BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

ATTENDANCE POLICY 2022 - 2023

Date of approval	November 2022
Date of next review	September 2023
Term of review	Annually
Committee Responsible	S&P
Prepared By	RNW
Signed by Chair of Committee	

Changes Made	**Date**
Updated to reflect new white paper	Oct 2022

Attendance Policy
2022-2023

School: Beis Yaakov High School Academy

Executive Principal: Rabbi N. Wilson

Named personnel with designated responsibility for safeguarding:

Designated safeguarding lead (DSL)	Rabbi N Wilson	Rabbi,Wilson@byjhs.org
Deputy designated safeguarding leads (Deputy DSLs)	Mrs E Levy Mrs T Reznick Mr B Myers	E.Levy@byjhs.org T.Reznick@byjhs.org B.Myers@byjhs.org
Designated Looked After Children Lead	Mr B Myers	B.Myers@byjhs.org
Nominated Governor for Child Protection	Mr Daniel Nissen	D,Nissen@byjhs.org
Chair of Governors	Mr A Topperman	A.Topperman@byjhs.org
Designated Mental Health Leads	Mrs T Reznick Mrs E Levy Mrs A Treblow	T.Reznick@byjhs.org E.Levy@byjhs.org A.Treblow@byjhs.org
Attendance Officer	Mrs F Fox	F.Fox@byjhs.org

Other useful contacts:

THE BRIDGE PARTNERSHIP SALFORD	Child Protection referrals for Salford residents	0161 603 4500 worriedaboutchild@salford.gov.uk
BURY MULTI-AGENCY SAFEGUARDING HUB (MASH) TEAM	Child Protection referrals for Bury residents	0161 253 5678 0161 253 6606 (outside working hours)
GMP Public Protection Investigation Unit (PPIU)	referrals/ consultation about crime-related safeguarding concerns	0161 856 5171 parklane.ppiu@gmp.police.uk
Local Authority Designated Officer (LADO)	Managing allegations against an employee (or volunteer)	0161 603 4350 / 4445
PAPYRUS	National confidential helpline for prevention of young suicide	0800 068 41 41
NSPCC	Helpline	0808 800 5000

Worried About a Child?

All reports or enquiries concerning the welfare or safety of a child must go straight to The Bridge Partnership on 0161 603 4500 as the first port of call. This applies to reports from council staff, the public, partners and outside agencies. All referrals and request for support concerning the welfare or safety of a child must go through the Bridge Partnership via the online Salford City Council's portal and information hub for services to Children, Young people and families at
https://childrensportalehm.salford.gov.uk/web/portal/pages/home

If a child is in immediate danger of being harmed, or if a child is home alone, the police should be called on 999.

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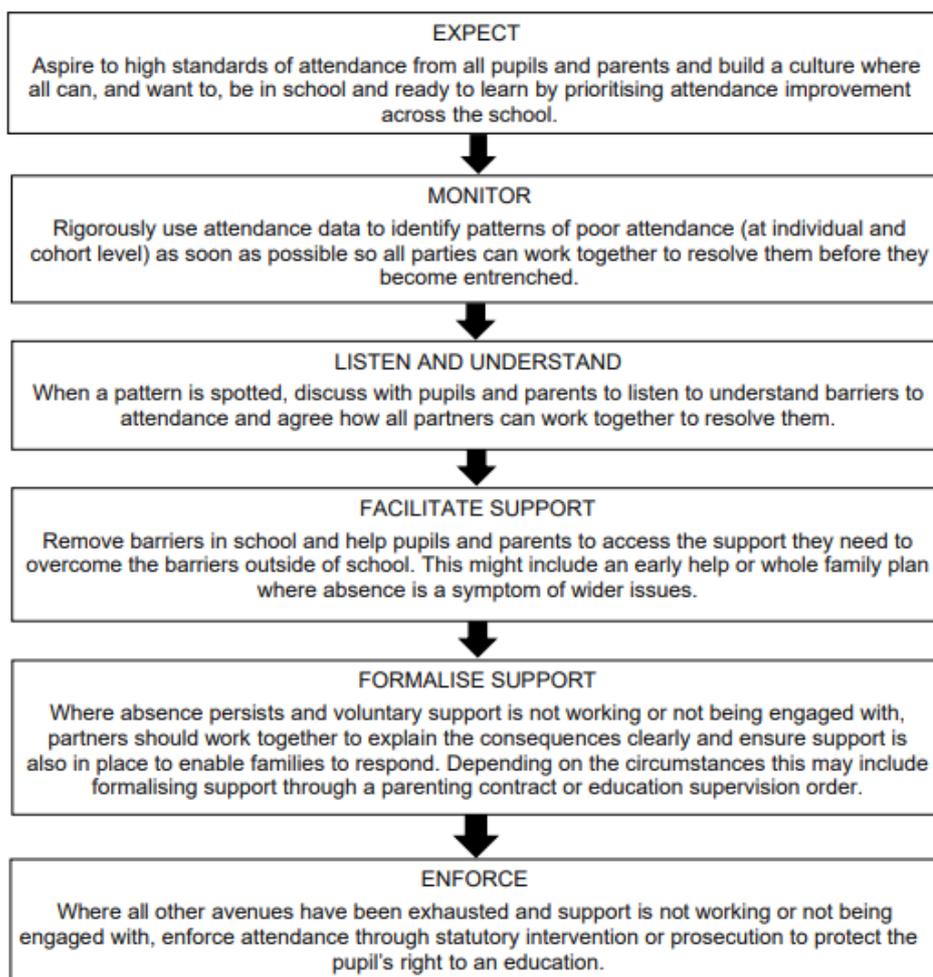| 1	Aims and rationale	5
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1. Aims and rationale

