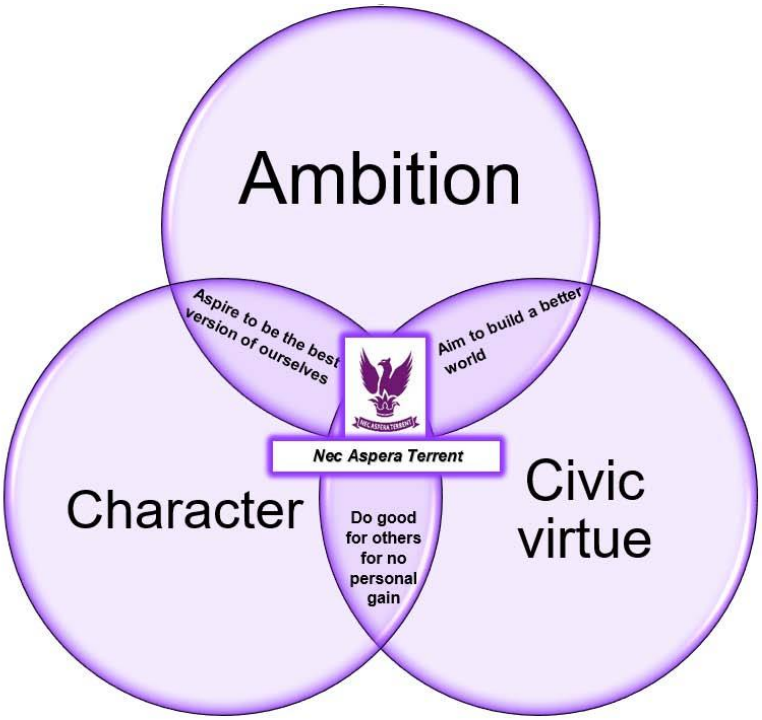
DRAYTON MANOR HIGH SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY 2026 - 27



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CONTENTS

Parent Summary	3
1. Statement of Intent	5
2. The Law	7
3. Registration	8
4. Absences	9
5. Punctuality	13
6. Support Systems	14
7. Responsibilities and roles	16
8. Rewards	21
9. Elective Home Education	22
10. Sixth Form	23
11 Leavers	24
12. Evaluation and Review	25

APPENDICES

1: Attendance Procedure Flowchart	26
2: Punctuality Procedure Flowchart	27
3: Attendance and Punctuality Matters School Poster	28
4. Legislation and Guidance Links	29
5. Attendance and Punctuality Agreement Template	30

Attendance and Punctuality Policy 2025–26 – Parent Summary

Our Commitment

We want every student to attend regularly and punctually so they can enjoy school, achieve their full potential, and be well prepared for their future. We aim for a caring and supportive environment where excellent attendance is celebrated.

The Law

Parents must ensure children of compulsory school age receive full-time education (Education Act 1996). Unauthorised absence is an offence. Penalty Notices apply nationally: £80 if paid within 21 days / £160 within 28 days.

Attendance Expectations

Our goal is 100% attendance. Attendance below 90% is Persistent Absence; below 50% is Severe Absence. Absence is authorised only for valid reasons, such as illness with evidence, unavoidable emergencies, or religious observance. Illness absence will only be authorised where the school is satisfied that it is genuine and may require evidence where concerns arise.

Reporting Absence

Parents must contact the school by 09:10 each day using the My Ed app or email (studentabsence@draytonmanorhighschool.co.uk). Evidence may be requested for repeated or prolonged illness.

Punctuality

Students must be through the gate by 08:50 and in form by 08:55. After 09:10, students must sign in at Reception. Arrivals after 10:30 without a valid reason count as unauthorised absence. Consistent punctuality helps children thrive.

Support Systems

We work closely with families and agencies to support attendance. This includes Early Help Assessments, Team Around the Family meetings, attendance contracts, reintegration support, and provision for students with health needs or SEND.

Roles and Responsibilities

Parents: ensure daily attendance, report absences, avoid term-time holidays, provide evidence, and keep contact details up to date.
Students: attend every day, on time, ready to learn.
School: monitor attendance, communicate concerns, provide support, reward improvement.
Local Authority: provide support and, if needed, legal intervention.

Rewards

We celebrate excellent attendance through the Challenge 96 programme, certificates, badges, assemblies, and newsletters. Both 100% attendance and significant improvements are recognised.

Special Circumstances

Elective Home Education must be confirmed with the Local Authority. For children with EHCPs, SEND team approval is required. Parents of leavers must provide details of the new school or education arrangements.

Drayton Manor High School Attendance & Punctuality

What Parents Need to Know

Attendance Goals

Aim for full attendance — every day counts.

Under 96% can hold progress back. Students with 96%+ attendance achieve a whole grade higher than average

Good attendance supports better outcomes, health, and future success.

Presence Powers Progress

How to Report

Report absences by 8:30am every day. Use MyEd or the school email.

studentabsence@draytonmanorhighschool.co.uk

Please provide details of symptoms if the absence is due to illness. Absences for medical appointments should be scheduled outside of school hours.

Keep us informed, stay supported

Punctuality Rules

Be in school by 8:50am and in form by 8:53am.
Late after 8:50am = marked late.
After 09:40am (no valid reason) = unauthorised absence.
We will work together to support improved punctuality.

Show up ready, every lesson counts

Term-Time Leave

No holidays during term time.
Leave only approved in exceptional circumstances.
Unauthorised leave = recorded absence

Stay in school, stay on track

School Support

School works with families to improve attendance.
Support includes meetings, pastoral support, and external services.
Goal: remove barriers and help every student attend regularly.

Working together for success

Working Together To Support

Ealing Council supports families and schools to improve attendance through guidance, early help, and working together to build good routines and regular attendance.

Stay present, Create positive habits

Nec Aspera Terrent

1. Statement of Intent

1.1 Introduction

This policy outlines statutory and school expectations in relation to school attendance and punctuality.

This policy should be read in conjunction with:

- Behaviour Policy
- Child Protection and Safeguarding Children Policy
- Children with Health Needs that Cannot Attend School Policy

1.2 Working Together to Improve School Attendance

This policy is written in observance with Department for Education (DfE) guidance on school attendance (Working together to improve school attendance, August 2024)

This policy complies with the DfE requirement for daily sharing of attendance data with the Department for Education and the Local Authority.

'The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. This is essential for pupils to get the most out of their school experience, including their attainment, wellbeing, and wider life chances. The pupils with the highest attainment at the end of key stage 2 and key stage 4 have higher rates of attendance over the key stage compared to those with the lowest attainment. (Department for Education, May 2022).

1.3 Aims and Objectives

Drayton Manor High School is committed to ensuring that all students receive a full-time education which maximises opportunities for each student to realise their true potential. To this end, we aim to encourage and assist all students to achieve excellent levels of attendance and punctuality. We will consistently work towards a goal of 100% attendance for all students.

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels safe and secure. All school staff will work with students and their families to ensure each student attends school regularly and punctually.

