school is a village. We are proud, a family, a community, we are citizens. We work hard together, hands held, challenged to improve and we improve, every day.'

The school firmly believes that we are a family and that any pupil not attending should be challenged to improve every day. We do this through the close monitoring of our pupils and offering the correct support and pastoral care to ensure excellent attendance.

1.2. Attendance

Pupils are expected to maintain a minimum 98% attendance throughout the school year. Pupils who drop to or below 90% will be regarded as a persistent absentee. 90% attendance represents half a day off every week. Over a five-year period this equates to half a year of missed education.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances
- Any amendment to the attendance register will include:
 - The original entry
 - The amended entry
 - The reason for the amendment
 - The date on which the amendment was made
 - The name and position of the person who made the amendment
- See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.40am on each school day.

Pupils are expected to be registered twice a day for attendance (as well as during each lesson). The two attendance registers happen in the morning (8.40am until 8.50am) and immediately after lunch (1.20pm until 1.30pm).

3.2 Unplanned absence

Role of the Parent or Carer

Within the School's Home/School agreement it is the responsibility of the parent to ensure that the pupil attends school each day and arrives on time. Pupils should only be absent for genuine reasons such as sickness, medical appointments, exceptional circumstances (e.g. funerals) etc.

Parents/carers must notify the school before 9:30am on 02089887420 if a pupil is absent from school on each day of absence. This is a parental duty to support the school in ensuring the safeguarding of their children.

If your child is absent from school with an illness for five days or more, the School would expect them to have seen a health professional. For illnesses with this length of time a medical certificate, copy of prescription, a note from the GP surgery confirming your child has been to see the GP or a stamped medical appointment card needs to be provided to the School. Failing to provide this may result in either unauthorised absence or future unauthorised absences until medical evidence has been provided.

Although the School appreciates difficulties many parents/carers have in arranging holiday leave during school holiday time, they are asked not to make arrangements for holidays during term time as it will not be authorised. The Head teacher can only authorise holidays in term time in exceptional circumstances e.g. a family funeral. At other times holidays during term time cannot be authorised. The School may ask for a death certificate to be provided before exceptional circumstance leave is authorised, if the leave request is for a funeral abroad. The maximum amount of days which will be authorised by the Head teacher is three school days. Any other days which exceeds the authorised three days will be marked as unauthorised holiday and this may result in a Fixed Penalty Notice or legal proceedings from Waltham Forest.

An extended absence for holidays will inevitably have an adverse effect on pupil progress and achievement and this is particularly more important during Years 9,10 and 11. Teachers will not set work for pupils on holiday during term time and it is the responsibility of the pupil to catch up on any missed work.

Absences just before a term ends or at the start of any new term or persistent regular non-attendance on patterns of days/weeks/months may not be authorised unless medical evidence from a GP/Hospital is provided. This will be decided under the discretion of the Head teacher/Attendance Officer or Deputy Head teacher in charge of attendance.

Role of the School

Within the Home/School agreement it is the responsibility of the School to work with parents/carers in ensuring the maximum attendance possible. The School will work with parents/carers by ensuring constant communication and detailed procedures which will identify problems early on.

The School has a duty to support parents/carers who may be experiencing difficulty in ensuring good attendance for the pupil. This support will be given in consultation with the Head of Year, Attendance Officer, SLT, and the Local Authority Education Welfare Service.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

For a planned appointment

1. Send in a copy of the paperwork for the appointment as soon as possible (such as hospital letter or appointment card) marked for the attention of the attendance officer, or bring the original to either reception, who will take a copy for you.
2. On the day of the appointment write a letter addressed to the attendance officer, including the time you wish the pupil to leave School in your letter and also their planner on the date or week of the appointment so the form tutor/subject teacher is also aware to release the pupil from class to sign out.
3. Pupil must report to reception to be signed out.

