



# FORT PITT

## GRAMMAR SCHOOL

# ATTENDANCE POLICY

(Including procedures relating to leave of absence taken in term-time and punctuality)

**Agreed:** June 2024  
**Next Review Date:** July 2025

A **Beyond** ACADEMY  
SCHOOLS TRUST

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## Attendance Statement of Intent

### The importance of school attendance

Improving attendance is everyone's business. Absence from education has a direct impact on the well-being and attainment of the child. At Fort Pitt Grammar we recognise that the barriers to accessing education can be wide and complex. At Fort Pitt we strive to overcome these barriers by providing a calm, orderly, safe and supportive environment in which the pupils can thrive both educationally and personally.

Our aim is to ensure outstanding attendance for all of our students by building strong and trusting relationships and where attendance is a concern, putting in place the most appropriate, robust and effective measures of support in order to remove any barriers to improving this attendance. Fort Pitt Grammar School expects pupil attendance of 96% and above in line with Medway and National expectations.

### The Fort Pitt Values

The school's approach to achieving outstanding attendance for all students is to ensure that the school, pupils and parents work **collaboratively** to ensure that each party is **respectful** of the need to **aspire** to maintain good attendance and punctuality, ensuring they show **resilience** when it comes to attending school. Good attendance leads to **successful** outcomes in all aspects of school life.



### Further Reading

This policy is supported by the Department for Education's statutory guidance on attendance as outlined in the document *Working together to improve school attendance*, which can be found here: [Working Together to Improve School Attendance](#)

This guidance applies from **19<sup>th</sup> August 2024**

Where this policy refers to a parent, this will include:

- All natural parents, whether they are married or not.
- All those who have a parental responsibility for a child or young person.
- Those who have day to day responsibility for the child (i.e. lives with and looks after the child).



## **The law on school attendance and right to a full-time education**

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 at a school or by education otherwise at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open except in a small number of allowable circumstances such as illness or being given permission for an absence in advance from the school.



## Working together to improve attendance

The attendance policy is underpinned by the following principles as set out in the statutory guidance.

### **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**

Rigorous use of 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 and understand barriers to attendance and agree how all partners can work together to resolve them.

### **Facilitate support**

Remove barriers in school and allow pupils and parents to access the support they need to overcome the barriers outside school.

### **Formalise support**

Where absence persists and voluntary support is not working or being engaged with, partners should work together to explain the consequences clearly and ensure support is in place to enable families to respond.

### **Enforce**

Where all avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention: a penalty notice in line with the National Framework or prosecution to protect the pupil's right to an education.

### **Understanding absence percentages**

95% = half a day off every two weeks

90% = a whole day off every two weeks

85% = one and a half days off every two weeks

80% off = one day off every week

A secondary age child whose attendance is 80% will have missed **one whole year** of education by the time they leave school.



## **Key personnel**

**Senior Attendance Champion** – Mr D Reader [office@fortpitt.medway.sch.cuk](mailto:office@fortpitt.medway.sch.cuk)

### **Key responsibilities**

- To ensure the school's attendance procedures and strategies are in line with the national framework.
- To monitor, analyse and respond to whole school, smaller cohort and key groups attendance patterns.
- To report on key attendance figures to all key partners (e.g. Senior Leaders, Governing Bodies, Staff, Parents)
- To assess the impact of attendance procedures and review these as an ongoing process.
- To lead on key attendance issues with the support of Heads of Years/ Pastoral Team.
- To liaise with Local Authority Attendance Team on key issues relating to absence.
- To promote a proactive approach to addressing attendance issues and to celebrate good attendance.

**Attendance Officer** – Mrs J Benavente [absence@fortpitt.medway.sch.uk](mailto:absence@fortpitt.medway.sch.uk)

### **Key responsibilities**

- Monitor the attendance of students on a day by day basis, ensuring that attendance codes are accurately recorded.
- Carry out first day calling procedures to ensure reasons for absences are accurately recorded at the earliest opportunity.
- Ensure that all morning and afternoon roll calls have been completed in a timely and accurate manner.
- Ensure that all lesson registers have been completed in a timely and accurate manner.
- Liaise directly with Safeguarding leads/ pastoral staff with regards to vulnerable students' attendance.
- Provide key figures relating to the attendance of the whole cohort, year groups and key groups on a daily, weekly, termly basis as required.
- To issue attendance letters to parents as and when required, instigating meetings if necessary, to support improving attendance.
- To issue celebratory attendance certificates to acknowledge good attendance.
- To monitor punctuality at roll calls and liaise with form tutors with regards to consequences.