1.3.1 As a school we aim to:

- Develop and maintain a whole school culture that promotes the benefits of high attendance and good time keeping for all children and groups of children

- Maintain a low rate of persistent and severe absenteeism (<90% and <50% attendance)
- Maintain parents' and pupils' awareness of the importance of efficient and full-time attendance.
- Help your child attain their full potential academically and socially

1.3.2 Good attendance is important because:

- Statistics show a direct link between under-achievement and poor attendance
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, schoolwork, and friendships easier to cope with
- Regular attenders find learning more satisfying.
- Regular attendance encourages responsible learning habits and prepares children for higher education and for their working life.

2. The Law

Regular attendance is defined to be in accordance with the rules prescribed by the school.

Good attendance means coming to school regularly, on time and arriving prepared to learn.

Regular attendance is attendance at school on each day the school is open for the pupils unless there is an 'authorisable' reason to be absent; Education (Pupil Registration) (England) Regulations 2006 (as amended) Section 444 of the education act 1996). "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence." A pupil's unauthorised absence is an offence for the parent. (For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child).

Parents have a legal duty to ensure efficient and full-time attendance at school if registered pupils of statutory school age (Education Act 1996). This is the legal requirement. The Local Authority School Attendance Service aims to work with schools and families and other partnership agencies to promote good attendance and avoid legal action. However, in some cases, parents are prosecuted (taken to court) or are given a Fixed Penalty Notice (fine).

The Department for Education (DfE) expects the school, local authority, and parents to work together to improve attendance. The Summary table in the link below should be read alongside the Working together to improve school attendance guidance. This guidance is statutory, and schools, trusts, governing bodies, and local authorities must have regard to it as part of their efforts to maintain high levels of school attendance: Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

3. Registration

Students must arrive at school by 8:50am. Students who arrive after that time will be registered as late and sanctioned as per the Behaviour Policy. The school is open daily from 8:00am to allow all students to arrive on time in a calm and purposeful manner.

Students arriving after the start of registration but before the registers have closed will be marked as late for that session.

Formal registration takes place daily at 8.55am and at 13:30pm for years 7, 8 and 9 and at 2.30pm for year 10,11 and sixth form. Students arriving after 10:30am without a valid reason will be marked as a U code (Unauthorised Absence). In addition, registers must be marked in all lessons. Registers will be marked promptly at these times.

4. Absences

Any registration sessions missed are classified as absence. This absence will be classified as either authorised or unauthorised.

ATTENDANCE and ABSENCE CODES (DfE, 2024) can be found here: Department for Education Guidance 2024

4.1 Authorised Absence

Some absences are allowed by law and are known as "authorised absences". That is when the school accept the reason given for absence.

Absence should only happen when:

A. Your child is significantly/symptomatically ill and therefore unfit to attend school. There should be an observable symptom/s; 'feeling unwell' is not enough. We may ask for medical verification where absence claimed as illness is frequent, prolonged or where there are absences immediately before or after a school holiday.
B. If there is an unavoidable/unforeseen reason or circumstance which is causing a difficulty, the school will ask for evidence
C. If your child has a documented medical condition that hinders regular attendance, please let us know; the school will ask for evidence in such cases.

We realise that there are rare and unavoidable occasions when there might be a particular problem that causes your child to be absent, such as sudden bereavement, unexpected parental illness, or a family crisis. If this happens, please let the attendance team know, and we shall try to deal with the matter sympathetically and follow our safeguarding procedures.

Following such incidents, parents are expected to make any necessary arrangements for their child to return to school as soon as possible (ideally the next day). If the absence is likely to be prolonged, parents must write to the attendance team outlining the reasons.

When illness is claimed for absence, the school will ask for evidence other than a parent's word to allow for further authorisation of absences. Absence due to illness must be reported through My Ed or studentabsence@draytonmanorhighschool.co.uk to the attendance team for each day of absence. Follow up calls and investigations will be made if no contact is made with the attendance team.

Medical evidence may include GP letters, hospital appointment cards, or other professional documentation.

4.2 Unauthorised absence

Unauthorised absence is when no satisfactory explanation is received by the school. Absence will not be authorised for such reasons as holidays, shopping, daytrips, and birthdays and please note that this is not an exhaustive list. Unauthorised absences are reported to the Local Authority. The School Attendance Service may contact a parent when unauthorised absence continues to be a problem. Drayton Manor High School will work in partnership with parents until matters improve.

If there are patterns of absence (including truancy), the Head (or deputy) of Year will contact

parents and arrange to meet them to discuss the school's concerns and to work with the parents/guardians and student to improve their attendance to school and lessons. If there is a safeguarding concern in some cases a home visit will be conducted. In more serious cases, the SLT for Attendance will be involved as will Ealing Council's Education Welfare officer.

Any unauthorised absence will result in a Fixed Penalty Notice or other legal action. Sanctions for continued, unauthorised absence include warnings, penalty notices (fines) or other legal action. **From August 2024, the fine for school absences across the country will be £80 if paid within 21 days, or £160 if paid within 28 days.** See Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk) (Pg.56 National framework for penalty notices).

Fines will be referred to the Local Authority and issued in accordance with the above guidance. Students who are absent from school for more than 10 sessions in any 10-week period will be considered for a referral to the Local Authority. Students who are absent from school before or after a school holiday for 5 consecutive days will be referred for a Holiday Fine.

4.3 Term Time Leave of Absence

Amendments to the 2006 School Attendance Regulations make it clear that a Headteacher may not grant any leave of absence during term time for holidays. Leave of absence is only granted in exceptional circumstances (e.g., if there is an emergency) at the discretion of the Headteacher and in accordance with the school policy as agreed by the governing body. There is no entitlement to time off during term time.

Only in an exceptional circumstance will term time leave be considered. All leave is granted at the Headteacher's decision. Parents wishing to apply for leave of absence need to complete an application form well in advance and before booking tickets or making travel arrangements. Parents sometimes confuse 'telling' the school as being good enough; this is not so.

Religious observance is an authorised absence only when agreed in advance with the school.

If a child goes abroad during a school holiday period, the parent must make definite arrangements so that they return in good time for school re-opening. Absence claimed as illness before or after a school holiday must be reported during the period of absence and medical evidence produced on return to school. Otherwise, the absence will be regarded as unauthorised holiday leave.

If you experience unexpected delays in returning from a trip abroad or within the UK, for whatever reason, the school will require documentary evidence accompanied with proof of original return dates i.e., tickets or an official travel plan showing intent to return on time. Medical documentation should be in English. In certain circumstances, if a child remains abroad at the beginning of a school term and absence is extended, their school place may be at risk.

If term time leave is taken without prior permission from the school, the absence will be unauthorised, and you will be liable for a Fixed-Penalty Notice. Where a child's whereabouts cannot be established, he/she may be regarded as a 'Child Missing Education' and their place on the school roll cannot be guaranteed.

Except for leave taken in an emergency, retrospective approval cannot be given without an application having been made. Satisfactory evidence of an emergency will need to be provided.

A Penalty Notice may be issued to each parent in respect to each of their children in line with the local authority Fines protocol.