Note: if the pupil did not bring in a copy of the appointment letter/card, we will phone a parent to confirm the appointment, even if there is a note in the planner.

In exceptional cases, when we cannot get hold of a parent or carer, we may try to verify the appointment with the GP surgery/hospital so the pupil doesn't miss an appointment. If medical appointments have to be made in school time, they should be made as early or as late in the day as possible.

Except for very rare occasions there is no need for any pupil to take a whole day off school for an appointment.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Guidelines for Lateness

- **Remember – persistent lateness counts towards a pupil’s attendance record and affects whole class learning. The School records their late records from registrations to P6 lessons only for the purpose of late detentions.**
- Pupils should register in their Tutor rooms up to 8.40 am **if their tutor has closed the register the pupil must ensure they register themselves at the office.**
- When the form has assembly, pupils arriving late must proceed to the back of the Main Hall.
- Pupils arriving after 8.40 am must report to the office where their details are recorded on the late system. Pupils then proceed to the appropriate lesson.
- Pupils arriving late must not be allowed to a lesson until they have signed in. They should be reminded to sign in by the supervising SLT member and marked as 'L' (late) in the register and/or class register.
- Pupils arriving late to school without a signed letter explaining the genuine reason (see below) from their Parent / Carer will be marked as 'unauthorised late' (L).
- Lateness with an accepted reason supported by the Parent / Carer will be authorised. Examples are: Medical/dental appointments, a family problem or illness.
- Any pupil arriving late for lessons without a signed note should be marked as late and must be given a sanction by the appropriate subject teacher.

All pupils are expected to arrive at school on time and to arrive at each lesson on time.

- After 8.40am, late pupils must report to the office. A late mark will be recorded on the system.
- If a pupil arrives after 8.40am then s/he must report to the school office. A late mark will be recorded, arriving after registers have closed.
- Only lateness which is validated for genuine, unforeseen circumstances by a letter or phone call from the parents/carers will be authorised. Oversleeping or blaming the public transport as reasons will not be authorised.
- Punctuality is monitored by the Form Teacher, Head of Year, SLT Line Link, AO, PL, EWO.
- The Head of Year will monitor lateness and should a pattern emerge for a pupil, parents/carers will be informed and the pupil concerned may be requested to register 30 minutes earlier each day for a week or attend a 30-minute detention every day the pupil is late. Parents/carers may be asked to attend a meeting at school.
- The AO, HOY and SLT will monitor lateness and should a pupil be late twice or more to school or lessons they may receive loss of free time at break time or lunch time. When we notice consistent lateness we commit to investigating and supporting pupils through our engagement with the school program. Staff in year teams may be nominated to be ambassadors to encourage engagement via PDR 3 targets. Year teams to nominate key people to take on pupils to help with attendance and punctuality throughout the academic year.

- If lateness continues the member of the SLT line link responsible for the punctuality of their year group will contact parents/carers and invite them to a meeting to discuss the issue further.
- All pupils are expected to arrive in school on time and the policy states the sanctions applied for pupils regularly late. Lateness with an accepted reason supported by a parent letter will be authorised. Examples are:
 - Medical/dental appointments
 - Known disruptive transport problems
 - Explained emergency family problems
 - illness

These are called authorised late absences and maybe recorded as such. If patterns of persistent lateness are demonstrated, parents/carers may be invited to a meeting at school to discuss the patterns further.

Punctuality to Class

- All pupils should arrive to class on time.
- Once the class teacher has decided to begin the lesson, pupils arriving after that time are 'late' unless there is a note from another teacher/staff member giving a reason for the lateness.
- Lateness to lesson or continued lateness to lesson may result in the subject teacher imposing a sanction and/or loss of free time at break time or lunch time.
- If a pattern emerges the subject teacher should notify the Head of Department for support.

