



ATTENDANCE & PUNCTUALITY POLICY

INTENT

We believe that if students are to benefit from their education and achieve their potential, good attendance and punctuality are crucial. As a school we do all that we can to ensure maximum attendance for all students and we identify and address any problems that impede punctuality and regular attendance as speedily as possible.

‘Improving attendance is everyone’s business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. The foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils want to be and are keen and ready to learn’. Para 7 Working together to improve attendance DfE 2022

‘...at all stages of improving attendance, schools and partners should work with pupils and parents to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Securing good attendance cannot therefore be seen in isolation...It cannot solely be the preserve of a single member of staff, or organisation, it must be a concerted effort across all teaching and nonteaching staff in school, the trust or governing body, the local authority, and other local partners.’ Para 8 Working together to improve attendance DfE 2022

Legal aspects of Attendance

‘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 being too ill to attend or being given permission for an absence in advance from the school.’ Para 10 Working together to improve attendance DfE 2022

All parents / carers have a duty under section 444 of the Education Act 1996 which states that, ‘if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at school, the parent is guilty of an offence.

Under the terms of the education related provisions of the Anti-Social Behaviour Act, parent/carers(s) may be issued with a Penalty Notice if they:

- Fail to ensure that their child attends school, or other education provision regularly
- Allow their child to take leave of absence in term time without a school’s authorisation
- Fail to return their child to school on an agreed date after a leave of absence
- Allow their child to persistently arrive late for school after the register is closed

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

The number of unauthorised absences occurring within a rolling academic year

One-off instances of irregular attendance, such as holidays taken in term time without permission

Where an excluded pupil is found in a public place during school hours without a justifiable reason



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If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Principles

We recognise that parents / carers have a vital role to play in establishing regular and punctual attendance and therefore strive to work in partnership with parents / carers in promoting and encouraging 100 per cent attendance for all our students.

If there are problems that affect a student's attendance or punctuality we will investigate, identify and strive in partnership with parents/carers and students to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the student to full attendance at all times. A similar approach will be adopted with students whose punctuality is considered to be an issue.

Rationale for good attendance over an academic year:

- 90% attendance = ½ day missed every week
- 1 school year at 90% attendance = 4 whole weeks of lessons missed.
- 90% attendance over 5 years of secondary school = ½ a school year missed.
- It is suggested that 17 missed school days a year = one GCSE grade drop in achievement.
- It is suggested that 10 missed school days a year = one A Level grade drop in achievement.
- It is suggested that if a school can improve their attendance by 1%, they will see a 5-6% improvement in the whole school attainment.

Rationale for good punctuality over an academic year:

- 5 Minutes late = 3.4 school days missed per year
- 10 Minutes late = 6.9 school days missed a year
- 15 Minutes late = 10.3 school days missed a year
- 20 Minutes late = 13.8 school days missed a year
- 30 Minutes late = 20.7 school days a year

The school will ensure:

- that the school follows the DFE guidance September 2022 (Appendix 1 Working together to improve school attendance; Appendix 2 Summary table of responsibilities for school attendance.
- that staff receive CPD to maintain knowledge of registration, attendance & punctuality procedures as well as school attendance and punctuality data;
- that staff convey the importance of good attendance and punctuality for a successful education;



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- that regular liaison; between the Heads' of Year (HOYs), Attendance & Welfare Officer (AWO) and the Senior Leadership Team (SLT) member with responsibility for Pastoral; regarding attendance and punctuality takes place;
- that students and their parents/carers understand the importance of good attendance and punctuality through positive reinforcement and working in partnership with us;
- that clear, open channels of communication are established to inform students, parents/ carers and staff of any issues with attendance and/or punctuality;
- realistic targets for whole school and individual attendance and punctuality are set;
- regular evaluation of attendance and punctuality procedures, systems and interventions;
- effective reintegration programmes are implemented following a period of absence (that is longer than two weeks) from school due to illness or injury, alternative education off site or fixed term exclusion and that they promote positive staff attitudes to students returning after such absences;
- students with poor attendance and/or punctuality are challenged and students with good attendance and/or punctuality are rewarded.