4.4 My Ed Reporting Absence Reporting Procedure

Day one of absence

- Parents and carers are required to contact the school before 9:10am on each day of absence for a student using the My Ed app
- A text is made to parents and carers of students who are absent with no known reason. SIMS is updated by the Pastoral Support Administrator (Attendance)
- It is expected that these texts are responded to as soon as possible in order to ensure the safety of students
- The Pastoral Support Administrator (Attendance) will telephone the parent/carer of all absent LAC/vulnerable students before 11:00am. If no message is received before then and no contact can be made with any other appropriate contact from our school records, the DSL/DDSL
- Pastoral Manager will contact the attached social worker where contact cannot be made and where appropriate
- Records of phone calls to parents/carers/external agencies are kept and reported to the Education Welfare Service when appropriate

Day two of absence

- Parents and carers are required to contact the school before 9:10am on each day of absence for a student using the My Ed app
- A text is made to parents and carers of students who are absent with no known reason. SIMS is updated by the Pastoral Support Administrator (Attendance)
- If no message is received before 8:40am for absent LAC/vulnerable students and no contact can be made with any other appropriate contact from our records, the DSL/DDSL will be informed
- The Lead Pastoral Support Administrator will contact the attached social worker where contact cannot be made and where appropriate

Day three of absence

- If no contact or authorisation for absence has been received, The Pastoral Support Administrator (Attendance) will contact the SLT link (Attendance). Appropriate action is then taken by the Pastoral Support Administrator (Attendance) This may include referral to the Ealing Attendance Officer, referral to children's services, letter sent home or, for vulnerable students/persistent attendance concerns, a visit by a Safer Schools Police Officer
- Where attendance is a persistent issue, the Ealing Attendance Officer will be notified. The 'Children Missing Education Team' must be informed of unexplained prolonged absences, after every effort has been made to identify the location and well-being of a child.

Year 7 to 11 students leaving school before 3.30pm must record their name with Student Reception before leaving school and must submit a note signed by their Head of Year. Parents must contact

school 24 hours in advance with evidence, students are not allowed off site without parental confirmation.

5. Punctuality

5.1 Parents remain responsible for their child's punctuality.

Good punctuality is a prerequisite to good learning and shows a respect between pupil, family, and school.

Parents remain responsible for their child's punctuality at the start of the school day and for each lesson throughout the school day. Arriving late to school on a consistent basis will have longer-term academic effects. Late arrivals are disruptive to the school community and for the child. If showing up late to school becomes a habit, children may develop the notion that lateness is acceptable behaviour. This belief can negatively impact their future work ethic and employment opportunities.

5.2 Procedure for lateness to school

Students must have passed through the school gate before 8:50 am. Students must report to their form room before 8:55 am.

Students who arrive at school between 8.50am and 9.10am must sign in at the School Dining Hall and will be registered as late.

If students arrive after 9.10am they must report to Student Reception, entering their time of arrival and the reason for their lateness in the Signing in Book. Students who arrive at school late will not be admitted to lessons until they have signed in at Student Reception. This is important for health and safety reasons.

Students who arrive late to school without an acceptable reason which has been reported to the school by the child's parent will be sanctioned according to the school behaviour policy.

Any student who arrives to school after 10.30am without an authorised reason for absence will be marked with an unauthorised absence; impacting on the students' attendance record.

Year 7 to 11 students leaving school before 3.30pm must record their name with Student Reception before leaving school and must submit a note signed by their Head of Year. Sixth Form students only need to do this if they will miss lessons or registration.

All lateness is recorded daily. The number of minutes late and the reason for lateness, if known, will also be recorded. This information is discussed at regular meetings with the local authority Attendance Officer and can be made available to the courts in the form of a report should a prosecution be the outcome of repeated lateness.

6. Support Systems

Where there are persistent concerns regarding a student's attendance, all strategies should be explored, and the following support agencies/services can be utilised

- Inclusion support
- Behavioural support
- Connexions/Careers Department
- Homework Clubs
- Multi–Agency Meetings
- Safer Schools Police Officer
- SAFE Adolescent Services
- Reintegration support packages
- Attendance contracts
- Regular meetings with the parents of pupils who the school (and/or local authority) consider to be vulnerable or are persistently or severely absent, to discuss attendance and engagement in school.

Early Help Assessment Plan (EHAP) and Team Around the Family/Child (TAF/TAC) take place regularly with the Attendance Pastoral Support Worker, Heads of Year and the support team to implement the appropriate support for the student. The support may be long term or short term. If attendance continues to be a cause for concern, matters will be referred to the Ealing Attendance Welfare Officer for consideration.

Children who are unable to attend school due to ongoing health needs will be supported by the school and Ealing Local Authority. The attendance and punctuality policy should be read in conjunction with the 'Children with Health Needs Who Cannot Attend School.

6.2 Persistent absence and severe absence

Once a child's attendance falls to 90% for whatever reason, he/she is automatically defined by the Department for Education (DfE) irrespective of the reason for absence as a Persistent Absentee. Once a child's attendance falls below 50%, they are termed Severely Absent. Both scenarios present a severe problem for pupils. Much of the work they miss when they are off school is never made up, these gaps in their learning leave children at a considerable disadvantage for the remainder of their school career. Statistics show a direct link between poor attendance and under-achievement, particularly at GCSE.

Such low attendance is well below our expectations and as such, the school will work in partnership with the parent, the Local Authority, and other external partners to support parents to improve matters. In such cases, parents will be offered an Early Help Assessment and might be invited to agree a Parenting Attendance Contract with the school or the Local Authority as a way of managing improvement.

Unauthorised absences are reported to the Local Authority (this includes absence due to significant lateness). The School Attendance Service may contact you where unauthorised absence continues to be a problem. The school will then work in partnership with you until matters improve. Unauthorised absence could result in a Fixed Penalty Notice or other legal action. Sanctions for continued, unauthorised absence include warnings, penalty notices (fines) prosecution in the

magistrate's court or an education supervision order through the family proceedings court

Payment of the penalty discharges liability for the offence. It is an alternative to prosecution. There are 2 levels of penalty notice - £80 (if paid within 21 days of issue), and £160 (if paid later than 21 days but within 28 days). Failure to pay will result in prosecution in magistrate's court for irregular attendance, where, on conviction a fine of up to £1000 may be imposed as well as a record of criminal conviction.

7. Responsibilities and roles

Role	Responsibility
7.1 Parents	Parents are legally responsible for ensuring their child's regular and punctual attendance to school in correct uniform and in a fit condition to learn. Parents are also responsible for ensuring that their children stay at school and attend each lesson once they have registered. Parents may not authorise a child's absence. Only the school can do this on the basis of the explanation provided by the parents. Should parents fail to provide a satisfactory reason for their child's absence the school will record such absence as unauthorised. Parents can expect the school to keep them fully informed of any attendance and punctuality issues and they can do a great deal to support the regular and punctual attendance of their children. They should • take an active interest in their child's school life and work • attend Parents' Evenings and other school events • ensure homework is completed • ensure children go to bed at an appropriate time • be aware of letters from school which their child brings home in addition to emails sent by the school • ensure that their child arrives at school on time each day • ensure that their child only misses school for reasons authorised by the school • notify the school through My Ed on the first morning of any unexpected absence no later than 8:40am • confirm absences in writing, in addition to any supporting evidence when the child returns to school • talk to the school if they are concerned that their child may be reluctant to attend for any reason • not book holidays during term time • book medical appointments to take place after school or at weekends or school holidays. • Making sure we always have your current contact numbers; this includes all telephone numbers, email addresses and emergency contact details
7.2 The School	The School will make attendance and punctuality a priority for all those associated with the school including students, parents, teachers and governors by • implementing a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks • implementing a systematic approach to gathering and analysing attendance related data • supporting the maximum possible development of individual students' talents and potential by enabling students to see the value of high attendance rates • encouraging excellent attendance and punctuality with a system of