Persistent Late Process

Subject Detentions – 20 minutes

Friday late detentions – 1 hour

HOY/HOH report – every day the pupil is late, the HOY/HOH is able to keep the pupil behind for after school detention for a maximum of 30 minutes and a text message will be sent to parents/carers

Letters home

Absence Text home on first day of non-attendance

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Authorised Absence

This is when the Attendance Officer accepts that there is a genuine reason for absence which has been supported by a note from the parent and the pupil's attendance has not dropped to or below 90%.

Examples are:

- Illness, medical and dental appointments
- Interviews with prospective employers and colleges
- Dual registration
- Approved educational off-site activities
- Representation in sport or other areas
- Public performances (licenses must be obtained from the LEA and sent to the School)
- Special situations and occasions (e.g. funerals, caring for known young carers)

NB: absence for pupil or family birthdays is not acceptable.

The Attendance Officer must bring any concerns regarding the above to the Head of Year and Deputy Head teacher with responsibility for attendance (e.g. too much time off for performances or a pattern to illness).

Unauthorised Absences

This is when the Attendance Officer does not accept there is a genuine reason for absence even if it has been supported by a note from the parent and/or a pupil's attendance has fallen to or below 90% and is not supported by documentary, medical proof. If an absence has been supported by a note from the parent and the absence is recorded as unauthorised the parent must be informed immediately. Examples are:

- Known truancy
- Absent with no note from parent (regardless of reason)
- Working (this is reported to the Head teacher)
- Time off for birthdays, family celebrations
- Holidays
- Looking after siblings (this must be reported to the Head teacher)
- Errands for parents/carers (e.g. shopping, dropping off younger siblings to primary school - this is reported to the Head teacher).
- Persistent absenteeism without documentary medical proof.

Persistent Absenteeism (PA)

Any pupil whose attendance falls to or below 90% is defined as a Persistent Absentee. Pupil's absences will not be authorized for any child whose attendance is at or below 90%. Every absence must be supported by official documentation proving appointments, on-going illness/ medical conditions. Without such documentation, absences are recorded as unauthorised and will continue to be unauthorised until documentation has been received by the School EWO. Pupils whose attendance are below 90% are met with their parents/carers/carers by the School EWO, HOY or a member of SLT and home visits are normally carried out if the pupil has an unauthorised absence without a valid reason.

Such pupils will be brought to the attention of SLT and the EWO in the regular register checks. The EWO will inform the parent/carer of their child's status as a PA and inform them of the need for medical documentary proof. The EWO will monitor the attendance over a six-week period or longer with letters, home visits and parental meetings and may have to request a fixed penalty notice from Waltham Forest. The school will only accept up to two medical appointment cards when a pupil is being monitored for their attendance. If there is no improvement and/or documentary proof is still not forthcoming, the EWO and SLT will consult the Waltham Forest Local Authority on the next step. This is likely to involve a further meeting at school with a Waltham Forest Attendance Officer and either a school attendance contract put in place with an additional two/three week monitoring period or longer. The parent/carer may be asked to complete a GP consent form to allow the school and Waltham Forest to contact their child's surgery for any medical evidence. If the pupil's unauthorised absence continues during this monitoring period, the EWO and SLT will involve intervention and support from Waltham Forest's Senior Attendance Lead for the stages of court/legal proceedings.

3.6 Reporting to parents/carers

Parents/carers have access to Edulink the school's virtual platform where they can access their child's attendance at any point during the academic year. Attendance is also annually given in the written end of year report.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Head teachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as circumstances that are one off events which are unavoidable, examples include the death of a close relative, attendance at a funeral, respite care of a look after child, a housing crisis which is beyond a pupils or families control.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the head teacher's discretion.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

To request Exceptional leave of absence

If you wish to request exceptional leave, then please collect an authorised absence request form from our reception, to be submitted to the Head teacher. However, for a funeral abroad request, the school will need you to supply a death certificate when applying for exceptional leave of absence.

Please note:

As of October 2013 Head teachers will be unable to grant any leave during term time unless there are **exceptional circumstances**.