IMPLEMENTATION

Roles and Responsibilities to be read in conjunction with Appendix 2

WHO	EXPECTATIONS	OVERVIEW & ACCOUNTABILITY
Pupils	<ul style="list-style-type: none"> • attend school regularly; • average yearly attendance should not fall below 96%; • arrive to school on time; • average yearly punctuality should not be above 3% lates; • arrive to all lessons on time; • obey the rules regarding attendance and punctuality and ensure they are aware of and follow the policy and procedures; 	Parents / Carers Form Tutors Head of Year Attendance & Welfare Officer Deputy Principal - Pastoral
Parents / Carers	<ul style="list-style-type: none"> • ensure regular attendance is maintained throughout the child's time at Shirley High School; • average yearly attendance should not fall below 96%; • ensure that their child regularly arrives at school on time; • average yearly punctuality should not be above 3% lates; • ensure that all the contact details we hold on our records/systems are always up to date and that the emergency contact details are current and correct; 	Head of Year Attendance & Welfare Officer Deputy Principal - Pastoral Local Authority



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	<ul style="list-style-type: none">● maintain communication with the school as required;● ensure that, where possible, appointments for their child are made outside of the school day● contact the attendance and welfare office if their child is to be absent or late to school attend@shirley.croydon.sch.uk or 0208 656 9755 ext 163 and give the reason;● should your child be absent from school, provide a note confirming the reason for the absence on your child's return to school so the appropriate registration coding for the absence can be done without delay;● provide medical evidence on request to support coding your child's absence as illness;● complete the student absence request form should an emergency absence be required and supply the necessary supporting information, including telephone and email details;● support the school's policies and procedures regarding attendance and punctuality.	
Form Tutors	<ul style="list-style-type: none">● register their pupils electronically at the start of AM registration and PM registration (as required for the Key Stage), in accordance with school procedure● follow up any initial issues with attendance and punctuality to either registration;● ensure pupils are fully aware of the importance of good punctuality and regular attendance;● ensure pupils are fully aware of the attendance and punctuality procedures operating within school and reinforce that poor attendance and punctuality has a detrimental effect on the learning of all pupils;● reinforce pupils' average yearly attendance should not fall below 96% and that pupils' average yearly punctuality should not be above 3% lates;● ensure that all pupils feel supported and valued through sending a clear message that if a pupil is absent and/or late, she/he will be missed;● follow up via a welfare call home where there is a cause for concern regarding absence (more than 2 absences in a week) or poor punctuality (more than 2 lates in a week) for any pupil in their Tutor Group and ensure notes are recorded on SIMS.● follow up / action as appropriate / have an overview of all rewards and sanctions related to attendance & punctuality of your pupils, so you have a full picture of this in relation to your tutor group;	Head of Year



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	<ul style="list-style-type: none">• place pupils on tutor monitoring reports for attendance and / or punctuality as appropriate to facilitate improvement in these areas;• liaise with the HOY if you have concerns regarding attendance and / or punctuality of pupils in your tutor group.	
Subject Staff	<ul style="list-style-type: none">• ensure that good punctuality and attendance to lessons and registrations is modeled, expected by all and is a high priority;• arrive at their lessons on time to meet and greet their pupils;• register their pupils electronically for each lesson in accordance with school procedure;• take an accurate and timely register and follow up on absences to check if they are genuine;• apply sanctions (according to the behaviour policy) to any pupil who arrives late without a note of explanation;• apply sanctions (according to the behaviour policy) to any pupil who truants their lesson;• refer pupils to the DOF / HOD if a problem with attendance and/or punctuality persists;• operate procedures which allow absentees or late comers to catch up on missed work without disrupting the learning of other class members;• work towards ensuring that all pupils feel supported and valued through sending a clear message that if a pupil is absent and/or late, she/he will be missed.	Head of Year Director of Faculty Attendance & Welfare Officer Deputy Principal - Pastoral
Assistant Head of Year	<ul style="list-style-type: none">• From 11.00 - 12.00pm AHOYs ring home for all absentees to ask why they are not in school. Notes and staff initials to be recorded on SIMs <p><u>Updated info</u></p> <ul style="list-style-type: none">• To work with the Head of Year to ensure a coordinated approach to the management of learning, assessment, recording and reporting for the cohort, in line with whole school policies.• To work with the Head of Year to ensure a coordinated approach to the management of attendance and punctuality to school and behaviour in line with whole school policies.• To ensure there is accurate information about student's attendance and punctuality including reasons for non-attendance and/or poor punctuality.• To ensure that the general environment within the tutor team area is in keeping with Health and Safety procedures and that the furniture requirements and the general environment is kept in good order,	Head of Year Attendance & Welfare Officer