Beis Yaakov High School is committed to providing a full and effective education to all pupils and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome. For a girl to reach her full educational potential a high level of school attendance is essential. We will consistently work towards a goal of 95% attendance for all pupils. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:
- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons.

We aim to achieve the following:

EXPECT
Aspire to high standards of attendance from all pupils and parents and build a culture where all can, and want to, be in school and ready to learn by prioritising attendance improvement across the school.

MONITOR
Rigorously use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so all parties can work together to resolve them before they become entrenched.

LISTEN AND UNDERSTAND
When a pattern is spotted, discuss with pupils and parents to listen to understand barriers to attendance and agree how all partners can work together to resolve them.

FACILITATE SUPPORT
Remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues.

FORMALISE SUPPORT
Where absence persists and voluntary support is not working or not being engaged with, partners should work together to explain the consequences clearly and ensure support is also in place to enable families to respond. Depending on the circumstances this may include formalising support through a parenting contract or education supervision order.

ENFORCE
Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education.

BYJHS is committed to a positive policy of encouraging pupils to attend school regularly. The school will work in partnership with parents/carers, the Local Authority Education Welfare Officer and other relevant services to secure this aim using such tools as EBSA (Emotionally Based School Avoidance) to encourage good attendance.

Every child has a right to access the education to which she is entitled. Parents\carers and school staff share the responsibility for ensuring that educational opportunities are maximised by encouraging good attendance and punctuality to enable young people to reach their full potential.
The school will encourage and value high attendance and punctuality rates. The school will recognise the external factors which influence pupil attendance and punctuality and will work in partnership with parents/carers, the Education Welfare Officer and other relevant services to deal with any issues. The school will take a proactive approach to the promotion of good attendance and punctuality by defining expectations with students and their parents and will provide an effective and efficient system for monitoring attendance and punctuality in accordance with legal requirements.
The purpose of this policy is to ensure that there is an efficient system, known to all for ensuring that pupils who should be attending the school have registered twice daily and during lessons, or a reason for non-attendance of pupils is known to the school.

Targets
BYJHS aims to raise the current attendance to 95% this academic year and to encourage high levels of attendance and punctuality by adopting the following strategies:
- maintaining a high profile for attendance and punctuality
- reducing levels of absence in line with national standards by reviewing the absence target annually
- raising attendance awareness by regular communication with parents and girls
- providing clear guidelines for staff on the registration process and the accurate and full use of register codes
- informing parents of their legal responsibilities regarding attendance and punctuality
- rewarding good attendance and punctuality
- having a clear policy regarding the escalation of actions taken in school regarding persistent absence

2. Legislation and guidance

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 (Pupil 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.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by The Department for Education. Each year we will review our attendance figures and set attendance targets. These will reflect the national attendance targets. Here at school we will review our systems for improving attendance annually to ensure that we are achieving our set goals.
This policy will contain within it the procedures that we will use to meet our attendance targets.

