



**MAYVILLE
HIGH SCHOOL**
Founded in 1897

Attendance Policy 2023-24

ATTENDANCE

Mayville High School recognises the importance of excellent attendance and punctuality so that pupils can maximise their achievement in school and can be well-prepared for the demands of the next stage of their education.

There is a very strong, evidenced, correlation between rates of school attendance and academic attainment, nationally and at Mayville High School.

LEGAL FRAMEWORK

This attendance policy has due regard to all relevant legislation and statutory guidance including, but not limited to:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- DfE (2019) School Attendance
- DfE (2023) Keeping Children Safe in Education 2023
- DfE (2022) Improving school attendance: support for schools and local authorities
- DfE (2023) Working together to improve school attendance
- DfE (2023) Mental health issues affecting a pupil's attendance
- DfE (2023) Summary of responsibilities where a mental health issue is affecting attendance
- DfE (2023) Support for pupils where mental health is affecting attendance: effective practice examples

EXPECTATIONS, ROLES AND RESPONSIBILITIES

STUDENT EXPECTATIONS:

Excellent punctuality is an expectation of pupils. Being punctual each and every day prepares pupils well for the world of work and later life. All pupils are expected to:

- Be in school by 8.30am in the Pre-Prep and Junior School and 8.40am in the Senior School.
- Attend tutor time and all lessons on time. In the Senior School there is a five minute margin allowing pupils time to walk between school sites.
- If pupils arrive late to their tutor group, please mark them in as late. If Senior pupils arrive after 8.45am they need to sign in at the Office to get their morning mark.
- In exceptional cases where a pupil has a diagnosed medical condition/need, the condition / need

is supported by an up to date diagnosis, and the specific condition / need is known to impact the pupil's ability to attend school we will make reasonable adjustments to the application of this policy / attendance processes.

- Where evidence is not forthcoming or there is no clinical professional's support for the need for absence no adjustments to the attendance register will be made.
- Please refer to the Rewards and Sanctions Policy regarding Senior pupils being late for registration.

PARENTAL EXPECTATIONS

- By sending your child to Mayville High School, parents and guardians accept their statutory responsibilities, and commit to sharing Mayville High School's moral imperative to ensuring their child attends regularly, and has excellent punctuality.
- The law further supports these expectations; The Education Act 1996 states; "as a parent, you must ensure your child receives appropriate full-time education according to their age, ability and aptitude. If your child is registered at a school, then they must attend regularly and punctually. It is your responsibility as the parent to ensure good attendance."
- Parents must provide accurate and up to date contact details for themselves, including at least two telephone numbers.
- Parents must provide contact details for at least one other responsible adult, including at least two telephone numbers.
- Parents are responsible for updating the Office regarding any changes to their records.

TRUSTEE BOARD EXPECTATIONS

- Monitoring the implementation of the attendance policy and procedures of the School.
- Ensuring that this policy, as written, does not discriminate on any grounds including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Having regard to 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children.

MAYVILLE HIGH SCHOOL EXPECTATIONS

The Headteacher is responsible for the day to day implementation and management of the attendance policy and procedures of the School.

ALL STAFF WILL BE RESPONSIBLE FOR:

- Following the attendance policy. All staff are also responsible for ensuring the policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Recording any attendance concerns on CPOMS and directing the concern to - the co-tutor, the Head of Key Stage and the safeguarding team.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated to the DSL (designated safeguarding lead).
- Registering their tutor group and ensuring it has been submitted by 9am for the AM session. Pre-Prep and Junior staff tutors need to have submitted their PM register by 1pm and Senior staff tutors need

to have submitted their tutor register by 4pm.

- Taking a lesson / class register within the first fifteen minutes of each and every lesson.

THE REGISTRAR WILL BE RESPONSIBLE FOR:

- Ensuring all form / tutor group AM registers have been recorded by 9am and PM registers are completed by either 1pm or by 4pm, depending on the area of the school.
- Contact home if any pupil has not been marked present and parents/guardians have not previously notified the school of a planned absence.
- Record all given explanations
- Record all absence as per DfE guidelines.
- Notify Portsmouth LEA of any new joiners to Mayville High School.
- Mayville High School will inform Portsmouth LEA of any pupil being deleted from the admission and attendance registers if they:
 - Have chosen elective home education.
 - No longer live within a reasonable distance of the registered school.
 - Are registered at another school.
 - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
 - The pupil has died.
- Notify the LEA in consultation with the Headteacher and DSL if a pupil has not returned to school for 10 school days after an authorised absence.
- Notify CME in consultation with the Headteacher and DSL if a pupil is absent from school without authorisation for 20 consecutive school days.
- Mayville High School will use the DfE attendance codes to register pupils.