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	<p>reporting any concerns to the person in charge of premises and facilities.</p> <ul style="list-style-type: none">● Liaise with attendance lead/EWO for students in your year group.● Lead, develop and implement policies and practices which reflect the school commitment to high levels of attendance.● Working with pupils to raise their achievement, via individual, group and whole cohort interventions● Liaison with external agencies Partnership working with external agencies● Working within the Safeguarding team to ensure highly effective support for student safety and welfare● Support for the implementation of school behaviour and pastoral systems	
Head of Year	<ul style="list-style-type: none">● reinforce the importance of punctuality and regular attendance and the attendance procedures operating within school and reinforce that poor attendance and punctuality have a detrimental effect on the learning of all pupils;● reinforce that pupils' average yearly attendance should not fall below 96% and punctuality should not exceed 3% lates;● collate and circulate year group attendance and punctuality figures weekly to the Form Tutors;● share attendance & punctuality information and data at Year Team meetings;● liaise with the DP fortnightly to discuss attendance & punctuality concerns and agree action;● work with the AWO to monitor the attendance and punctuality of the pupils in their year group and take the identified action necessary to improve the attendance and / or punctuality of identified pupils.● contribute at VSL meetings where pupils with poor attendance and / or punctuality are discussed and action identified and recorded;● provide details of students on reduced or bespoke timetables, excluded, secluded, undergoing respite and reflection, placement in the school house or attending an alternative education provider to staff as appropriate;● reward the good attendance and/or punctuality of pupils in line with school policy and procedures;	Deputy Principal - Pastoral



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	<ul style="list-style-type: none">● sanction the poor punctuality of pupils in line with school policy and procedures;● reinforce with staff the importance of ensuring that all pupils feel supported and valued through sending a clear message that if a pupil is absent and/or late, she/he will be missed;	
Attendance & Welfare Officer	<ul style="list-style-type: none">● have overall responsibility for electronic registration monitoring and initiating truancy call (absence notification text service) for absent pupils;● record carefully, all telephone messages and other communication with parents/carers;● cross check the late gate list with the AM SIMS register entries of the form tutors;● record pupils' lates if they arrive after the AM register closes at 8.55am and set the late detention on Class Charts;● send lunchtime late detention list daily to all staff during lesson 4;● check and monitor form tutors' SIMS entries (following up absences over two days), ensure records are maintained and take action as appropriate in respect of the welfare of the pupil;● support the Attendance and Welfare Officer as required.● regularly analyse attendance and punctuality data and provide the DP Pastoral & HoYs with this information as required;● to provide attendance & punctuality data and feedback on this area to the whole pastoral team at pastoral meetings;● monitor any pupil whose average yearly attendance falls below 96%;● monitor and target, any pupil whose average yearly attendance falls below 93%;● monitor, target and intervene for any pupil whose yearly attendance falls below 89%;● monitor, target and intervene for any pupil whose punctuality becomes a cause for concern;● meet with DP fortnightly for a LM meeting in respect of attendance & punctuality;● liaise closely with the HOYs, SENDCo and DP Pastoral to improve the attendance and/or punctuality of identified pupils for whom there are concerns through making arrangements that enable pupils to return to school;	



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- contribute at VSL meetings where pupils with poor attendance and / or punctuality are discussed and action identified and recorded;
- ensure prompt follow up action is taken regarding pupils identified as persistent absentees and maintain rigorous monitoring of the situation;
- issue warning letters bas appropriate to the parents/carers of pupils falling into identified categories;
- arrange to meet with parents/carers and pupils, in conjunction with the HoY and / or SENDCo and / or DP as required, to discuss strategies for improving attendance and/or punctuality;
- to undertake a staged intervention process starting with Stage 1 and progressing through to referral to the Local Authority for the issue of penalty notices and court action;
- refer or signpost families to external agencies who can help support persistent poor attendance and/or punctuality;
- provide CPD opportunities for staff to maintain knowledge of registration, attendance and punctuality procedures.

ATTENDANCE STAGE KEY ACTIONS

SHS TARGET: All students have a least 96% attendance and maximum 3% punctuality late.