## Heads of Year and Pastoral Staff

- Monitor the attendance patterns of individuals, smaller cohorts or key groups within their area of focus (e.g. year group)
- Liaise with the attendance officer with regards to the issuing of attendance letters and setting up parental meetings.
- Liaise with outside agencies to support improving attendance where necessary.
- Liaise with the Senior Attendance Champion with regards to issues of persistent absence and other key issues relating to attendance.
- To provide a regular point of contact for students with long term absence.
- To challenge poor attendance and punctuality, issuing the appropriate sanctions.
- To support the form tutors in their specific year groups in promoting a positive attitude to good attendance and punctuality.
- To liaise with form tutors and subject staff in relation to attendance issues.
- To liaise with students and parents in the event of a student in the event of work being sent home.

## Form Tutors

- To complete the **am** roll call registers in a timely and accurate manner as set out in the registration procedures (**page 9**)
- To provide and promote a positive, supportive and welcoming start to the day for all students, promoting positive attitudes to good attendance and punctuality.
- To challenge poor punctuality and carry out appropriate sanctions liaising with parents and Heads of Year.
- To communicate with parents/carers with regards to attendance/punctuality concerns.
- To promote positive achievements with regards to good attendance and celebrate this with the form group.

## All Staff

- To complete the **pm** roll call registers in a timely and accurate manner as set out in the registration procedures (**page 9**)
- To promote a positive, supportive and welcoming environment in which students want to learn.
- To complete all lesson registers in a timely and accurate manner.
- To report on any unexpected absentees from the lesson as soon as they have been noticed.
- Maintain high expectations of all students in terms of punctuality and attendance.
- Provide work and/or resources for students who are unable to attend school for agreed reasons.



## Parents

- Acknowledge and understand that good attendance has a positive impact on both the well-being and academic attainment of their child, and to communicate this to their child.
- Ensure that their child arrives at school on time each day. Informing the school promptly if their child is likely to be late for the morning roll call.
- Contact the school when their child is unable to attend, with a specific reason, on each day of absence by 8.25am.
- Provide appropriate medical evidence as requested by the school in the event of an absence. Providing medical evidence at regular, frequent intervals in the case of lengthy absences.
- Keep the school well informed, in cases of lengthy absence. Daily contact may be required in some cases.
- Keep all contact details up to date, informing the school of any changes and providing at least two contacts for emergency use.
- Only request a leave of absence in an exceptional circumstance.
- To not book holidays, family events or other non-exceptional requests for absence during term times, and to understand the consequences in the event of their child being absent for such an event.

## Students

We expect students to:

- Attend school every day unless they have an authorised absence.
- Arrive at school punctually and be present at the time the register opens in the morning.
- Arrive punctually to all lessons.
- Take responsibility for registering with the attendance officer when late and signing out at reception when leaving the school site for permissible reasons.





## Procedures

### **AM and PM Roll Calls**

It is a legal requirement for the school to take the register twice daily. There are two registration sessions:

AM Registration – 08:25 to 08:30

PM Registration – 14:10 to 14:15

The registers will remain open for 5 minutes.

Students are expected to be in their allocated classroom for AM Registration by 08:25. Students that arrive late to the registration period but before registration is closed will be coded **L (late before the register has closed)**. The number of minutes late will be recorded in the register.

Students coded after registers have closed will be coded **U (late after the register has closed)**. This counts as an unauthorised absence for the whole morning session, until a reason that is both satisfactory and substantiated is provided by a **parent/carer**.

### Procedures for reporting unexpected absences

When reporting an absence due to illness, parents/ carers should carefully consider the severity of the ailments and impact the absence will have on their child's learning. For more information parents should refer to the NHS guidance on "**Is my child too ill for school?**"

Link here: [Is my child too ill for school?](#)

Parents should telephone, email or use Edulink to inform the school of their child's absence no later than 8:25 am.

Email: [absence@fortpitt.medway.sch.uk](mailto:absence@fortpitt.medway.sch.uk)

Phone: (01634) 842359

**Please note:** The reason for illness must be specified. Generic comments such as 'ill' or 'unwell' will not be sufficient. Parents/ carers need to be specific regarding symptoms so that the school can manage the health and wellbeing of the student on their return.

