



# Enfield County School for Girls

## Attendance Policy

September 2023

Date Policy Updated:	March 2024
Date for Next Review:	September 2024



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### Attendance Policy and Procedures

This attendance policy is based on the non- statutory guidance set out in ‘Working together to improve school attendance ‘ May 2022

This policy should be read alongside our child protection and safeguarding policy and our Inclusion and relationships policy.

#### Enfield County School for Girls aims to:

- Promote good attendance and to reduce absence, including persistent and severe absence
- Ensure every student has access to the full-time education to which they are entitled
- Act early to address patterns of absence
- Support parents in performing their legal duties of ensuring their daughters attend regularly
- Ensure punctuality to school and to all lessons

### The Legal Framework

This policy meets the requirements of the [working together to improve school attendance](#) 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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [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.

### Roles and Responsibilities

#### The governing body

The governing body is responsible for:

- Promoting the importance of school attendance across the school’s policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy



### The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families

The designated senior leader responsible for attendance is Helen O'Brien and can be contacted via [ecsgeneral@enfieldcs.enfield.sch.uk](mailto:ecsgeneral@enfieldcs.enfield.sch.uk)

### The attendance officer

The school attendance officer is responsible for:

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
  - Working with education welfare officers to tackle persistent absence
  - Advising the deputy headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- The attendance officer is Wafaa Sunkur and can be contacted via [ecsgeneral@enfieldcs.enfield.sch.uk](mailto:ecsgeneral@enfieldcs.enfield.sch.uk)

### Form tutors

Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the same day

### Admin/office staff

Admin/office staff will:

- Take calls from parents and students about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents and pstudents to the Progress and Achievement Leader in order to provide them with more detailed support on attendance

### Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day and timetabled session on time
- Call the school to report their child's absence before 8am on the day of the absence and each subsequent day of absence), and advise when they are expected to return



Provide the school with more than 1 emergency contact number for their child  
Ensure that, where possible, appointments for their child are made outside of the school day

### Students

Students are expected to:

Attend school every day on time and attend every timetabled session on time including Post 16.

### Registration Practice

All students are registered electronically. On occasions when the network is incapacitated, a written register is taken and made available immediately to the School Office.

Students will be registered at the start of the school at 8.40 am during morning registration in their form room or in the line (if they have a year group assembly). At 8.45am the teacher will then save and close the register or, if the register is done on paper, hand the paper register to the school administration team who will copy the attendance marks on SIMS. Students will have either form time or an assembly until 9.00am. Students who arrive to school late after 8.45am are registered on the 'late gate' until 9.00am by a member of staff and this information is passed to the office. Should students arrive later than 8.45am they are to go straight to either form time or assembly. The teacher's 'closed' register will then be amended by the office staff so an absence code is replaced by a late code.

Students are also registered on arrival at their first lesson of the afternoon, lesson 4.

The attendance register will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Parents/carers should telephone the school to explain absence on the first day of absence. Upon a student's return to school, a signed and dated note to cover the whole period of absence should be sent to the Form Tutor. No note is required in law to prove illness and unless a student is a CP/ LAC/ EWO student the marks should be altered if a parents tells school that the student is ill.

The School Office records telephone messages received on the first day of absence on the system. A Form Tutor or a tutor covering a register should draw attention to the Progress and Achievement Leader (PAL) if they notice



any unusual reason or regularly repeated reason for absence or lateness. The advice of the EWO may be sought and the PAL may find it necessary to remind the parent that the school makes the decision about authorising or not authorising absence.

Each half day (each session) of absence must be classified as either authorised or unauthorised. The school reserves the right to ask for further details and/or supporting evidence - such as a note from a medical professional - for absence which would normally be authorised, where overall attendance is a cause for concern or where a pattern of non-attendance is emerging.

### Authorised Absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment.

Leave of absence requests should be sent for the attention of the deputy headteacher via [ecsgeneral@enfieldcs.enfield.sch.uk](mailto:ecsgeneral@enfieldcs.enfield.sch.uk)

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

Examples of authorised absence are:

- Illness, resulting in the student being too ill to participate in lessons
- A day set aside exclusively for religious observance
- Family bereavement
- Homelessness
- An interview at a Higher Education Institution or at another school
- Participation in an approved public performance for which the student has a performance licence granted by the Education Welfare Service
- Study leave granted by the Head Teacher
- Suspension
- The student being dual registered with another educational establishment and attending a session there rather than at school
- School trip, participation in an approved activity or work experience including work experience



- The student being unable to get to school because of serious disruption to travel caused by natural disaster, a health or weather-related emergency, or disruption caused by the rationing or non-availability of fuel and public transport disruption

### Unauthorised Absence from School

Examples of unauthorised absence are:

- No explanation being forthcoming from the parent
- The school is dissatisfied with the explanation
- Staying at home to mind the house, await deliveries or look after a sibling/siblings or other family members
- Shopping during school hours, taking a pet to the vet or any sundry excursion which could be undertaken out of school hours
- The school follow-up procedures show that the student truanted and the parent was unaware of the absence until informed by the school
- A family holiday during term-time
- Lack of School Uniform