There has been an amendment in The Education (Pupil Registration) (England) Regulations 2006. These amendments make clear that **Head teachers may not grant any leave of absence during term time unless there are exceptional circumstances**.

Leytonstone School will adhere to the new amendments. If parents/carers' apply for exceptional leave of absence and the request is refused, a Fixed Penalty Notice can be issued if parents/carers' persist in taking the child out of school.

Please note that a Fixed Penalty Notice is served to **each parent/carer**.

Monitoring Long Term Absence

1. In the event of an authorised long term absence (eg hospitalisation) the Head of Year will co-ordinate work for the pupil. If the authorised absence was with advance notice (three/two months) from the hospital/consultant and given to the School. The School can liaise with the LA Education and Welfare to arrange home tuition for the pupil.
2. In the event of unauthorised long term absence, the Head of Year and Attendance Officer should maintain contact with the parents/carers at all times and in consultation with the Waltham Forest Education and Welfare Team to discuss other strategies to support the pupil back into school. This may involve consulting with other agencies and personnel such as the EWO, the LA, CAMHS, Mentors, YOS etc.

3. The school is committed to supporting parents/carers and pupils who have difficulty in maintaining good attendance due to medical needs.

4.2 Legal sanctions

Schools can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents/carers must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the head teacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason
- If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

5. Strategies for promoting attendance

Leytonstone School is committed to working with parents/carers to support regular attendance through communicating early about issues and continually acknowledging positive improvements. The school also uses its online systems such as SIMS and Edulink to give accurate data to parents/carers on attendance and punctuality. The school has also provided a Parent Information leaflet on attendance and punctuality to help keep parents/carers informed about their role (see Appendix 2).

It is important that good attendance is acknowledged, celebrated and rewarded. Achievement in attendance is as important as achievement in subjects and this should be embedded within the ethos of the School.

Certificate awards will be given to pupils who achieve 100% throughout the academic year

- i) 100% attendance and punctuality (Gold certificate)
- ii) 100% attendance (Silver Certificate)

For the policy and procedures to be effective, it is important that all concerned play an active role and contribute to the partnership, i.e. parents/carers, pupils and teachers. Hence there must be consistency in teacher approach and Heads of Year must take the responsibility for making enquiries and initiating action on attendance. In addition, attendance matters must be included in the induction programme for all new staff and in particular for newly qualified teachers.

Initiatives to Improve Attendance

The School is committed to supporting pupils to achieve high attendance and punctuality standards.

- A well planned induction programme for pupils transferring from Year 6.
- Utilising pastoral teams where absence is a problem and affects their learning.
- Showing parents/carers that unjustified absence will have a detrimental effect on pupils' learning.
- Regular telephone attendance checks from the School office.
- Contacting and meet with parents/carers when patterns begin to emerge.
- Monitoring by the AO, EWO and SLT, home visits and possible legal/court proceedings in serious cases.

6. Attendance monitoring

The attendance officer monitors pupil absence on a daily basis.

Parents/carers are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence moves above three days we will contact the parents/carers to discuss the reasons for this.

If after contacting parents/carers a pupil's absence continues to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

The school collects and stores attendance data via its SIMS system and this is then used for internal purposes to track the attendance of individual pupils, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support. A Pastoral support plan is then drawn up and shared with all stakeholders to help offer guidance and support to any young person with attendance and punctuality needs.

7. Roles and responsibilities

7.1 The governing body

The governing body is responsible for monitoring attendance figures for the whole school **on at least a termly basis**. It also holds the head teacher to account for the implementation of this policy.

