

## **Basic Guide to our Attendance Policy**

This policy is based upon several principles. Good attendance is intrinsic to pupil achievement and we believe that pupils will fulfil their potential if they attend school regularly and punctually. Good attendance contributes to pupils feeling included in the school community.

This policy contributes towards the aim to meet the outcomes of the Leeds 3 A's Strategy to improve:

- Achievement
- Attainment
- Attendance

### **Pupils' responsibilities**

- To attend school regularly.
- To arrive at school on time and follow procedures for registration and arriving on time for lessons

### **Parent's/carers' responsibilities**

- To ensure that their child attends school regularly and on time.
- To ensure that their child receives full time education.
- To make arrangements, whenever possible, for medical/dental appointments outside of school hours. If appointments are made during school hours, every effort should be made to minimise disruption to learning.
- To ensure holidays are not booked in term time.

## **Holiday Fines**

The Government changed the Education (Pupil Registration) Regulations in relation to term time holidays on 1st September 2013. As a result, Principals can no longer allow any leave of absence during term time unless there are exceptional circumstances. This means that

holidays in term time will not be authorised. Unauthorised absences may result in a Penalty Notice being issued under the provisions of the Education Act 1996 (as amended) which means that you could be fined for your child's absence. Non-payment of a Penalty Notice within the total 28-day period could result in the commencement of criminal proceedings in the Magistrates' Court under Section 444 of the Education Act 1996. Information on penalty notices is also available on the Leeds City Council and DFE websites.

### **School's responsibilities:**

- To register pupils accurately for a.m. and p.m. sessions. The registration mark will be recorded at Registration (0825 hours) and Period Three (11.10 hours)
- To monitor attendance and absences (authorised and unauthorised)
- To investigate any problems that may lead to non-attendance and work collaboratively to find solutions.
- To keep parents/carers informed of attendance issues.

### **Role of the Attendance Team:**

The Attendance Team will work with pupils and parents/carers to ensure that appropriate support is available to maximise attendance. The Attendance Team will meet weekly with Pastoral Officers to discuss any pupil where attendance is an issue and to discuss the weekly performance of each year. They will provide Attendance Certificates and Percentage Summary Reports for individual students, forms and years.

### **Punctuality:**

The Attendance Team will monitor students who arrive after 8:25am. Pastoral Officers will be made aware of persistent offenders with a view to addressing any issues. Students will be issued with a 20-minute detention if they arrive after 8.25 am and a 40-minute detention if they arrive after 9am when the register closes. Parents/Carers will be informed of poor punctuality.

### **Management of attendance:**

If a pupil's attendance gives cause for concern, the Attendance Team will administer the following 3 stage process:

Letter one: When a student has 2 days unauthorised each term absent parents/carers will receive a letter. This will offer support and encourage improvement whilst emphasising the need for good attendance.

Letter two: This is dependent on the absence being authorised or unauthorised:

When a student has either 5 days absent or 2 periods of absence in a half term the Attendance Team will contact parents.

1. Authorised absence: The letter will set out that proof of illness will be required from this point onwards and offer parents/carers a phone call or meeting in school to support attendance. Proof of illness will be requested on a case-by-case basis.
2. Unauthorised absence: Parents will be sent a local authority fast-track attendance monitoring letter. This will be accompanied with an invite to a meeting in school to discuss supporting the student's attendance. Attendance will be monitored over a 4-week



period. Parents will already have received the 2-day letter.

Letter three:

If a pupil's attendance does not improve then following on from the type of letter two that was received:

1. Local authority fast track monitoring will apply, and parents will be invited in for a meeting.
2. Local authority fast track will progress to stage two and another meeting will take place in school. Following on from this if attendance does not improve, we will refer the case to the local authority for the fixed penalty fine.

At all times Parents/carers will also be made aware of the legal position regarding poor attendance.

**Persistent absentees :** A pupil with attendance of less than 90% is deemed to be persistently absent. Parents/carers are liable to a fine or imprisonment for failing to ensure regular attendance without good reason. In most circumstances, attendance will be unauthorised if it falls below 90%. Students who have below 90% attendance at the end of an academic year will be sent a letter informing them they will be on attendance monitoring and will require proof of illness form the start of the next academic year.

We reserve the right to accept or refuse evidence such as a Doctor's appointment card, a Hospital appointment card or prescribed medication.

The attendance team must be notified in advance of any in school appointments:

[TMHSAffendance@tmhs.rklt.co.uk](mailto:TMHSAffendance@tmhs.rklt.co.uk)

When the attendance team detect that attendance has declined, they will assess the situation and look to speak with students and parents/carers

Pupils have their own personal record to track their attendance in their planners which parents/carers can check along with Arbor.

#### **Reporting absences:**

Parents/carers are expected to call the school Attendance Line 0113 390 0770/message Arbor on the first day of absence and every subsequent day. The Attendance Team will attempt to contact parents/carers if they do not contact school/to follow up Arbor messages and a text message will be sent out to notify the need to contact us.

#### **Home Visits:**

The Attendance Team may make a home visit on the first day of absence if the school has not been informed of why the student is absent and will make a home visit after a student has been absent for 3 days or more in other instances. This may be made earlier if a student is on attendance monitoring or there are concerns for the student's welfare.

#### **Post 16 attendance intervention protocols:**

Tier 1: Students whose attendance falls below 95% will be invited to a well-being meeting with the Pastoral Leader. The purpose of which is to listen to the reasons for absence, their perception of the impact it may have had on their studies, to ascertain whether they are likely to have more time off. Students will have the opportunity to discuss the support

they need from the Pastoral Team/teachers, alongside other supportive strategies such as directed study.

Where an absence cannot be authorised, a letter will be sent home to parents to inform them and to give them the opportunity to meet with the Pastoral Leader.

Tier 2: If absence continues to be an issue, absence will not be authorised. A meeting will be convened with the student and parent to look at their engagement across all their subjects. This will be examined in conjunction with progress data to investigate the impact of absence on attainment. The student will be required to improve their attendance over the next 6 weeks and continued monitoring is undertaken once improved.

Tier 3: If, at the end of the 6-week monitoring period, attendance has not improved OR by the start of January of Year 13 attendance is below 90%, students will be placed on notice that they may not be entered for examinations as they are working below a threshold which could be considered as prepared for these examinations. The letter for this would give 6 weeks' notice to improve. If attendance does not improve by February half term, the school reserves the right not to enter student exam entries, at which point students/parents wishing to pursue the exam entries will have to pay for these as private candidates, as per the Examinations policy. Notice to improve periods can be extended for Y12 students, where deemed appropriate.

The policy of not entering a student with below 90% will only be applied with full consideration of the circumstances.



If you are experiencing any difficulties that are affecting your child's attendance, then school and the Cluster want to work with you to support you. Please contact the school in the first instance.

For any attendance queries please contact our Attendance team:

[TMHSAffendance@tmhs.rklt.co.uk](mailto:TMHSAffendance@tmhs.rklt.co.uk)

Policy agreed for September 2025.  
This policy will be reviewed annually.

Our attendance policy and supporting information can be found at:

<https://tmhs.co.uk/school-life/attendance/>