**The school reserves the right to request medical evidence for any length of absence due to illness.**



### **Failure to inform school of an unexpected absence**

In the event that no reason is provided for a child's absence on the first session of absence, the following process will apply:

- 1) Attendance officer will email the parents via the contact emails.
- 2) If no response within 15 minutes the attendance officer will phone the primary contacts.
- 3) If no response from the primary contacts attendance officer will phone emergency contacts.
- 4) If the whereabouts of the child is still not confirmed, the matter will also be raised with the pastoral team who may do a home visit to the student's primary residence on the same day.
- 5) If the whereabouts of the child still cannot be ascertained this will be raised with outside agencies (e.g. Local Authority, Police, Social Workers)

**Please note that if the unexpected absence relates to a vulnerable child, this process will be accelerated to 4 and 5 as a matter of urgency.**

It is the school's responsibility to inform the local authority with names and addresses of pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of ten school days where their absence has been classified as unauthorised.

### **Procedures for requesting leave of absence.**

To request a leave of absence parents/ carers should submit the request to **The Headteacher** either via email or letter. The request should be submitted at least one month in advance of the planned absence. (Unless the request is for an urgent/immediate medical appointment).

**Email:** [office@fortpitt.medway.sch.uk](mailto:office@fortpitt.medway.sch.uk)

**Letter:** The Headteacher  
Fort Pitt Grammar School,  
Fort Pitt Hill,  
Chatham,  
Kent,  
ME4 6TJ.

**Requests must be in writing and must include the following information:**

- Name and year group of the student.
- Full name of the parents/ carers requesting the absence.
- Start and end date of the leave of absence.



- The purpose of the leave of absence.
- A parental acknowledgment of the number of hours of 'lost learning'.

The school will respond to the request within 2 working day of receipt of the request, providing a reason as to whether the absence will be authorised or unauthorised.

### **Granting leaves of absence (Extract from DFE statutory guidance)**

All schools can grant a leave of absence when a pupil needs to be absent from school with permission. All schools are expected to restrict leaves of absence to specific circumstances set out in regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024. These circumstances are:

- **Taking part in a regulated performance or employment abroad:** in line with a licence issued by a local authority or Justice of the Peace or a body of persons approval (BOPA)
- **Attending an interview:** for entry into another educational institution or for future employment (not for part-time/ weekend employment whilst enrolled at school) where requested in advance by a parent the pupil normally lives with.
- **Study Leave:** for public examinations, as agreed with the parents the pupil normally lives with. Please note this does not include any internal examinations such as mocks as study leave should not be granted in such cases.
- **A temporary, time limited part-time timetable:** where the pupil is of compulsory school age, both the parent who the pupil normally lives with and the school agree the pupil should temporarily be educated on a part-time basis for exceptional reasons and have agreed the times and dates when the pupil will be expected to attend school as part of that timetable. **(Please see page 19)**
- **Exceptional circumstances:** All schools can grant a leave of absence for other exceptional circumstances at their discretion. The leave of absence must be requested in advance by a parent who the pupil normally lives with. Schools are expected to consider each application individually taking in account the specific facts and circumstances and relevant background context behind the request. If a leave of absence is granted, it is for the school to determine the length of time the pupil can be away from school.

Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance. Leave of absence should not be granted for a pupil to take part in protest activity during school hours.



## **Authorised and Unauthorised absences**

Every half-day of absence from school has to be classified by the school as **authorised** or **unauthorised**.

**Please note that in all situations it is the judgement of the Headteacher as to whether an absence is authorised or unauthorised.**

### **Authorised absences may include but are not restricted to:**

- Illness – specified with symptoms.
- Emergency Medical or dental appointments that unavoidably fall in school time. Routine medical, dental, optician appointments should be arranged outside of school hours.
- Study leave for public exams as set out by the school.
- Emergencies – reason should be specified with the Headteacher.
- Funerals of close relatives – as agreed with the Headteacher.
- Compassionate leave – as agreed with the Headteacher.
- Interviews for entry into another educational institution or future employment.

### **Unauthorised absences may include but are not restricted to:**

- Holidays and day trips for leisure or recreational purposes during term time.
- Absence for family events such as marriages, birthdays.
- Truancy.
- Death of a pet.
- Minding other younger children in the family.
- Staying at home to care for unwell family members.
- Arriving at school too late to get a present mark. Unless a valid reason is presented to the attendance officer.