	praise, reward and sanction • identifying and supporting students with attendance and/or punctuality difficulties • providing positive and consistent communication between home and school and support, advise and offer guidance to parents and students to further improve attendance rates • recognising the needs of individual students when planning reintegration following significant periods of absence • reviewing the effectiveness of systems used to monitor attendance and punctuality on a regular basis • promote the need for good attendance and punctuality throughout the curriculum and pastoral programme • help families understand what their child's attendance means and why is it so important • celebrate good attendance by rewarding individuals and tutor groups • support a student who has a documented medical condition, by devising an Individual Health Care Plan with the parent/carer (and in some cases with your GP or consultant) to support the student in school
7.3 The Form Tutor	Tutors play an important pastoral role in supporting attendance and as such they will • accurately record attendance, absence and lateness at registration • promote good attendance through praise and encouragement • support students with attendance problems in liaison with the Head of Year • seek and pass on written notification for any absences • contact parents of students returning to school after absence without authorisation • set a good example by arriving for tutor period and assembly on time • promote good punctuality through praise and encouragement • warn students about the sanctions for poor punctuality or attendance • report any concerns about attendance to the Head of Year and/or Designated Safeguarding Lead • pass on requests for or information on extended leaves of absence or holidays to the Head of Year • make Attendance Welfare calls to students in their tutor group who have concerning patterns of attendance
7.4 Subject Teachers	To support the Attendance Policy, subject teachers will • register classes promptly for every lesson using SIMS Lesson Monitor – this must be completed in the first ten minutes of each lesson • encourage, value and reward good attendance and punctuality to lessons using the behaviour system • regularly raise concerns about non-attendance with tutors/Heads of Year • liaise with the Head of Department/Faculty on attendance issues • publish the names of students out on trips, visits or school activities on the staff noticeboard and give a copy to the Pastoral Support Administrator (and provide a list of students who will not be present for lunch time for the school caterers when necessary)

	• support and welcome students returning to their lesson after a period of absence • refer any possible cases of truancy from lessons to the Head of Department and Head of Year • set a good example of punctuality by arriving for lessons on time • record lateness to lessons on SIMS Lesson Monitor • warn students in the first instance and then for every subsequent lateness to lessons per half term, issue a subject teacher detention using the behaviour system
7.5 Heads of Department/ Faculty	It is the Head of Department/Faculty's role to • monitor the curriculum to continually improve the quality of the classroom experience • liaise with tutors and Heads of Year on attendance issues • monitor and support departmental rewards and sanctions for attendance and punctuality and ensure that staff are using the behaviour system • support and welcome students returning after long term absence • monitor the application of the Attendance Policy through the Faculty Self Review process • ensure the guidance on completing registers is followed by teachers
7.6 The Head of Year	The Head of Year will • assume the key role in coordinating all aspects of attendance related matters for the year group • monitor and supervise the work of the year team in promoting attendance • meet with the Attendance Pastoral Support Worker every two weeks to discuss any attendance issues or trends • ensure that the guidance on completing registers is followed by tutors • promote good attendance through reporting systems, parental contact and assemblies • reward good class attendance to the tutor group with the highest attendance per half term • reward individuals for 100% attendance in a half term • reward individuals for improved attendance • administer other rewards when applicable to incentivise excellent attendance • sanction students using the behaviour system and inform parents in all cases of truancy • respond to leave of absence requests and ensure that only legitimate absences are authorised including consistently applying the school policy on holidays during term time in liaison with the SLT with responsibility for Attendance • organise a member of the year team to register late comers to assembly liaise with the Pastoral Support Worker for attendance, Assistant Head teacher with responsibility for Attendance and, where appropriate, the Head of Inclusion Faculty to communicate concerns and provide support to students and parents experiencing attendance difficulties • consult with other agencies as required

	• monitor the application of the Attendance Policy through their Pastoral Self Review • refer students to Assistant Headteacher with responsibility for Attendance on a termly basis for 100% attendance certificate and most improved • monitor trends in punctuality to registration and lessons • identify and support students with poor punctuality • sanction the second and every subsequent late (to school – including assembly) per half term with a Head of Year detention • encourage and reward good class punctuality • refer students on a termly basis with 100% attendance and punctuality certificates to the SLT with responsibility for Attendance
7.7 Pastoral Support Administrator (Attendance)	The Pastoral Support Worker will • check all registers have been completed by 9.15am and 2.45pm and prepare reports on this as required • appropriately register students involved in activities or examinations on or off site • collect absence notes and evidence from register files for all year groups • issue a standard absence text for the second day of unexplained student absence for all students from Year 7 to 13 • telephone all parents on the first day of unexplained student absence • provide Head of Year and SLT link (Attendance) with attendance data as required • provide SLT link (Attendance) with attendance data for DFE, LA and other returns • register students arriving to school after 9.10 and inform relevant Heads of Year via email • issue standard punctuality letters on behalf of Heads of Year • provide Head of Year and SLT (Attendance) with punctuality data • Each half term – send tutors and heads of year lists of student with 100% attendance and with 100% punctuality • Produce and share fortnightly data for Heads of Years and SLT on Year group attendance, Tutor group attendance and individuals with less than 95% attendance • On a termly basis, produce 100% attendance and punctuality certificates with Administration and ensure they are distributed through Heads of Year • On a termly basis, produce attendance and punctuality certificates for the most improved students with Administration and ensure they are distributed through Heads of Year
7.8 The Lead Pastoral Support Worker	The Lead Pastoral Support Administrator will • analyse school attendance and punctuality data to identify students who are a cause for concern • liaise with the Head of Year, Line Deputy and, where appropriate, the Head of Inclusion to communicate concerns and provide support to students and parents experiencing attendance difficulties • provide casework intervention with students and families to overcome

	difficulties resulting in non-attendance • support parents in getting children to attend school, including setting up meetings, making home visits and negotiating Attendance Contracts • help students or parents access to support from external agencies • collaborate with other school staff on initiatives that target groups of students with below average school attendance • advise other school staff of students' home or personal circumstances that may be influencing their attendance or attainment • where appropriate issue formal warnings of intended legal action on non-attendance • follow the LA Protocol for Statutory Response to Non-Attendance • meet fortnightly with Heads of Year to discuss attendance trends and issues • maintain and update fortnightly records showing year group attendance in comparison to previous years. • maintain records of actions and interventions to support students with attendance below 95% • Where there is a repeated pattern of absence it will be considered appropriate for an Early Help Assessment Plan (EHAP) to be completed in order to obtain a clear picture of difficulties being experienced. This will enlist the help of other agencies.
7.9 The SLT Lead on Attendance	The SLT Link (Attendance) will • take the lead role in implementing the school's Attendance Policy and in creating an ethos which values and promotes excellent attendance and punctuality • monitor, evaluate and review the school's Attendance Policy • consult with the school community on the policy • liaise with Heads of Year and relevant Heads of Department and Senior staff regarding attendance and punctuality concerns • work with the Lead Pastoral Support Administrator and the Attendance Pastoral Support Worker to ensure that the Local Authority Protocol for Statutory Response to Non-Attendance is followed • ensure that DFE, Local Authority and other returns are made on time and in the appropriate format
7.10 The Head	The Head is responsible for leadership, direction, organisation and accountability of the school in all areas including attendance
7.11 The Governing Body	The Governors are accountable for the performance of the school, including attendance, to parents and the wider community.
7.12 Network Systems	My Ed, the automated 'first day of absence' communication system, is linked to SIMS therefore it is important that registers are taken accurately at the beginning of tutor time and all lessons. Morning registers must be taken on SIMs and saved before 9.10am. A prompt is sent for each tutor session and lesson if the register is not taken. The Network team can be contacted by staff if there are issues with SIMs. Paper registers can be collected from Student Reception as a short-term arrangement.