7.2 The Head Teacher

The head teacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The head teacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The Attendance Officer

The attendance officer:

- Reports concerns about attendance to the head teacher / Deputy head teacher responsible for attendance
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents/carers to discuss attendance issues
- Advises the head teacher when to issue fixed-penalty notices
- Takes telephone calls from parents/carers on the day of absence are logged and the information is recorded into the pupil's profile/events.
- Monitors all pupils' attendance and punctuality and daily absence/late texts are sent and followed up by telephone calls or letters.
- Will alert DSL, EWO and safeguarding team regarding Home visits if a pupil has a low attendance record, concerns with safeguarding issues or there are absences without reasons given. See attendance officer flow chart.

The Attendance Officer will also make additional appointments to see pupils with their parents/carers who have either poor attendance or punctuality or both to meet at the annual parents/carers' evenings for each year group.

7.4 Class teacher/form tutors

Class teacher's/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Registers must be called at the beginning of each lesson.

If a pupil is absent from the class but is known to be in school, the Attendance Officer should be informed immediately and the pupil marked as absent. The Attendance Officer and Head of Year will then be informed. When and if the pupil arrives, they should be marked as 'L' (late).

Patterns of absence should be recorded and the information passed to the Attendance Officer and Head of Year.

Teachers must inform the Attendance Officer if an appointment letter/card has been shown to them from a pupil.

7.5 Office/Reception staff

Office/reception staff are expected to take calls from parents/carers about absence and record it on the school system.

7.6 Role of the Heads of Year

Only the Head teacher and Attendance Officer can decide an absence as unauthorised. If an absence is recorded as unauthorised the parents/carers must be informed of the reason. Heads of Year cannot authorise absences from school.

When a pattern of non-attendance is brought to the attention of the Head of Year the parent must be notified and will be invited to discuss the situation at a meeting.

The Head of Year may decide that if a pupil is unwell s/he may need to go home after a member of SLT has agreed. Pupils will only be allowed home if parents/carers give permission.

8. Monitoring arrangements

This policy will be reviewed annually by the Deputy Head teacher responsible for Attendance and Punctuality. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy and our Behaviour Policy.

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance

S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil 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 pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil 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 pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Leytonstone School Attendance Flow Chart

Stage 1: TUTOR	Actions	Responsibility	W e e k 1
Attendance falls below 96% within a week	Conversation with pupil	Tutor	
Rolling attendance falls below 96%	Conversation with pupil	Tutor	
	Text message home	Attendance Officer	
Pupil has 2 late marks in a week	Punctuality report	Tutor	
Tutor records actions on Attendance Spreadsheet			

Stage 2: HOY/Attendance Officer	Actions	Responsibility	W e e k 2
Rolling attendance falls below 96%	Conversation with pupil and parents/carers/carers phone call or meeting	HOY	
	Letter to parents/carers/carers	Attendance Officer	
Tutor records actions on Attendance Spreadsheet			

Stage 3: HOY and EWO	Action	Responsibility	W e e k 3
Rolling attendance continues to be below 96% Escalate to this stage immediately if pupil's attendance falls below 90%	Parental Meeting or Home visit EWO to escalate fines if needed	HOY/EWO	
	Pupil Personal Action Plan written with pupil's tutor	Tutor	
	Phone call and letter Alert Head teacher/ Deputy head teacher	Attendance Officer	
Tutor records actions on Attendance Spreadsheet			

Stage 4: SLT	Action	Responsibility	W e e k 4
Rolling attendance continues to be below 96%	Parental Meeting Formal warning	SLT	
Tutor records actions on Attendance Spreadsheet			

Attendance Officer Flow Chart for pupil absence

Absence	Action	Responsibility
Day 1: Pupil is absent from school.	Text message alert in the am and if no response a phone call made in the pm supported by the admin team.	Attendance Officer Admin team
Day 2: Pupil still absent no response from text message or phone call	AM action: Phone call again made and alert HOY/safeguarding team	Attendance officer
Day 3: Pupil still absent no response from phone call	Alert DSL and Deputy Head / safeguarding team - Home visit initiated.	Attendance Officer
Day 4 – 7 Pupil still absent	Home visits initiated and parent involvement recorded to liaise pupil return. Alert EWO if still absent.	HOY/ EWO/ Member of the safeguarding team if required.
Day 5- 7 and ongoing absence	EWO to be alerted on Day 5 of any ongoing absence and follow up keeping school informed of progress	EWO