NB: This is not a full list of unacceptable absences

### Daily Monitoring of Absence

- Parents are advised to telephone the School Office when a student is absent
- When parents are not available by telephone, the School Office generates an SMS text message.
- Written notification as mentioned above and parental notes are recorded and kept on the student file.
- Attendance staff to call all the students on the first day absence list as provided by the DSL.
- If a student is seen leaving the premises during a school session or is not in a lesson having been registered for the session, the School Office telephones the parents/carers once it is clear that the student is not on the premises.
- Staff marking a teaching group register may be aware of truants because they have seen them in school earlier in the session, or may be suspicious of an absence when marking the lesson register and send a message to the School Office to ascertain if the student was present at registration.
- If a student has three or more late marks in one week they will be set a PAL detention. If this occurs twice then the student should be put in SLT detention on a Friday. Late detention are held on both sites every day for all students that are late.



### Recording and Monitoring Absence

If an explanation for absence is not received, the following staged procedure is followed:

- The form tutor asks for a note to explain the absence
- If no reason for absence is given to the school, a standard absence letter is sent home by the school office or the attendance officer will phone the parent
- Absences which have not been explained after 4 - 5 weeks will be recorded as unauthorised. However, where unauthorised absence occurs more than once, it is usual to refer the student to the EWO.

### Illness and Medical Evidence

We may ask for medical evidence to support illness if the authenticity of illness is in doubt. The school can record absences as unauthorised if not satisfied of the authenticity of the illness but will advise parents of our intention to do this. We will not request medical evidence unnecessarily, however, once a student's attendance becomes a serious concern medical evidence in the form of prescriptions, appointment cards will be required in order for absences to be authorised.

### Holidays and Extended Leave During Term Time

We do not authorise any holidays taken during term time. If a parent removes their child from the school during the published term dates their daughter's absences will be unauthorised.

Whilst we understand unforeseen circumstances happen, the Headteacher must be informed in writing and parents/carers should be aware that such matters are dealt with on an individual basis.

### Monitoring Attendance

Attendance and punctuality is monitored regularly and shared with students during form time. Form tutors receive weekly attendance percentages and number of late sessions for the students in their form.

If attendance is a cause for concern students are more closely monitored by the PAL and interventions are put in place.

Attendance of every year group is monitored weekly in line management meetings between the PAL and the deputy headteacher. Attendance of SEND and PP students is also analysed.

The school will compare attendance data to the national average, and share this with the governing board.

### Communication About Attendance

Parents/carers are told of their attendance record in a number of ways:

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- An attendance certificate is included in their daughter's progress report which is sent home twice a year.
- Parents/carers receive letters/telephone calls and text messages about absences.
- Each half term letters are sent to parents/carers where their daughter's attendance is below 95% to notify them of our concerns and if appropriate to invite them to a meeting with the PAL.

### Support and Intervention – Strategies to promote good attendance.

In order to effectively support students to meet the school's attendance target of 95% or above, we use thresholds to group students and ensure prompt intervention.

100%	Dark green	Half termly 100% certificate and celebration in assembly
95% or above	Light green	Recognised by form tutors
90.1% - 94.9%	Amber	Discussion with form tutor during registration Half termly letter home in consultation with Progress and Achievement Leader Intervention where appropriate
90% and below (persistent absence)	Red	Referral to Educational Welfare Officer (EWO) and outside agencies considered Students invited to attendance clinics and meetings to discuss attendance

Attendance interventions are likely to take the form of:

- 1:1 conversation with students to raise awareness of concerns regarding absence and to identify reasons and ways to improve attendance. This may take place with the student's form tutor, PAL, or a member of the Senior Leadership Team
- Communication with parents/carers by text, telephone, letter or meeting
- Attendance clinics with the PAL and EWO
- Referral to outside agencies

### Safeguarding and Attendance

All staff, but especially the pastoral and attendance teams will be vigilant to any absences or requests for absences that may be of a safeguarding nature. Staff are trained to be vigilant to requests for holidays overseas to regions with a high incidence of female genital mutilation (FGM) or to students who may be at risk from forced marriage; if



there is a perceived risk or concern the Designated Child Protection Lead will make an immediate referral to the MASH team /and or the PREVENT team. Similarly, students who might be at risk from abuse or who have a Child Protection Plan will also be referred if an absence is unexplained, of a significant duration or suspicious in any way.

### **Students 'Missing in Education'**

In responding to a child missing in education we refer to the Department for Education guidance document: Children Missing Education 2016 and follow Enfield local authority procedures. All children have a right to an education appropriate to their age, ability and SEND needs; and we as a school are aware that a child not being in education could be a potential safeguarding concern. When a student leaves Enfield County School for Girls to join another school we will not remove the student from our roll until we are advised by the receiving school or local authority that the student is on roll at her new school. If a student moves home and her parents do not advise us of her destination school, then we will take all reasonable measures to locate the student's new school before we remove her from our roll. If we cannot make contact we will refer the student to the Educational Welfare Service and if, after a period of 20 consecutive school days, we still had no contact or destination school for the student we will refer the student as 'missing in education' with the local authority and remove the student from our school roll.