8. Rewards

The school will use rewarding and celebrating to incentivise and establish a positive culture around high attendance and excellent punctuality. Rewards are applied fairly, consistently, and proportionately. To do this, the school will:

- Each Tutor group will participate in the 'Challenge 96' programme
- Assemblies and the tutor programme will track and celebrate tutor groups with high attendance and students with exceptional attendance and punctuality
- Students with attendance streaks of full attendance will receive certificates and attendance badges
- End of term achievement assemblies will celebrate students' high attendance
- The parent, staff and student bulletins will celebrate student attendance and punctuality
- Improvements in attendance and punctuality will be shared with parents in written communications and meetings

9. Elective Home Education

Elective Home Education is a major commitment of a parent's and carer's time, energy and money.

It is especially important that the nature of the education they intend to provide is carefully considered. In addition, parents and carers should decide whether home education is in the child's overall best interests, including social development and future opportunities.

Parents should also consider the impact of this on the family dynamic, daily routines including employment and the longevity of such arrangements and their conduciveness to a student in the longer term, for example if this arrangement were not to continue, would a student be able to access a place in a mainstream setting and what would the impact be on their learning and ability to reintegrate.

Parents must follow the procedure of informing admissions and the Local Authority Children Missing In Education forms to establish elective home education. Parents must notify the school in writing, and the school will inform Ealing's CME team in line with local protocol.

Elective Home Education is not the only alternative to school attendance. In any circumstances where a student cannot attend school, the Ealing Local Authority should be offering alternative provision to reduce the likelihood that the student will end up without suitable education. Notwithstanding that, there are reasons why parents may choose to educate their children at home.

The school is obliged to inform Ealing Local Authority of any students removed from its admission register and will give home education as the reason, when notified of this by the parent. It is important for parents to inform the school as soon as they have taken this decision thus allowing access to advice and support for the student and parent. Any external professional working with the family will be informed of the parent's decision. In addition, the school will request a meeting with the parents to discuss their decision. Following this meeting, the parent will be required to confirm their decision in a letter to the Head.

Pupils with EHCPs

All pupils with an EHCP who are being withdrawn to be Home Educated, must have the approval of the Ealing SEND team.

10. Sixth Form

The same policy broadly applies to Sixth Form students, however the Law outlined in point 2 does not refer to this age group. The following variations apply to Sixth Form students at Drayton Manor High School.

- Students must wear ID cards at all times. If there are any circumstances which mean this is not possible then the student must loan a temporary lanyard from Main Reception
- Not all sixth form students have lessons at 2:30pm, therefore they will be marked as present during the PM session if they are present in school (periods 3, 4, 5, or 6)
- If a student does not have a lesson after 12:30pm they will be marked as X
- Students that are not on supervised study and who have permission from their parents/guardians are allowed to leave site at 12:30pm if they are not required in school for lesson or other activities
- Any student wishing to attend activities such as open days, interview or work experience opportunities must fill in an absence request form which is signed by their parents, teachers and their Head of Year. Once approved, this will be marked as an authorised absence.

11. Leavers

If you are leaving the area or changing schools, please complete a Leavers' Form (available from Admissions).

Parents must provide the following information:

- The pupil's new address if they are moving.
- The details of the parent they will be living with, or of the appropriate adult who will be caring for them if they will not be living with a parent.
- Details of the school they will attend if already established, or confirmation of school applications if not yet determined.
- Travel documents if the pupil is moving outside of the UK.

Schools and the local authority are obliged to track pupils from school to school, even if you are leaving to live abroad.

Follow-up enquiries on inadequate information can be intrusive. As well as calls, enquiries include unannounced visits to your given address, reports to Child Missing from Education, and referrals to Social Services and the Police.

When a pupil leaves and we do not have information about where they have gone/will be educated, then they are a 'Child Missing Education'. This means that the Local Authority has a legal duty to carry out investigations, which will include liaising with Ealing Children's Integrated Response Service (formerly Social Services), the Police, benefits/council tax records and other agencies, to try to locate your child. By giving us the above information, these investigations can be avoided.

Parents who remain resident locally can only withdraw their children from school if they have a confirmed start date at another school or are undertaking to educate the child at home (Elective Home Education). If the latter, this must be confirmed in writing to the school by the parent. Pupils remain registered at school until such conditions are satisfied.

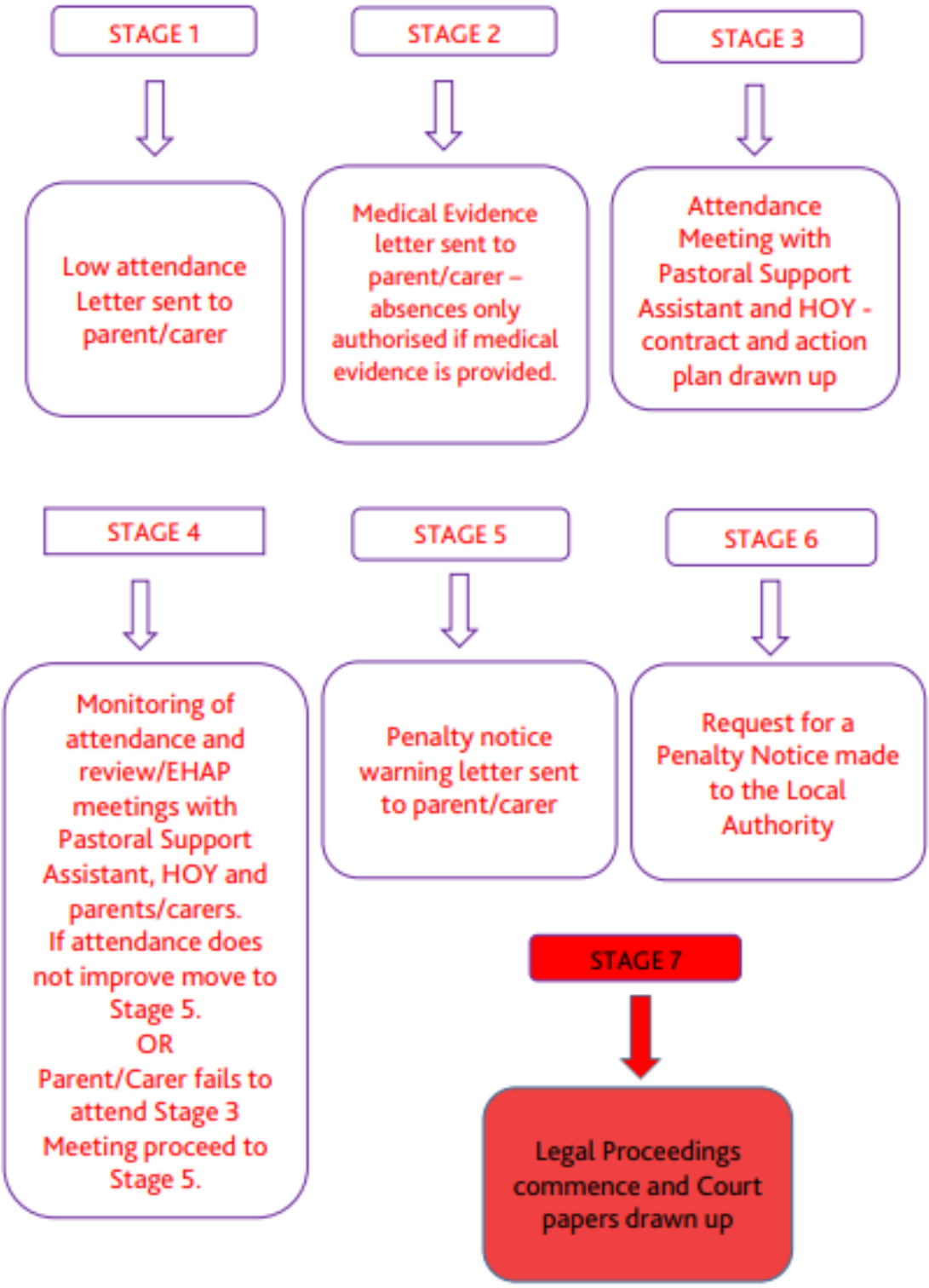
For children leaving school with an Education Health and Care Plan (EHCP), the school will notify the Ealing SEND team.