Appendix 3: Admissions Criteria/ Protocols

Leytonstone School operates a 6 and 7 Form entry for 11-16 years (Year 7 and 8 are 7-form entry with 210 pupils; Years 9 to 11 are 6 form entry with 180 pupils). Due to our location, we are easily accessible for all of Waltham Forest including Leyton/Leytonstone, Walthamstow and Chingford. We are also commutable for Wanstead, Snaresbrook, Woodford and Stratford based pupils.

Admissions to Leytonstone School are managed by the Local Authority. Year 6 pupils wishing to join Leytonstone School should follow the transition guidance from the [London Borough of Waltham Forest](#) to select their school placements and return the forms to the admissions authority by the published date. We are unable to accept any applications for a school place directly.

If the school is oversubscribed the following criteria is used by the admissions authority to decide upon the intake for the school:

Priority 1 – Looked After Children, previously Looked After Children

Priority 2 – Medical or Social reasons or Children ‘at risk’

Priority 3 – Siblings

Priority 4 – School Staff Children

Priority 5 – Distance

In Year Admissions Process

'In-year admissions' is the term used when a child is looking for a school place during the academic year.

You can make an application for an in-year admission through Waltham Forest admissions when:

- you have moved to, or moved to a new property within Waltham Forest and need a school place
- you want your child to move from one school to another within the same year group

The council aims to process all in year applications within 15 days. If your child has an Education, Health and Care Plan (EHCP) and you want to change their current school, please contact the Waltham Forest SEND Service on 020 8496 6503 or 020 8496 6505.

Moving schools during the school year can be difficult for some young people, we take every step to prepare and ensure the transition process is as comfortable for the young person as possible. We offer transition support through our offer of:

- Buddy system
- Mentor
- 2/4 and 8 week check point meetings to discuss the transition with parents/carers/carers (these may be completed via zoom)
- Scheduled opportunities for SLT line links to meet with pupils at a 2-week checkpoint
- Baseline tests carried out to ensure correct setting and support put in place

The pastoral team will follow the new entrant interview questions and checklist listed below when dealing with any new admission:

New Entrant Meeting

Pupil Name: _____

Adults at the meeting: _____

Coming to Leytonstone School:

Why has the pupil chosen to come to Leytonstone School? Do they have siblings here? How do they feel about starting a new school?

What things are they worried about/pleased/excited about?

Do they have any friends or people they know coming to Leytonstone?

School context:

What school has the pupil come from and what was school like for them? Where were they at primary school? Have there been any breaks in school?

Are there any friends coming to Leytonstone School as well?

Are there any children either coming to Leytonstone School, or already enrolled, that have had a negative influence?

Has the pupil been diagnosed with any learning needs? Are they any suspected?

Has the pupil suffered from any mental health or emotional difficulties recently or in the past? What are /were the difficulties?

How can the pupil's socialisation, relationship with peers, ease of making friends be described?

What are the pupils' skills, interests and talents:

Favourite lessons, hobbies involvement outside of school.

Are there things the pupil would like to develop or be better at?

Home context:

Who does the pupil live with? Are there any positives or issues that may affect school or their progress?

Has there been any significant events in their family the school should know about?

Has there been any involvement of social care, Camhs or Early Help provision in the family? (Parent may opt not to disclose)

Do you have access to the internet at home?

How do you complete home learning? (is there a quiet space to complete home learning? A laptop/ computer)?

Does your child receive extra tuition?

Financial Support:

Do you perceive any financial difficulties with regard to purchasing the school uniform or equipment?

Any other comments or information we might need to know or pass on at school before the pupil starts?