### **Absences that may be authorised at the discretion of the Headteacher.**

- Funerals and other significant family events – The Headteacher will authorise a suitable time for compassionate leave.
- Participation in sporting and artistic events not arranged by the school – The Headteacher will consider authorisation depending on the nature, location, timing, student attainment levels and attendance record of the student.

The school can, if required, change an authorised absence to an unauthorised absence, and vice versa, if new information relating to the absence is presented. Any changes will be communicated to parents/ carers. An example of this would be where a parent states their child is unwell but on return to school there is evidence they have been on holiday.

**In the event of an unauthorised absence, the school will raise the issue with the parent/ carer to ascertain any support that may be required to improve attendance. Following this the school may then refer the matter to Medway's Attendance Advisory Service who may issue a penalty notice. (Please see page 18)**



## **Absence through illness short term and long term**

In cases of both long term physical or mental health, school staff are not expected to diagnose or treat physical or mental health conditions, but the school will work together with families and other agencies with the aim of ensuring regular attendance.

### **Short term illnesses – up to 5 days**

The parent/ carer should notify the school on the first day of the illness. Medical evidence will not be required for short term illnesses unless the school has genuine and reasonable doubt about the authenticity of the illness. In the majority of cases a parents' notification that their child is too ill for school will be sufficient evidence and can be accepted without question or concern.

### **Longer term illnesses – over 5 days**

In the event of a longer-term illness, parents/ carers should keep the school updated with regards to illness and diagnoses at regular intervals. A member of the pastoral team may be required to meet with the student (this can be a virtual meeting) every 10 days to ensure the safety and well-being of the student during a prolonged absence.

### **Sickness returns to the local authority**

**Please note that where a pupil is recorded on the attendance register as absent using code I (unable to attend because of sickness) and there are reasonable grounds to believe to believe the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school days missed during the current academic school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days, the school is required to advise the Local Authority.**

### **Support for pupils with long term illnesses**

The school acknowledges that there are a range of health/ mental health issues that can provide barriers to good attendance, and that each case needs to be considered on an individual basis. At times pupils will experience normal but difficult emotions that make them nervous about attending school, such as worries about friendships, school work or examinations. It is important to note these pupils are still expected to attend school regularly. In most instances, attendance at school may serve to help with the underlying issue as being away from school might exacerbate it.

The school will work with parents and students to provide the most appropriate level of support depending on the circumstances, in order to minimise lost learning.

For further reading on how schools and parents can support pupils where mental health issues are affecting attendance:

[Support for pupils where mental health issue is affecting attendance](#)



### Levels of support that may be offered

- Initial meeting with Head of Year/ Pastoral lead/ attendance officer to ascertain the level of support required.
- Signpost access to school nursing services and mental health support teams where they are available.
- Review the student's timetable and possibly implement a temporary reduced timetable to support learning. Duration and timings to be determined by the school.
- Provide work on Teams for a limited time to support the student's learning whilst absent.
- Referral to Medway Local Authority for possible education other than school support.

### Medical Evidence

Schools are not expected to routinely request that parents provide medical evidence to support illness absences. Where a pupil's health need means they need reasonable adjustments or support because it is complex and long term, school can seek medical evidence to better understand the needs of the pupil and identify the most suitable provision in line with statutory guidance set out in the following documents:

#### Supporting pupils at school with medical conditions

[Supporting students at school with medical conditions](#)

and

#### Arranging education for children who cannot attend school because of health needs

[Arranging education for children who cannot attend school because of health needs](#)

### Examples of medical evidence for ongoing illnesses

- Hospital discharge letter.
- Medical appointment letter or email.
- Copy of a prescription or medication label.
- Note from GP, consultant.
- Medical letter identifying the illness/ symptoms.

In cases of ongoing long term illness the school may request updated medical evidence at regular intervals to ensure the attendance coding for the pupil is accurate and that the right support strategies and health care plans are in place.

### Illness whilst at school

If a pupil feels unwell whilst at school, they should inform a member of staff straight away who will then alert the trained first aiders in reception. If appropriate the pupil may be sent to directly to reception to receive treatment. The first aider will then decide whether or not to contact parents/ carers. **Students are not permitted to call home in this instance.** If a parent receives a phone call/ message from their child regarding an illness, the parent /



carer should then contact the school office immediately to ensure that the pupil’s health and well-being can be checked.