3. Roles and responsibilities

3.1 The governing board
The governing board is responsible for:
- Promoting the importance of school attendance across the school's policies and ethos
- Setting high expectations of all leaders, staff, pupils, and parents
- Making sure school leaders fulfil expectations and statutory duties (attendance policy, record attendance accurately and work effectively with the local partners)
- Regularly reviewing and challenging attendance data (recent and historic, benchmarking with local area, regional and national)
- Monitoring attendance figures for the whole school with particular attention to specific cohorts within the school who historically have poor attendance data
- Making sure all staff receive adequate training on attendance (all staff need at a minimum the importance of good attendance, the law about taking registers, follow up on improving attendance; staff with attendance functions need training to analyse data and how to support pupils)
- Holding the headteacher to account for the implementation of this policy
- Evaluating the effectiveness of the school processes and improvement efforts to ensure they are meeting the needs of pupils as experiences and barriers to attendance evolve

Beis Yaakov Jewish High's Staff and Pupil Welfare Committee is specifically responsible for the monitoring of pupil attendance. Attendance improvement do not happen in isolation and therefore it is prioritised in wider improvement strategies, such as raising attainment, behaviour, special educational needs and disabilities, wellbeing, and safeguarding.

3.2 The headteacher and designated senior leader responsible for attendance

The executive 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 pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary
- 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 strategies to address areas of poor attendance identified through data
- Communicating messages to pupils and parents.

The headteacher responsible for attendance is Tamara Reznick and can be contacted via t.reznick@byjhs.org.

3.3 The attendance officer

The school attendance officer is responsible for:
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- 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 headteacher (authorised by the headteacher) when to issue fixed-penalty notices
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families

The attendance officer is Mrs F Fox and can be contacted via the school office and email F.Fox@byjhs.org

3.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. All teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.

3.5 School attendance office manager

School attendance office manager will:
- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the head of year in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:
- Make sure their child attends every day on time

- Call the school to report their child's absence before 9:30 am 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

3.8 Pupils
Pupils are expected to:
Attend every timetabled session on time

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register. We will take our attendance register 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.

We will also record:
> Whether the absence is authorised or not

> The nature of the activity if a pupil is attending an approved educational activity

> The nature of circumstances where a pupil 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.

Pupils must arrive in school by 8:40 on each school day. AM registration is taken by using the finger print machines at each entrance for the specific year group. PM registration is taken by the class teacher in lesson 5 the first lesson after the lunch break

The register for the first session will be taken at 8:40 am and will be kept open until 9:30 am. The register for the second session will be taken at 1:15 pm and will be kept open until 2:00 pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:30 am or as soon as practically possible by calling/texting the school staff (see also section 7).
We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.
If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
Parents should request leaves of absence by emailing the office or providing a letter with the circumstances of the appointment required. The note should be dated, with the request for absence clearly written, the full name of the pupil and signed by the parent with the name in print. The pupil will receive an exit permit before she leaves school and will only be allowed to leave the premises once this has been given. Pupils should return to school as soon as the appointment has finished.
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.
The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:
 › Before the register has closed will be marked as late, using the appropriate code

 › After the register has closed will be marked as absent, using the appropriate code

Those pupils that come late but before 9:15 am will receive a lunchtime detention. Those pupils that come after 9:15am will receive a next day after-school detention.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

› Text the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.

› Identify whether the absence is approved or not

› Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session

› Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

› If the school cannot reach any of the pupil's emergency contacts, the school office will record on CPOMS which informs senior members of staff to follow up the situation

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.
Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with the leave of absence request form, accessible via the school website and hard copies of form sent to parents each year. If the request is made by email or phone, an absence request form is emailed to the parent. The headteacher may require evidence to support any request for leave of absence.
Please note that requests for a planned absence cannot be made by phone or by sending a note.

Valid reasons for **authorised absence** include:
› Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

› 'Exceptional circumstances' where the headteacher may grant term-time holiday

› Study leave

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.
If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.
Penalty notices can be issued by a headteacher, local authority officer or the police.
The decision on whether or not to issue a penalty notice may take into account:

  › The 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 or withdraw the notice.

6. Strategies for promoting attendance

Attendance Awards
The school will use the following system to reward pupils who have good or improving attendance.
1. Attendance is monitored by the attendance team
2. Half yearly certificates will be given to individual pupils with 100% attendance and punctuality from each year group.
3. Display with year groups showing attendance and rewards for year group with highest attendance of the week.