STAGE 1: First day responseL

Parents/Carers to be contacted by text message and/or telephone calls by Attendance Officer if no contact has been made with the School before 10am. Absence emails to be sent to Parents/Carers that have not responded. Where no reason given or no contact made with Parent/Carer, absence will be amended to unauthorised in the school register.

STAGE 2: Student's overall attendance falls between 95% - 92%.:

Attendance officer to monitor student's attendance/punctuality and notify Courts Officer of any students that have reached stage 2. Parents are informed via email that student's attendance/punctuality is below the School's expectation of 96% and that they will be monitored for the next 4 weeks, to see whether there are any further absences.

HOME VISIT BY Attendance officer:

As per our safeguarding policy it is vital that we work in partnership with parents and carers to ensure that we achieve the highest level of attendance possible for every child. We as an School will go to all lengths to ensure students



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	<p>attend school, as we believe it gives them the best opportunity to achieve the Master Key in life, which is at the heart of our core vision.</p> <p><u>STAGE 3: Attendance falls below and between 91%- 90%:</u></p> <p>Students are formally referred to the Attendance Officer who will monitor and analyse weekly attendance data. Weekly meetings held with Pastoral year group leaders, to discuss each student's reasons for absence and decide next steps. This may include putting student on attendance/punctuality report, phone call home and/or meeting with parent/carer. Parent informed that medical evidence (GP appointment card/copy of prescription) will be required for all future absences, to support that student is not well enough to be in school Parent invited in for meeting with Attendance Officer and/or Pastoral Year Leader to discuss attendance and sign a parenting contract, where applicable. HOME VISIT BY Attendance Officer</p> <p><u>STAGE 4: Attendance below 90%:</u></p> <p>classified as persistent absence Penalty Notice Warning for unauthorised absences and/or Court Warning sent out to parent informing that unless immediate improvement, next step will be a referral to Croydon's Education Team for 'non-attendance' and a 'Team around the family' meeting and/or 'Legal planning meeting' is scheduled with EWO and external agencies. Students with 3 days continued unauthorised absence and/or students that are consistently late to the School, will receive a home visit from the Attendance Officer. Students who take unauthorised holidays during term time will be liable for a Penalty Notice from the Local Authority.</p> <p>Students with 10 days continued unauthorised absence, have left school suddenly or have not taken up a school place as expected, will be reported to Croydon's Local Authority as 'Missing in education'.</p>	
SENDCo	<ul style="list-style-type: none">● liaise closely with the HOYs, AWO and DP Pastoral to improve the attendance and/or punctuality of identified SEND pupils or pupils who have become SEND;● to make appropriate arrangements, assess, make referrals in respect of pupils whose attendance and / or punctuality is affected by SEND reasons;● liaise with HOY, AWO & DP on arrangements that enable SEND pupils to return to school;● ensure prompt follow up action is taken regarding SEND pupils identified as persistent absentees and maintain rigorous monitoring of the situation;	SLT Attendance & Welfare Officer



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	<ul style="list-style-type: none">● provide SEND strategies to teaching staff in respect of supporting SEND pupils with attendance and / or punctuality concerns;● contribute at VSL meetings where pupils with poor attendance and / or punctuality are discussed and action identified and recorded;● arrange to meet with parents/carers and pupils, in conjunction with the HoY and / or AWO and / or DP as required, to discuss strategies for improving attendance and/or punctuality;● refer or signpost families to external agencies who can help support persistent poor attendance and/or punctuality for SEND pupils.	
SLT Teaching & Learning	<ul style="list-style-type: none">● monitor the attendance and punctuality of all staff;● Liaise with the member of staff who undertakes Cover to ensure minimum disruption to student's learning.	
SLT	<ul style="list-style-type: none">● ensure that attendance & punctuality are included in the school, priorities and reinforce that they are everyone's responsibility;● support the DP Pastoral and AWO to undertake their duties in respect of attendance & punctuality● liaise with the DP pastoral ad AWO regarding the schools' vision for improving school attendance and punctuality	
Governing Body	<ul style="list-style-type: none">● promoting the importance of school attendance across the school's policies and ethos;● making sure school leaders fulfill expectations and statutory duties;● regularly reviewing and challenging attendance data;● monitoring attendance figures for the whole school;● making sure staff receive adequate training on attendance;● holding the Principal to account for the implementation of this policy;● link governor for attendance, to meet termly with the DP - Pastoral to undertake monitoring of pupil attendance.	