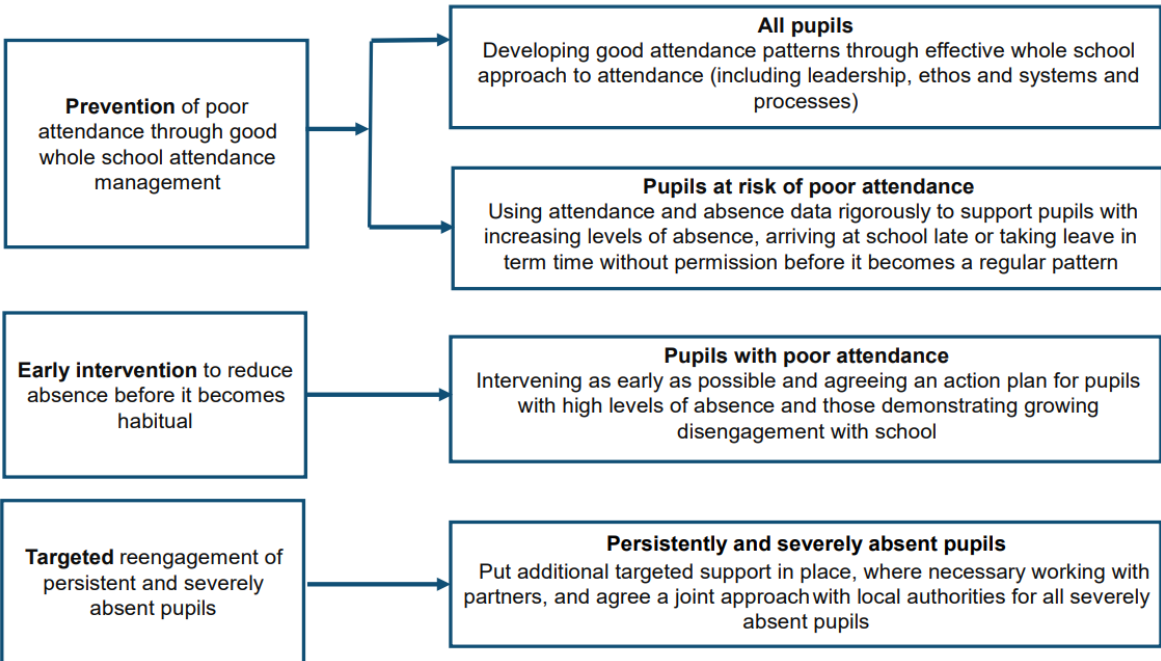
Should the child need to leave the school due to an unexpected illness the parent/ carer must collect their child. If the parent or carer is unable to collect their child and designates another person to do so, they must inform the school. Proof of identification may be requested at the reception.

**Persistent and severe absences**

A pupil is considered as a **persistent absentee (PA)** when they miss 10% or more of school. This is equivalent to 1 day or more of absence a fortnight across the full school year. In these cases the school will work together with the parents/ carers to address the issues and where necessary put in place additional targeted support to remove barriers to attendance. It may be necessary in some cases to involve the local authority or other outside agencies in this process.

A pupil is considered a **severely persistent absentee (SPA)** when they miss 50% or more of school. In these cases, the school put in place more intensive support across a range of services and partners. The school will work closely with parents/ carers and the local authority and medical professionals to put into place specific support.

**Levels of support**



**If all avenues of support have been facilitated by schools, local authorities and other partners, and the appropriate educational support or placements have been provided but severe absence for unauthorised reasons continues, it is likely to constitute neglect. In this**



scenario, the school and local authority will consider any safeguarding concerns and where necessary conduct a full children's social care assessment.

**Further reading: Keeping Children Safe in Education**

[Further Reading: Keeping Children Safe in Education](#)

### **Attendance monitoring procedures**

The attendance officer monitors all attendance, absences and punctuality on a daily basis, liaising with Heads of Year, Pastoral Leads and the Attendance Champion, ensuring the absence of any vulnerable pupils is given priority.

All absences and lates are shared with the pastoral team and where necessary class teachers. Data regarding attendance and punctuality is shared with key staff on a weekly basis with overall attendances figures shared with the Leadership Team and Governing Body on at least a termly basis.