Name of teacher interviewing:

Date of Follow up meeting required after 2 weeks :

INTERVIEW CHECKLIST FOR STAFF

Please make sure that all sections listed below are completed on the **Pupil Information Sheet** on the day of interview.

Section	Completed (tick)
<ul style="list-style-type: none"> • Pupil Information • Primary School • Sibling links • Parent/Carer full name and address • Mobile number • Email address • Free School Meals Info (last 5 years and current) • GP information • Ethnicity and language information 	

Check that the following documents have been completed and signed by the pupil/parent. Keep all sheets listed below; all others should be kept by the parent.

Sheet	Completed (tick)
<ul style="list-style-type: none"> • Home/School Agreement (Signed 'School Copy' only) • Responsible Internet Use • Consent Form for Trips and Off-Site Activities • Getting to Know You Sheet 	

Give the **New Starter Guide** to pupil and parent. Give a brief overview on the following sections about Leytonstone School and note any relevant information in the boxes below.

<ul style="list-style-type: none"> • Uniform – Purchase through Victoria Schoolwear 2, Hoe Street, Walthamstow, E17 	
<ul style="list-style-type: none"> • Equipment 	
<ul style="list-style-type: none"> • Homework/Diaries 	
<ul style="list-style-type: none"> • Timing of the School Day 	
<ul style="list-style-type: none"> • Absence Procedure 	
<ul style="list-style-type: none"> • School Expectations 	
<ul style="list-style-type: none"> • Behaviour/School Rules 	
<ul style="list-style-type: none"> • Sanctions/ Detentions 	

Finally, answer any questions the pupil/parent may have (where possible). Note any responses to the following areas.

<ul style="list-style-type: none"> • Pupil Concerns •
<ul style="list-style-type: none"> • Preferred Classmates/Friendship group •

All requests for authorised absence will be responded to in writing and will only be authorised in the most extreme circumstances. If permission is not granted, but the pupil is still absent, the absence is classed as unauthorised and parents/carers may be issued with a penalty notice.

Arriving late to school

Registration begins at **8.40am** and all pupils are expected to be in their form room at this time. Pupils arriving after this time will be marked as present but arriving late (L). The register will close at 9.00am.

On arrival after the close of register, pupils must immediately report to the school office to sign in to ensure that we can be responsible for their health and safety whilst they are in school.

Absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, evidence of attendance at a medical appointment. The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause, for example, if they woke up late.

Being frequently late for school adds up to lost learning:

- Arriving 5 minutes late every day adds up to over 3 days lost each year.
- Arriving 15 minutes late every day is the same as being absent for 2 weeks a year.
- Arriving 30 minutes late every day is the same as being absent for 19 days a year.

Some strategies to improve punctuality

Bedtime routines

- Encourage them to pack their school bag before going to bed, ready for the next day.
- Getting to bed earlier.
- Setting a time for a television, iPad, computer, mobile phone and other devices to be turned off.

Morning routines

- Setting the alarm for a time that allows all morning routines to be carried out without making them late for school.
- Having breakfast before leaving home, so there is no need to call in at the shop on the way to school.
- Encourage them to leave home at least five minutes earlier than they think they need to.
- Meeting a reliable friend to walk to school with.
- Coming to school for breakfast club if available.

How can parents/carers help their child have good attendance and punctuality?

As part of our whole-school approach to maintaining high attendance, we request that parents/carers:

- Notify the school by telephone on the first day that their pupil is unavailable to attend school.
- Confirm this in writing when the pupil returns to school.
- Avoid making medical/dental appointments during the school day.
- Do not take their pupil on holiday in term time and in the case of exceptional circumstances permission must be granted by the Headteacher. The Leave of Absence in Term Time application form is on the school website and applications must be made four weeks before the intended date of absence.
- Promote the value of excellent attendance at home and follow the procedures set by the school.
- Advise the school of any difficulties they may be having so that the school can support as appropriate.
- Are aware that Section 444 of the Education Act states, *'if a pupil of compulsory school age who is a registered pupil fails to attend school regularly,*

his/her parent is guilty of an offence.'