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PERCENTAGE ATTENDANCE	CATEGORY	RESPONSE & ACTION LEVEL	IDENTIFICATION / DATA SOURCE	STAFF	ACTION & FOLLOW UP
98 - 100%	EXCELLENT ATTENDANCE	REWARD & MAINTAIN	WEEKLY ATTENDANCE DATA	FORM TUTOR, HOY	<ul style="list-style-type: none"> HoY to run a weekly attendance & punctuality report every Monday and circulate to Form Tutor for their information and action as required. Form Tutors to continuously praise good attendance and encourage those at this level to maintain their excellent achievement or if below to aim for 100%. Form Tutors to issue queue jump cards every Monday to those pupils who achieved 100% attendance in preceding week. HoY to organise 'praise' emails to go home weekly for pupils who have achieved 100% attendance in preceding week. HoY to announce names of pupils achieving 100% attendance and 100% punctuality in a week and the name of the Tutor Group(s) achieving 100% attendance & punctuality in a week, in the weeks' assembly when they give their weekly notices. DP to provide termly attendance data to HoYs. Pupils achieving 100% attendance for a term will be rewarded in the HoY termly reward assembly. Pupil achieving 100% attendance for the term will be put in the draw for the Principal's prize in the end of term Principal Rewards Assembly Pupils are eligible for rewards chart prizes if their annual attendance is 100% and they meet all other criteria. Pupils are eligible for rewards chart prizes if their annual attendance is at least 96% and they meet all other criteria.
			TERMLY ATTENDANCE DATA	DP	



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						<ul style="list-style-type: none">Pupils achieving 100% attendance for the year will be awarded a prize at Celebration Of Success.Pupils achieving 100% attendance for a key stage will be awarded a prize at Celebration of Success.Pupils achieving 100% attendance for their whole school career (7 years) will be awarded a prize at Celebration of Success
96 - 97%	GOOD ATTENDANCE	REWARD & MAINTAIN		WEEKLY ATTENDANCE DATA TERMLY ATTENDANCE DATA	FORM TUTOR, HOY DP	<ul style="list-style-type: none">HoY to run a weekly attendance & punctuality report every Monday and circulate to Form Tutor for their information and action as required.Form Tutors to continuously praise good attendance and encourage those at this level to aim for 100%.Pupils are eligible for rewards chart prizes if their annual attendance is 96% or more and they meet all other criteria.
94 - 95%	UNSATISFACTORY ATTENDANCE	LEVEL 1	INITIATE INITIAL WARNING & EARLY INTERVENTION	WEEKLY ATTENDANCE DATA AWO/DP & DP/HOY FORTNIGHTLY LM MEETINGS	FORM TUTOR, HOY AWO, DP AWO	<ul style="list-style-type: none">HoY to run a weekly attendance & punctuality report every Monday and circulate to Form Tutor for their information and action as required.Form Tutors to continuously praise good attendance and encourage those at this level to aim for at least the school target of 96%.Form tutors to communicate with home if it appears that attendance is starting to slip.Form Tutors to undertake welfare checks if a pupil is absent for more than 2 days and record their action directly on SIMS.AWO & DP to discuss pupils falling into this category and identify action / early intervention required at their LM meetingIn all cases AWO to send a Level 1 warning letter for unsatisfactory attendance (Appendix 3)