ABSENCE PROCEDURES

Only the Headteacher (not parents/guardians or other relatives) can authorise the absence of your child from school. There is no automatic right for a child to be absent from school.

The Headteacher will require a reason for your child's absence otherwise the absence may be recorded on the school register as unauthorised.

If your child is not well enough to attend school, or is suffering from a contagious illness, please inform us on the first morning of the absence. A phone call to the office, voicemail left with the office or email to the office or form tutor explaining the reason for absence from a parent or responsible adult is a legal requirement and should be completed as soon as possible.

The school requests that, wherever possible, parents and guardians avoid taking their child out of school for non-urgent medical and dental appointments.

IF A CHILD IS ABSENT PARENTS SHOULD:

- Telephone the school as soon as possible, the phone lines open at 8.30am – on the first day of absence, stating the name of your child and the reason for the absence. This can be done

by calling the school on 023 9273 4847 (then following the automated message if calling outside of school hours).

- Provide evidence in the form of appointment cards, prescriptions or referral letters.

LATENESS

All pupils are expected to be in their tutor base or classroom for the start of registration. Due to the distances that some pupils have to travel, allowances are made for heavy traffic conditions or other transport problems.

REQUESTING AN ABSENCE

We recognise that parents/guardians may, at times, request absence from school for their son/daughter. Direct all absence requests to the Headteacher.

The Headteacher's decision is final in relation to authorising pupil absences.

SCHOOL SUPPORT FOR REGULAR ATTENDANCE

Staff will address attendance and punctuality concerns in a timely manner, through agreed processes.

This may involve:

- Communication with parent/guardians either by email, telephone or both
- Meeting with pupil's in school to discuss our concerns
- Setting sanctions for the pupil, principally to support missed work
- Meetings with parents/guardians and/or externally involved professionals
- Setting attendance targets
- Pastoral support and onward referrals to specific services
- Liaison with external medical professionals to evidence specific conditions/needs

MENTAL HEALTH-RELATED ABSENCES

The school will incorporate robust procedures to support pupils who find attending school difficult to cope with due to their mental health issues. This is in line with the DfE 'Summary of responsibilities where a mental health issue is affecting attendance' guidance issued in February 2023.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance.

Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and record the concern on CPOMS.

In order to support parents with their child's progress, Mayville High School will liaise with parents in a sensitive manner where mental health concerns have been identified in relation to absence.

If a pupil is unable to attend school for long periods of time due to their mental health issues, the school will:

- Liaise with any agencies working with the pupil
- If felt appropriate, a referral will be put into the Single Point of Access (SPOA) to request support
(The Mental Health Single Point of Access is open 24 hours a day, 7 days a week, 365 days a year.)

You can call us for free on 0800 328 4444. If you need urgent help or are in a crisis, get help or advice from our trained mental health advisors.)

- Liaise regularly with parents/guardians and the pupil
- Help the pupil reintegrate at school when they return
- Encourage the pupil to stay in contact with other pupils during their absence
- The school will implement an action plan in conjunction with the parents/guardians and the pupil to support with any stress and anxiety that attending school may cause them. The plan will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with mental health issues, Mayville High School will consider:

- Using an external or internal specialist at Wyvern House
- Enabling a pupil to have a reduced timetable
- Ensuring a pupil can have somewhere quiet to spend lunch and break times
- 'Student Support Cards', dependent on the pupil needs
- Temporary late starts or early finishes
- Phased returns to school where there has been a long absence
- Tailored support to meet their individual needs

Research now consistently shows the correlation between attendance and academic achievement (DfE, 2019; EEF, 2022; FFT, 2023).

90% attendance missed 18 days (126 hours) of learning in 1 year. These students will drop at least ONE GCSE GRADE

ATTENDANCE CODES

Mayville High School uses the national attendance codes to enable the school to record and monitor attendance and absence:

/ = Present in the morning

\ = Present in the afternoon

L = Late arrival before the register has closed

C = Authorised absence

E = Excluded but no alternative provision made

H = Authorised holiday

I = Illness

M = Medical or dental appointments

R = Religious observance

B = Off site educational activity

O = Unauthorised absence

U = Arrived after registration closed

N = Reason not yet provided

X = Not required to be in school

S = Study leave

W = Work experience

V = Educational visit or trip

P = Participating in a supervised sporting activity

J = At an interview with an expected employer or another educational establishment

Y = Exceptional circumstances

Z = Student not on roll

= Planned whole or partial school closure