12. Evaluation and Review

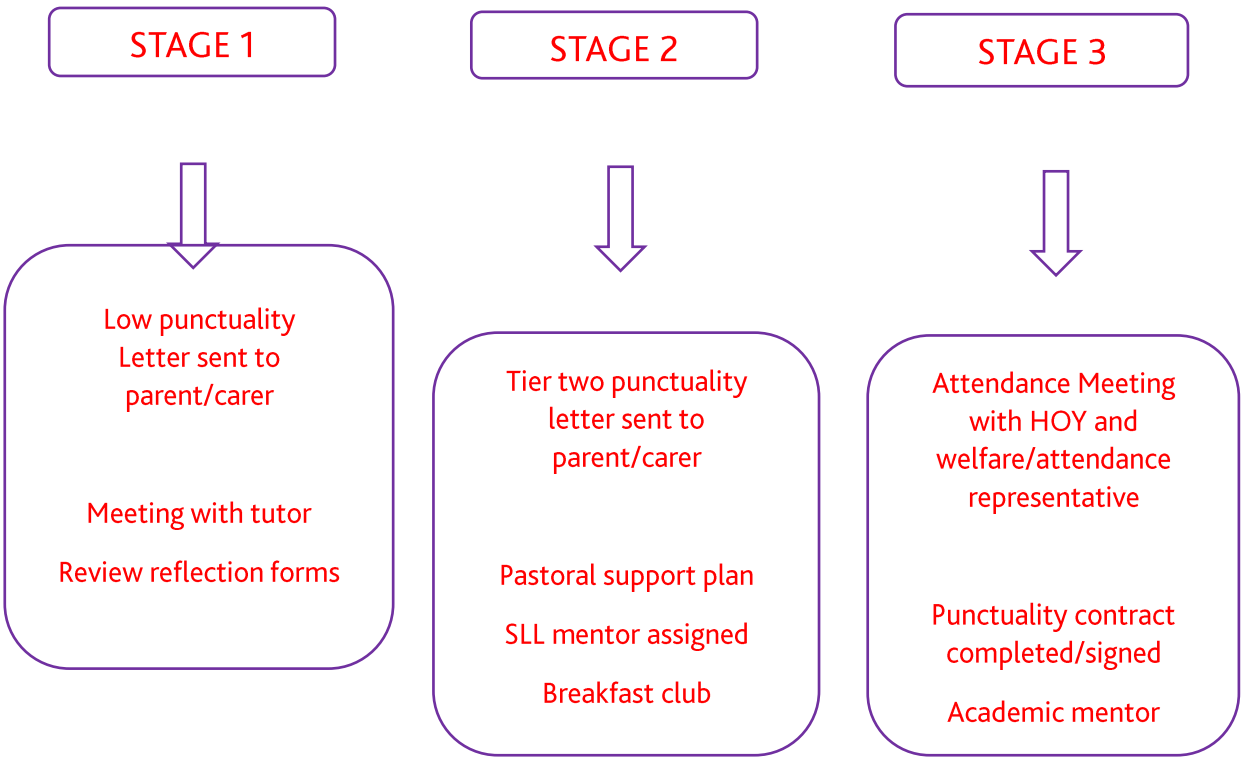
This policy will be evaluated on an annual basis by the Head and the SLT Link (Attendance).