### **Attendance monitoring stages**

**Please note that the monitoring stages are for guidance only and each attendance concern will be considered on an individual basis, considering the various factors impacting on the attendance.**

**Stage 1:** Where attendance suddenly drops below 96% or below or is a general cause for concern, **Attendance Letter One (Cause for Concern) will be sent to parents/ carers.** If the attendance subsequently does not improve, the concern will escalate to stage 2

**Stage 2:** In school attendance review with Parents, Head of Year, Attendance Officer and Pastoral Manager to discuss concerns and put in place targeted support. If the attendance subsequently does not improve. The concern will escalate to stage 3.

**Stage 3: Attendance Letter Two (Medical Evidence Letter) will be sent to parents/ carers** requesting evidence to support absences. If the attendance subsequently does not improve, the concern is raised to stage 4.

**Stage 4:** In school attendance review with Attendance Champion, Head of Year, Attendance Officer and Pastoral Manager. An **attendance contract** may be considered. If the attendance subsequently does not improve. The concern will escalate to stage 5.

**Stage 5:** The school will issue a **Notice to Improve** to the parents and carers. (See below) If the attendance subsequently does not improve. The concern will escalate to stage 6.

**Stage 6:** The attendance concern will be referred **Medway Council** who may issue a penalty notice or a prosecution may be considered if attendance does not improved to an agreed level within a specified period.

### **Attendance Contract**

If stage 4 is reached the school will consider an **Attendance Contract** with the parents of the child concerned. This is a formal written agreement between the parent and the school to





support the child in overcoming barriers to irregular attendance at school. Parents cannot be compelled to enter into an attendance contract and they can only be agreed with the parents present. If necessary, a different attendance contract may be agreed with the different parents of the child concerned.

The **attendance contract** will be agreed in a meeting with the parent, child, Head of Year, Attendance Lead and the Attendance Officer.

### **Notice to Improve**

A Notice to Improve is a final opportunity for a parent to engage in support before a penalty notice is issued.

The notice to improve will include:

- Details of the support offered so far.
- Opportunities for further support and an option to access previously provided support that was not engaged with.
- A clear warning that a penalty notice may be issued or prosecution considered if attendance improvement is not secured within the improvement period.
- A clear timeframe for the improvement period of between 3 and 6 weeks.
- Details of what sufficient improvement within the timeframe will look like.
- The grounds on which the penalty notice may be issued before the end of the improvement period.

### **Penalty Notices**

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school. A **Notice to Improve** will have been issued in advance. Penalty notices may be issued when the school and the Local Authority have offered support to improve attendance, and this has not worked or been engaged with. They will also be issued in the event of an unauthorised absence such as an unauthorised term time holiday or unauthorised leave of absence. The penalty notice can be issued to each parent liable for the offence. They will usually only be issued to the parent or parents who have allowed the absence.

In the event of a Penalty Notice being issued, a referral will be made to Medway Council who may issue the penalty notice on behalf of the school.

The threshold for issuing a penalty notice is **10 sessions of unauthorised absence in a rolling period of 10 school weeks**. A school week being any week in which there is at least one school session. A session refers to an AM or PM session.

In the event of an **unauthorised holiday** during term time, if the parent has informed the school of their intent to take their child out of school for an unauthorised holiday during term time, they will be issued with a warning letter informing them that they will be issued with a penalty notice after the period of the unauthorised absence has elapsed. This will



then be referred to **Medway Council** who may then issue the Penalty Notice on behalf of the school.

In the event that an **unauthorised holiday** during term time takes place without notice from the parent, parents will be issued with a **Suspected Holiday Letter** and a warning that a Penalty Notice will be issued if the absence is unauthorised.

### **Issuing Penalty Notices**

In the event of a Penalty Notice, the school will refer this to the Local Authority who will then issue the Penalty Notice on the school's behalf. It is the role of the school to fully inform the local authority of the reasons, context and support offered in relation to the Penalty Notice being issued.

Only two penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate.

- The first penalty issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.
- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for the third time within those 3 years, alternative action will be taken instead. This may include prosecution, but may include other attendance legal intervention.

### **Attendance Prosecution**

If a child of compulsory school age fails to attend regularly at school, and all appropriate, targeted support offered has either not work or not been engaged with, parents may be guilty of an offence and can be prosecuted by the local authority. Prosecution at a magistrate's court is the last resort. Magistrates' fines can be up to £2500 per parent, per child.