% Attendance	Level of Intervention	Responsibility
100%	• **No attendance concerns**	
Approx 98% ↓ **96%**	• **First day response procedures** • **Speak to individual in school** • **Rewards and sanctions** • **Parents contacted regarding school attendance and evidence recorded on CPOMS (phone call / email / letter / home visit)**	**School Attendance Officer**
Approx 96% ↓ **90%**	• **School Letters/Telephone calls/ emails/home/Attendance Panel from Attendance Officer** • **Discussion with School Attendance Support Team (SAST)** • **Consider referral to other professionals/support e.g. Early Help Assessment, EBSA, School Nurse, etc** • **Medical Planning meeting (Invite School Nurse/other HC professional)**	**School Attendance Officer** **SAST advice and support for out-of-school services**
Approx 90% ↓ **84%**	• **Persistent Absentees (>10% absence from September)** • **Referral for TPN (Truancy Penalty Notice)** • **Consider Penalty Notice Warning Letter** • **Consider Referral to Attendance Panel/ Fast Track/ Enforcement Pathway** • **Discuss & agree with SAST – legal process may lead to prosecution**	**School Attendance Officer** **SAST advice and support**
Approx 84% ↓	• **Severe Absentees (>50% absence from September)** • **Re-consider referrals to other professionals** • **Prosecution proceedings** • **Discuss referral for Final Warning where Fast Track has been withdrawn/attendance failed to improve or dropped after FT/EP** • **Consider Safeguarding procedures** • **Consider referral to Education on Track**	**School Attendance Officer** **SAST advice and support**

➢ **Attendance Panel:**
   o Parents invited to meeting, Attendance Panel Action Plan agreed
   o Gather further information at meeting – possibly more complex than only attendance issue

- o If appropriate, gain parental consent to refer for Early Help Assessment.
- o Review 4-6 weeks – close if improvements made or consider next course of action

➢ **Penalty Notice:**
- o PenaltyNoticeRequest@salford.gov.uk
- o Unauthorised Absence – 10 sessions (5 school days) – **must be agreed with the School Attendance Support Team**

➢ **Fast Track:**

- o A phased approach of 3 meetings between the Parent & School over a 12 week period to address poor attendance
- o Parenting Contract completed with agreed actions between Parent & School
- o PACE interview if significant improvement in attendance has not been made and determine if prosecution is appropriate
- o Criminal conviction for parent if found guilty at Manchester & Salford's Magistrates Court

➢ **Final Warning:**

- o Advisory notice and letter sent to parents to address continued poor attendance, where a Fast Track has already taken place.
- o Meeting arranged if needed
- o Approx a 6 week period for improvement (a half term)
- o PACE interview if significant improvement in attendance has not been made and determine if prosecution is appropriate
- o Criminal conviction for parent if found guilty

7. Attendance monitoring

7.1 Monitoring attendance

BYJH School will:

› Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

› Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be 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. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

BYJH School will:

> Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families

> Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

BYJH School will:

> Provide regular attendance reports to Heads of Year, and other school leaders, to facilitate discussions with pupils and families

> Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:
> Use attendance data to find patterns and trends of persistent and severe absence

> Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

> Provide access to wider support services to remove the barriers to attendance

Complaints
If a parent complains about an intervention school puts in place to improve attendance:
A letter of complaint is referred to the Attendance officer and a reply, either by phone or email is made. The senior leader is informed.
A persistent complaint will then be sent to the Executive Head teacher and ultimately to the Governing Body

8. Monitoring arrangements
This policy will be reviewed as guidance from the local authority or DfE is updated. As the barriers to attendance evolve quickly, the policy will be reviewed and updated as necessary and as a minimum every year. In doing so, the school will seek the views of pupils and parents At every review, the policy will be approved by the staff and welfare committee of the governing board.

9. Links with other policies

This policy links to the following policies:

› Child protection and safeguarding policy

› 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

Effective school attendance improvement and management

PREVENTION of poor attendance through good whole school attendance management

ALL PUPILS Developing good attendance patterns through effective whole school approach to attendance (including leadership, ethos and systems and processes)

PUPILS AT RISK OF POOR ATTENDANCE Using attendance and absence data rigorously to support pupils with increasing levels of absence, arriving at school late or taking leave in term time without permission before it becomes a regular pattern

EARLY INTERVENTION to reduce absence before it becomes habitual

PUPILS WITH POOR ATTENDANCE Intervening as early as possible and agreeing an action plan for pupils with high levels of absence and those demonstrating growing disengagement with school

TARGETED reengagement of persistent and severely absent pupils

PERSISTENTLY AND SEVERELY ABSENT PUPILS Put additional targeted support in place, where necessary working with partners, and agree a joint approach with local authorities for all severely absent pupils