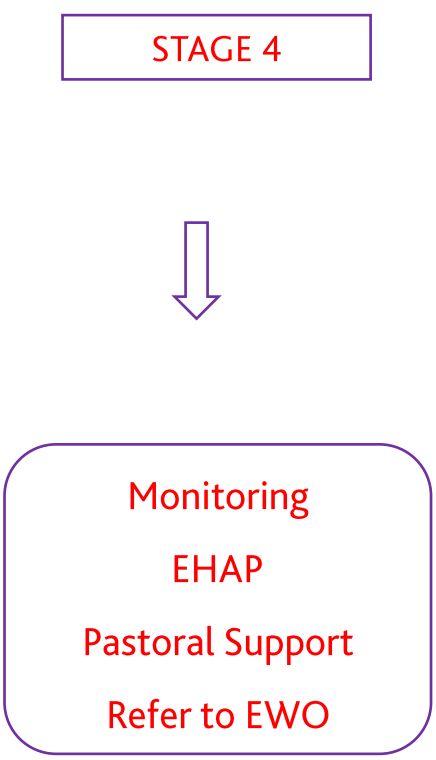
APPENDICIES

1. ATTENDANCE PROCEDURE FLOWCHART



2. PUNCTUALITY PROCEDURE FLOWCHART



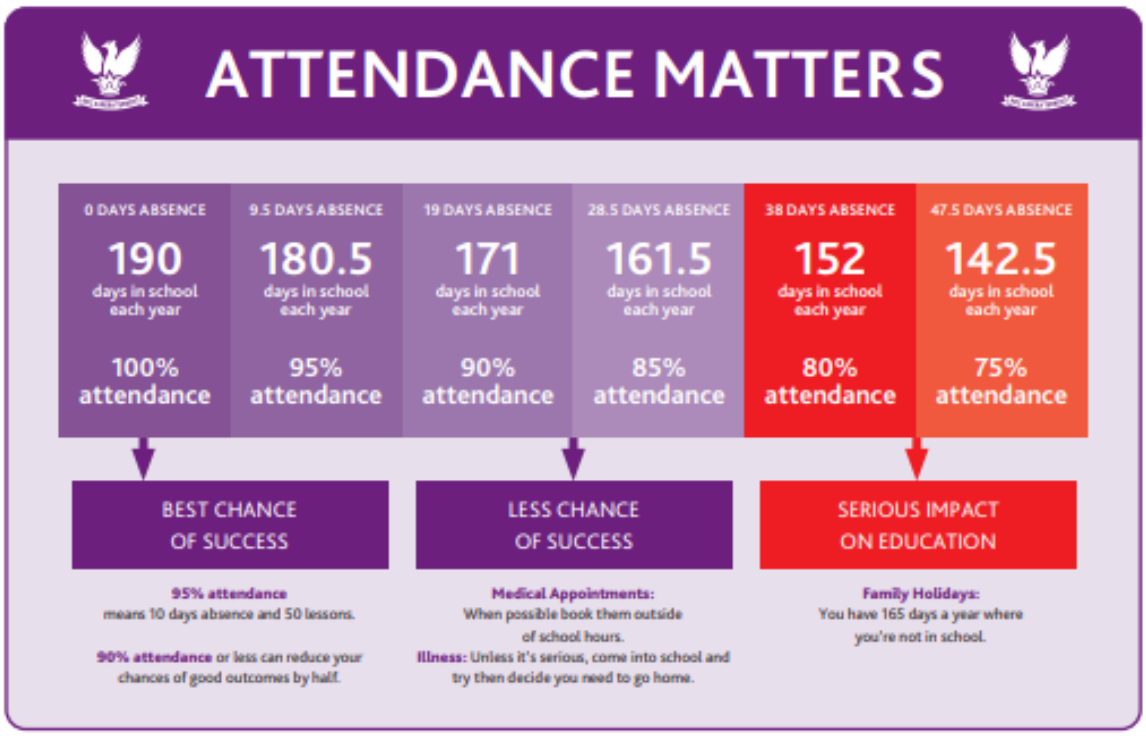


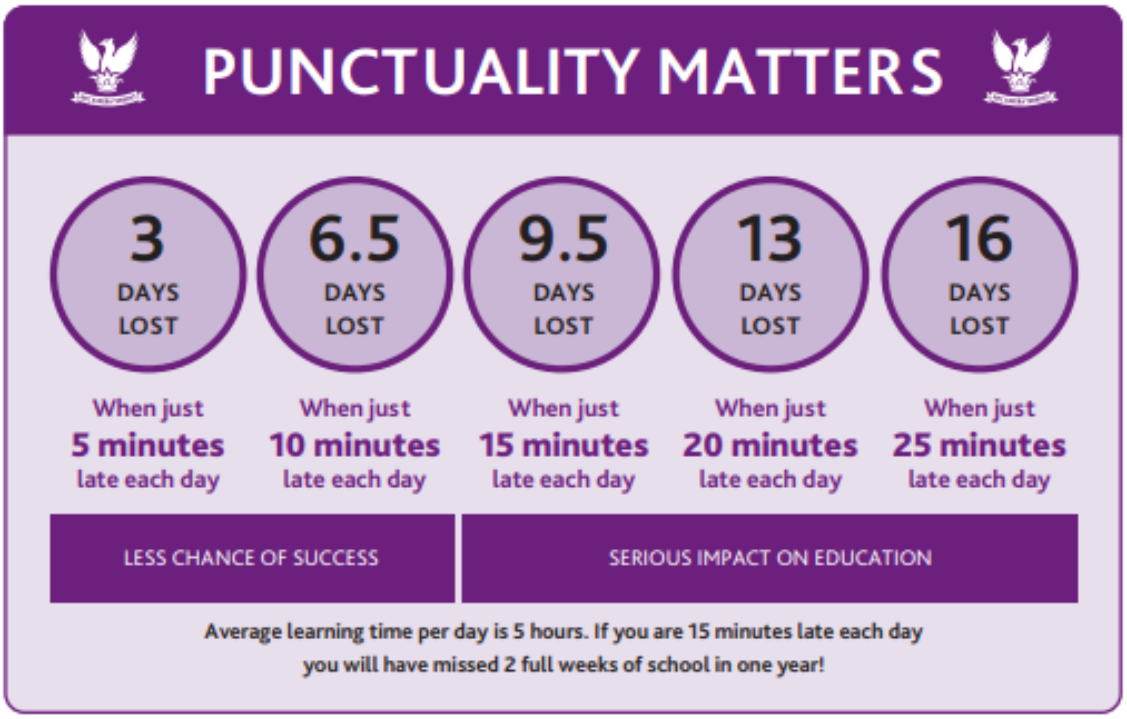
Support Systems

Where there are persistent concerns regarding a student's punctuality, all strategies should be explored and the following support agencies/services can be utilised

- Meeting with tutor
- Academic mentor check in
- Inclusion support
- Behavioural support
- Educational Therapist
- Homework Clubs

3. ATTENDANCE AND PUNCTUALITY MATTERS SCHOOL POSTER





4. Legislation and Guidance Links

Working together to improve school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

Summary table of responsibilities for school attendance (applies from 19 August 2024) (publishing.service.gov.uk)

Is my child too ill for school? - NHS (www.nhs.uk)

Resources for families | Children's Commissioner for England (childrenscommissioner.gov.uk)

School attendance and absence: Overview - GOV.UK (www.gov.uk)

Mental health issues affecting a pupil's attendance: guidance for schools - GOV.UK (www.gov.uk)

Mental health and wellbeing provision in schools (publishing.service.gov.uk)

ATTENDANCE AND PUNCTUALITY AGREEMENT TEMPLATE

DRAYTON MANOR HIGH SCHOOL

Formal attendance and punctuality agreement

Record of meeting

Date of meeting	
Attendees	
Name of pupil	
Class/Tutor Group	
Parent/Carer 1 name and contact Relationship to child	
Parent/Carer 2 name and contact Relationship to child	
Is there a Social Worker/Support Worker involved with the family?	*YES ☐ *If yes, please share with SW NO☐ Name: Contact no.
Other significant adults who support with coming to school	

Child's attendance and punctuality data

Current attendance	%
Unauthorised absence (O, G, U codes)	%
Authorised absence (I, M, C codes)	%
Number of lates overall	

Parent/Carer given a copy of the attendance record?	YES ☐
Parent/Carer given a copy of the school attendance policy?	YES ☐

Identified barriers to attendance (In-school/external)

School summary of concerns
Pupil comments and concerns
Parent/Carer view and reasons for absence/lateness

Previous action

Action already taken to address the attendance concerns

Action/s	Outcome

Medical conditions

Does the child have a medical condition?	YES ☐*if yes, please complete below NO ☐
Have you received a formal diagnosis?	YES ☐ NO ☐
Nature of illness:	
How does the illness impact school attendance?	
Has the school received documentation?	YES ☐ NO ☐
Is there an individual health care plan in school?	YES ☐ NO ☐
When was the care plan last reviewed?	

Special Educational Needs and Disabilities (SEND)

Does the child have identified SEND?	YES ☐*if yes, please complete below NO ☐
Nature of need:	
How does the SEND affect school attendance or punctuality?	
What support is provided by the school/SENDCO?	
Is there an EHCP?	YES ☐ NO☐ ERSA submitted.☐
Any further information related to SEND	

Any other relevant information? Is there any additional information the school needs to know?