For further information

Please contact your child's form tutor in the first instance. If having spoken with them you continue to have questions or concerns, then please contact their Head of Year.

Attendance and Punctuality

The Role of Parents/Carers



Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

Taken from 'School Attendance - guidance for maintained schools, academies, independent schools and local authorities' Department for Education, Nov 2016

Leytonstone School believes that central to raising standards in education and ensuring all pupils can fulfil their potential is excellent attendance and punctuality.

Why is good attendance and punctuality important?

Education lays the vital foundations of a child's life. Regular and punctual attendance at school is key to both academic and social development, which in turn will improve the life chances of children and young people.

What is good attendance?

Attendance	Description	Approx. days lost per year	Approx. weeks lost per year
98-100%	Excellent	0-4	Less than 1
95-98%	Good	5-9	1-2
93-95%	Satisfactory	10-13	2-3
90-93%	Unsatisfactory	14-18	3-4
Below 90%	Persistent Absence	More than 19	More than 4

So what does 90% attendance actually mean?

90% attendance over a school year = ½ school day missed every week!

It's your responsibility

Parents and carers have a legal duty to ensure that their children attend school regularly and punctually in order to optimise their learning, achieve the best they can and get the most out of their school experience. Failure to do so is an offence under section 444(1) of the Education Act 1996.

If a child is registered at a school they must by law attend that school regularly and punctually. Children should only miss school if they are ill or unable to attend for some other unavoidable reason.

Leytonstone School believe attendance is a shared responsibility, involving the whole school community and local community. We will work with families to early identify the reasons for poor attendance and try to resolve any difficulties.

Reporting an absence

When a child is absent from school without prior permission, parents/carers should inform the school by telephone on the first day of absence and every day thereafter to give the reason for absence.

To report an absence you should call the school on **0208**

It is the responsibility of the Headteacher to authorise any child's absence from school.

Parents/carers cannot authorise absences and should be aware that either calling the school or providing a note for an absence does not automatically mean it will be authorised.

Therefore, absences will be treated as unauthorised unless a satisfactory explanation is given to the school.

What is an authorised absence?

There may be some circumstances where the school will authorise absence such as:

- Illness - High temperature/vomiting and diarrhoea, emergency medical/dental appointments which unavoidably falls in school time.
- Religious observances.
- Family bereavement.
- Visits to prospective new schools, external exams or educational assessments.
- Exclusion from school.

Illness

Most cases of absence due to illness are short term, but parents/carers will need to make a phone call to alert the school on each day of absence. In some cases the school will require medical evidence such as a note from the child's doctor, an appointment card or a prescription paper.

Medical or dental appointments

Parents/carers should make every effort to ensure these appointments are made outside of school hours. Where it

cannot be avoided, pupils should attend school for as much of that day as possible. Parent/carers should show the appointment card to a member of staff at school.

Religious observance

Leytonstone School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance.

It is reasonable for a parent/carer to request their child not to attend school on any day of religious observance if recognised by the parent/carer's religious body. Parents/carers are requested to give advance notice to the school if they intend their child to be absent.

What is an unauthorised absence?

These are absences which the school does not consider reasonable and for which "leave" of absence has not been given. Some examples of this type of absence include:

- Parents/carers keeping their child away from school unnecessarily – this can be due to child care arrangements, to look after siblings or relatives or because parents are unwell. In this case, alternative arrangements should be in place to ensure the child attends school;
- Shopping trips;
- Birthdays;
- Day trips and holidays in term time that have not been agreed by the Headteacher.

Family holidays and term time leave

Parents/carers should ensure that family holidays and any term time leave are arranged outside of school term time. Parents/carers should not remove their child from school during term time without having first requested a leave of absence in writing from the Headteacher.