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93% and less	POOR ATTENDANCE	LEVEL 2	INITIATE ADDITIONAL WARNING & TARGETED INTERVENTION	WEEKLY ATTENDANCE DATA AWO/DP & DP/HOY FORTNIGHTLY LM MEETINGS HALF TERMMLY VSL MEETING	FORM TUTOR, HOY AWO, DP AWO, HOY DP, AWO, HOY, SENDCo AWO	<ul style="list-style-type: none"> • HoY to run a weekly attendance & punctuality report every Monday and circulate to Form Tutor for their information and action as required. • Form Tutors to continuously praise good attendance and encourage those at this level to aim for at least the school target of 96%. • Form tutors to communicate with home if it appears that attendance is starting to slip. • Form Tutors to undertake welfare checks if a pupil is absent for more than 2 days and record their action directly on SIMS. • AWO & DP to discuss pupils falling into this category and identify action / early intervention required at their LM meeting. • AWO & HoY to arrange meetings with parents / carers to undertake a parenting contract and discuss additional support. • DP, AWO, HOY & SENDCo to ensure any pupil with attendance below 93% is added to the VSL and action / support discussed, identified and recorded. • In all cases AWO to send the next stage Level 2 warning letter for poor attendance (Appendix 4)
90% and less	UNACCEPTABLE ATTENDANCE	LEVEL 3	INITIATE LEGAL PROCESS & EXTERNAL AGENCY TARGETED INTERVENTION	WEEKLY ATTENDANCE DATA	FORM TUTOR, HOY	<ul style="list-style-type: none"> • HoY to run a weekly attendance & punctuality report every Monday and circulate to Form Tutor for their information and action as required. • Form Tutors to continuously praise good attendance and encourage those at this level to aim for at least the school target of 96%. • Form Tutors to undertake welfare checks if a pupil is absent for more than 2 days and record their action



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				AWO/DP & DP/HOY FORTNIGHTLY LM MEETINGS	AWO, DP AWO, HOY, SENDCo, LA	<p>directly on SIMS.</p> <ul style="list-style-type: none"> AWO & DP to discuss pupils falling into this category and identify/ review the action / intervention required at their LM meeting AWO & HoY to arrange meetings with parents / carers and involve the SENDCo and LA (Missing Mondays Panel) as required to review previous parenting contracts and support and discuss additional support (reduced / phased timetables / pastoral support / compulsory homework club etc) and external agency involvement (social care, CAMHS etc). Families to be made aware that they are either: at the level for the legal process leading to prosecution to be undertaken; or a referral to a specialist EBSA provision is to be sought following the provision of supporting medical evidence. DP, AWO, HOY & SENDCo to ensure any pupil at this attendance level is on the VSL and all action / support is discussed, identified and recorded. In all cases AWO to send the next stage Level 3 warning letter for unacceptable attendance (Appendix 5)
				HALF TERM VSL MEETINGS	AWO, HOY, SENDCo, LA	

Punctuality Overview

NUMBER OF LATES	CATEGORY	RESPONSE & ACTION LEVEL	IDENTIFICATION / ACTION ROUTE	STAFF	ACTION & FOLLOW UP
0% lates	EXCELLENT PUNCTUALITY	REWARD & MAINTAIN	WEEKLY PUNCTUALITY DATA	FORM TUTOR, HOY	<ul style="list-style-type: none"> HoY to run a weekly attendance & punctuality report every Monday and circulate to Form Tutor for their information and action as required. Form Tutors to continuously praise good punctuality and encourage those at this level to maintain their excellent



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			TERMLY PUNCTUALITY DATA	DP	<p>punctuality.</p> <ul style="list-style-type: none">• HoY to organise 'praise' emails to go home weekly for pupils who have achieved 0 lates in preceding week.• HoY to organise a pizza party for any Tutor Group who achieves 100% attendance & punctuality in preceding week.• HoY to announce names of pupils achieving 100% punctuality and 100% attendance in a week and the name of the Tutor Group(s) achieving 100% attendance & punctuality in a week, in the weeks' assembly when they give their weekly notices.• DP to provide termly punctuality data• Pupils achieving 100% punctuality for a term will be rewarded in the HoY termly reward assembly.• Pupil achieving 100% punctuality for the term will be put in the draw for the Principal's prize in the end of term Principal Rewards Assembly.• Pupils are eligible for rewards chart prizes if their punctuality is 100% and they meet all other criteria.• Pupils are eligible for rewards chart prizes if their annual punctuality is at least 97% and they meet all other criteria.• Pupils achieving 100% punctuality for the year will be awarded a prize at Celebration of Success.• Pupils achieving 100% punctuality for a key stage will be awarded a prize at Celebration of Success.• Pupils achieving 100% punctuality for their whole school career (7 years) will be awarded a prize at Celebration of Success•
3% or less	GOOD	REWARD & MAINTAIN	WEEKLY	FORM	<ul style="list-style-type: none">• HoY to run a weekly attendance & punctuality report