### **Rewarding Good Attendance**

Good attendance is recognised by 100% Attendance Certificates awarded during the Whole School Assembly.

Students across Key Stages 3 and 4 will be rewarded for good attendance or improved attendance in year group assemblies, form times, achievement assemblies or via postcards home. Each half term, letters are sent home to congratulate students who have significantly improved their attendance.

### **Penalty Notices (PNs) Section of the Anti-Social Behaviour Act 2014**

The Local Authority (LA) has set out a code of conduct with regard to imposing PNs as a strategy to deal with parents who appear unwilling to meet their parental responsibility by ensuring the regular attendance of their children.

#### **This will include:**

- persistent absence
- overt truancy
- parentally condoned absence
- excessive holidays in term time and or delayed return
- persistent late arrival at school, after the register has closed

Parents at risk of a Penalty Notice will receive a warning letter from the school. Should there not be an immediate improvement, a referral will be made to the EWS and a formal warning letter will be issued advising of a period of 15 days within which the student must have no unauthorised absence, to include lateness after registration has



ended. Should there be an improvement; a formal notice will not be issued. Failure to improve will result in the LA issuing a Penalty Notice.

**The notice carries a fine of £60.00 if paid within 21 days rising to £120.00 after this time, but within 28 days.**

**The LA has set out a code of conduct with regard to imposing PNs as a strategy to deal with parents who appear unwilling to meet their parental responsibility by ensuring the regular attendance of their children at school.**



### Education Welfare Officer

The Education Welfare Officer (EWO) undertakes preventative (clinic) work and caseload (formally referred) work with and on behalf of the school.

Students with an overall attendance of less than 90% will have been seen by the EWO by one of these routes. Where a student's attendance falls to 90% and does not immediately recover with target setting and parental support from the EWO and PAL working together, the case will be formally referred to the EWO. The exceptions to this are where a student is hospitalised or there is substantial evidence that a student is ill at home and it would be dangerous to return to school. In the former case, the school would liaise closely with the hospital tutor and in the latter case would send work home, taking medical advice regarding highly infectious or contagious diseases.

### Keeping Parents Informed

In addition to the methods of communication already outlined in previous sections, the EWO is available to meet parents/carers by appointment at the school or by home visits.

### How the School receives Information about Previous Attendance

- From primary schools at primary/secondary transfer
- On the Standard Transfer Report form for casual admissions
- Directly from the Education Welfare Service when a student joining the school, or older sibling(s) have been the subject of EWS intervention previously.

In the above cases, the PAL will set targets with the student and family for improvement in attendance prior to the student's commencement at the school. The EWO may be involved at this stage as necessary.

### Out of Borough Students

The PAL and school attached EWO keep the EWO in the student's Local Authority (LA) apprised of any clinic work undertaken and the reasons for the concern. Should an out of borough student meet the criteria to be formally referred, this is always to the Education Welfare Service of the relevant LA, with which the PAL and Enfield EWO will work closely.



### Emergency Procedures

Twice a day a full list of all students present in school is produced by the School Office in form order and placed in a folder in the Student Support Office. This folder is updated throughout the day as students arrive and leave the site. In the event of a fire this list is taken out of the building and circulated to Form Tutors and PALs to ensure a full emergency registration takes place.

In addition to the practice of student presence being noted by the School Office in the event of lateness, all students must sign out and in, if leaving the school premises during the day for whatever reason. Such signing out is undertaken by the School Office upon receipt of a dated and signed parental note verified by a Form Tutor or PAL indicating that the appointment has been verified, or by a telephone call if the student has forgotten a note. Students in years 7-10 are not allowed to leave for appointments without being collected by a parent.

Students who are unwell report to the School Office where they are assessed. Students who are unwell and need to leave school will have arrangements made by the office staff, including contacting parents, and ensuring students have appropriate transport arrangements. A member of the Senior Leadership team will make a decision on whether to send a student home for sickness. If a student leaves school without the permission of the deputy headteacher or headteacher, even if collected by a parent, the absence will not be authorised. If the Deputy headteacher or the PAL have decided that a student should be sent home, the time at which they are collected by parents and leave the premises is noted in the Medical Book in the School Office.



**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
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Pupil has been granted leave of absence for a regulated performance or employment abroad
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



<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>Q</b>	Authorised absence	Pupils are unable to attend the school because of a lack of access arrangements
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y1</b>	Unable to attend due to exceptional circumstances	Pupil is absent due to transport normally provided not being available
<b>Y2</b>	Unable to attend due to exceptional circumstances	Pupil is absent due to widespread disruption to travel



<b>Y3</b>	Unable to attend due to exceptional circumstances	Pupil is absent as part of the school is closed
<b>Y4</b>	Unable to attend due to exceptional circumstances	Pupil is absent due to an unexpected school closure
<b>Y5</b>	Unable to attend due to exceptional circumstances	Pupil is absent as they are in the criminal justice system
<b>Y6</b>	Unable to attend due to exceptional circumstances	Pupil is absent due to public health guidance or law
<b>Y7</b>	Unable to attend due to exceptional circumstances	Pupil is absent for any other unavoidable cause
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day