Attendance Improvement Agreement To achieve better attendance (refer to attendance toolkit)
Parent/carers will: School will: Pupil will:

Review Date
Agreed review dates:

Review comments
Review date: Comments:

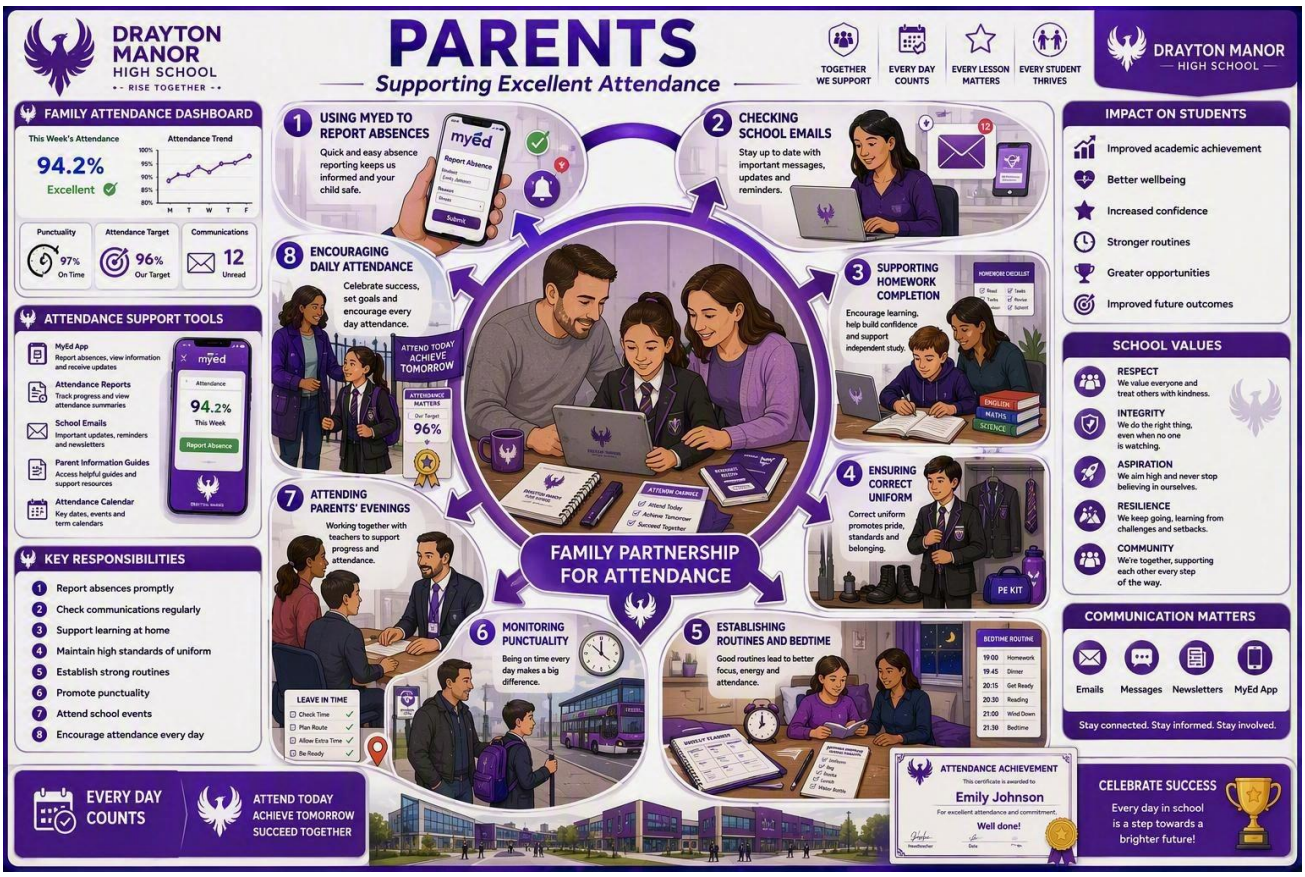
Next steps

The possible legal consequences of poor attendance/punctuality have been explained.

We will do what we have agreed in this attendance contract and will work together to support the above-named child to attend school regularly and punctually.

As parent/carers, we understand that if attendance does not improve, our child may be referred to the Local Authority Attendance Service. This contract and outcomes may be presented as evidence, and we may be liable to a Fixed Penalty Fine or other legal action.

Signed: Parent/Carer 1	Date:
Signed: Parent/Carer 2	Date:
Signed: School attendance officer	Date:
Signed: Dedicated senior leader for attendance	Date:
Signed: Pupil	Date:


DRAYTON MANOR HIGH SCHOOL
- - RISE TOGETHER - -
PARENTS
Supporting Excellent Attendance
TOGETHER WE SUPPORT
EVERY DAY COUNTS
EVERY LESSON MATTERS
EVERY STUDENT THRIVES
DRAYTON MANOR HIGH SCHOOL
FAMILY ATTENDANCE DASHBOARD
This Week's Attendance
94.2%
Excellent
Attendance Trend
Punctuality
97%
On Time
Attendance Target
96%
Our Target
Communications
12
Unread
ATTENDANCE SUPPORT TOOLS
MyEd App
Report absences, view information and receive updates
Attendance Reports
Track progress and view attendance summaries
School Emails
Important updates, reminders and newsletters
Parent Information Guides
Access helpful guides and support resources
Attendance Calendar
Key dates, events and term calendars
KEY RESPONSIBILITIES
1 Report absences promptly
2 Check communications regularly
3 Support learning at home
4 Maintain high standards of uniform
5 Establish strong routines
6 Promote punctuality
7 Attend school events
8 Encourage attendance every day
EVERY DAY COUNTS
ATTEND TODAY ACHIEVE TOMORROW SUCCEED TOGETHER
1 USING MYED TO REPORT ABSENCES
Quick and easy absence reporting keeps us informed and your child safe.
2 CHECKING SCHOOL EMAILS
Stay up to date with important messages, updates and reminders.
3 SUPPORTING HOMEWORK COMPLETION
Encourage learning, help build confidence and support independent study.
4 ENSURING CORRECT UNIFORM
Correct uniform promotes pride, standards and belonging.
5 ESTABLISHING ROUTINES AND BEDTIME
Good routines lead to better focus, energy and attendance.
6 MONITORING PUNCTUALITY
Being on time every day makes a big difference.
7 ATTENDING PARENTS' EVENINGS
Working together with teachers to support progress and attendance.
8 ENCOURAGING DAILY ATTENDANCE
Celebrate success, set goals and encourage every day attendance.
FAMILY PARTNERSHIP FOR ATTENDANCE
IMPACT ON STUDENTS
Improved academic achievement
Better wellbeing
Increased confidence
Stronger routines
Greater opportunities
Improved future outcomes
SCHOOL VALUES
RESPECT
We value everyone and treat others with kindness.
INTEGRITY
We do the right thing, even when no one is watching.
ASPIRATION
We aim high and never stop believing in ourselves.
RESILIENCE
We keep going, learning from challenges and setbacks.
COMMUNITY
We're together, supporting each other every step of the way.
COMMUNICATION MATTERS
Emails
Messages
Newsletters
MyEd App
Stay connected. Stay informed. Stay involved.
ATTENDANCE ACHIEVEMENT
Emily Johnson
Well done!
CELEBRATE SUCCESS
Every day in school is a step towards a brighter future!