"Parents who fail to secure their child's regular attendance at a school, for which there are 2 separate offences: section 444(1) where a parent fails to secure the child's regular attendance; and section 444(1A) where a parent know that the child is failing to attend school regularly and fails to ensure the child does so. The section 444(1) offence may result in a fine of up to level 3 (£1,000) and the section 444(1A) offence my result in a fine of up to level 4 (£2,500) and / or a community order or imprisonment of up to 3 months." *Education Act 1996.*

### **Part-time timetables**

In very exceptional circumstances, where it is in a pupil's best interest, there may be a need for the school to provide a pupil with a less than full-time education through a temporary part-time timetable to meet their individual needs. For example, where a medical condition



prevents a pupil from attending school. The school may request medical evidence to support the implementation of a part-time timetable. A part-time timetable will not be used to manage a pupil's behaviour.

If the school feels a part-time timetable is appropriate for a particular student:

- The school will agree this with the parent the pupil normally lives with.
- The school will provide a clear plan that considers the pupil's wider support, health care and reintegration plan.
- The school will review the plan with the pupil and parents regularly to ensure it is only in place for the shortest possible time.
- The school will set a proposed end date taking into account the circumstances of the pupil. This end date may be extended as part of the regular review process. In some cases, a pupil with a long-term health condition may require a part-time timetable for a prolonged period.

If the pupil has a social worker, the school will keep them informed and involved in the process. Once the part-time timetable has been agreed a copy will be sent the Medway Local Authority Education Department.

### **Truancy**

Truancy from education is the act of being absent from school without permission or valid reason. Truancy may be an absence from the school site without permission or an absence from lessons whilst on the school site without permission. In the event of a confirmed truancy, the parent will be contacted immediately to confirm the safety and welfare of the student.

Confirmed cases of truancy are coded unauthorised and will result in disciplinary procedures within school. Parents found to be complicit in the act of their child's off-site truancy may be subject to referral to Medway's Attendance Advisory Service.

### **Procedures for lateness**

- Students arriving late for AM Registration must report to the attendance officer at the front of reception or in the main office.
- Students arriving late for AM or PM registration who arrive before the registration period closes will be coded **L (late before registration closes)**.
- Students arriving after 09:00am will be deemed absent for the morning session if no reasonable explanation is given. The absence will be classed as authorised if an adequate explanation is given in writing.
- The first incidence of lateness will result in a corrective conversation between the student and their Form Tutor.
- If students are late twice in a week without suitable reason, they will attend a 30-minute lunchtime detention supervised by HoY/SLT, which can be escalated to a 1 hour after school detention in cases of persistent lateness
- If a student is persistently late without suitable reason, they may receive a report from their Head of Year.



- If the lateness persists, the Head of Year and Attendance Officer will meet with the parent to put targeted support in place to improve punctuality.
- Persistent lateness can lead to the accumulation of unauthorised absences. Should this reach the national threshold, parents may be issued with a Penalty Notice.

### **Lateness to lessons**

The start of each lesson is just as important as the start of each day. Students that are persistently late to lessons not only cause disruption but miss out on valuable learning time.

- The first incidence of lateness to lesson will result in a corrective conversation between the student and the subject teacher.
- The second incidence of lateness will result in the student receiving 2 behaviour points and a detention with their subject teacher (the teacher will enter these details on Arbor).
- If a student is persistently late to lessons, they will be placed on either a Head of Department Report or a Head of Year Report.
- If the lateness persists this will be referred to a Senior Leader and could result in the pupil being escorted to lessons by a member of staff and being issued with break and lunchtime detentions for a specified period of time.

In all incidences of lateness, the number of minutes late will be recorded. Whether the lateness is deemed as authorised or unauthorised is decided at the discretion of the school. Authorised absences will include preorganised appointments, delays due to traffic or problems with travel arrangements etc. Lateness due to oversleeping or when no valid reason is given will be issued as unauthorised.

Persistent lateness is defined as arriving after the registration period closes without suitable reason on two or more occasions in one fortnight period.

### **Rewarding Good Attendance**

Fort Pitt is committed to recognising and rewarding good attendance. As part of the Fort Pitt values our students should aspire to achieve 100% attendance and show resilience on days where they might consider not attending school due to an illness.

To recognise good attendance at school:

- Students who achieve 100% attendance in a term are awarded with a certificate and 3 achievement points
- Students who achieve 100% attendance in the whole school year are awarded with a certificate 5 achievement points and will be entered for a prize draw.
- Form Groups in each year with the highest termly attendance will receive a certificate and a prize.
- Form Groups in each year with the highest overall yearly attendance will receive a certificate and a prize.
- Outstanding attendance will be shared on our social media sites.