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Lates	PUNCTUALITY		PUNCTUALITY DATA DAILY DETENTION LIST AFTER SCHOOL DETENTION LIST TERMLY PUNCTUALITY DATA	TUTOR, HOY AWA AHOY DP	every Monday and circulate to Form Tutor for their information and action as required. <ul style="list-style-type: none"> Form Tutors to continuously praise good punctuality and encourage those at this level to further improve or at the very least maintain their good punctuality. Pupils who arrive late to school are assigned 30 minute SLT lunchtime late detentions on the day in J01. Failure to attend a lunchtime detention will result in the detention being served after school on the same day in the Main Hall. Pupils are eligible for rewards chart prizes if their punctuality is 97% and they meet all other criteria.
4% lates	UNSATISFACTORY PUNCTUALITY	MONITOR & EARLY INTERVENTION	WEEKLY PUNCTUALITY DATA DAILY DETENTION LIST AFTER SCHOOL DETENTION LIST FRIDAY DETENTION LIST		<ul style="list-style-type: none"> HoY to run a weekly attendance & punctuality report every Monday and circulate to Form Tutor for their information and action as required. Form Tutors to continuously praise good punctuality and encourage those at this level to improve their unsatisfactory punctuality. Form tutors to communicate with home if it appears that punctuality is starting to slip and becoming a cause for concern. Pupils who arrive late to school are assigned 30 minute SLT lunchtime late detentions on the day in J01. Failure to attend a lunchtime detention will result in the detention being served after school on the same day in the Main Hall. Pupils who arrive late to school 2 or 3 times in a week are set a 60 and 90 minute detention respectively with their HoY on a Friday where they undertake time management self-review work.



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To be reviewed on: September 2026



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			MEETINGS	AWO, HOY, SENDCo AWO, HOY	<p>will be considered</p> <ul style="list-style-type: none">• DP, AWO, HOY & SENDCo to ensure any pupil with poor punctuality is added to the VSL and action / support discussed, identified and recorded.• Families to be made aware that they are either: at or approaching the level where a penalty notice for poor punctuality can be issued.• In all cases AWO to send a poor punctuality cause for concern letter (Appendix 6)
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Attendance & Punctuality Procedures

Pupils:

- Attend AM reg by 8.30am
- If late before 8.55am give name on late gate and go straight to AM reg / assembly
- If late after 8.55am sign in late at the Attendance Office then go straight to lesson
- If absent from school bring a note from home on the day of return, verifying absence and hand in to Form Tutor

Parents / Carers:

- On the first day of absence inform the school either by direct telephone contact with the Attendance Office on 020 8 656 9755 ext 163 or by e-mail to 'attend@shirley.croydon.sch.uk' asap.
- When the pupil returns to school after an absence, provide a note explaining the absence / medical evidence on their first day back in school.
- Medical appointments should be made outside of school time but where this is not possible parents/carers must provide evidence of the appointment e.g. stamp, medical appointment card, medical appointment letter.
- Check and ensure all contact details are up to date and inform the school of any changes.

Form Tutors:

- Ensure the AM register is taken accurately and closed at 8.55am. It must be updated as required up to 8.55am.
- Any late arrivals must have their lates recorded on the register and the detention must be put on Class Charts
- Cover staff must ensure the paper register (this must be the one printed from SIMS & not just pupils writing names on a sheet) is completed and taken to the Attendance Office by 9.00am.
- If SIMS is down then the Form Tutor must send the names of the pupils in their TG who are absent only, to Attendance.
- Go through the weekly attendance and punctuality data for the year group with their tutees on the weekly tutor slides
- On 3rd day of absence FTs to ring home and undertake a welfare check - notes must be made on SIMS and initialed.
- Issue queue jump cards every Monday to those pupils who achieved 100% attendance in preceding week (HoY data)
- Communicate with home if it appears that attendance and / or punctuality is starting to slip for any of their tutees.

Teaching Staff:

- lesson registers must be accurately taken and in a timely manner for every lesson. If SIMS goes down staff must identify who is absent and then update the SIMS registers when the system comes back on. Any IT issues contact IT.
- Staff should routinely add pupils in their class who are not on their register and follow up afterwards.
- Staff should use the comments to add details of pupils arriving late to their lessons, leaving their lesson as appropriate so a full overview is on SIMS.



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Punctuality Procedures

- Students should arrive to school between 8.15 am and 8.25 am. Morning registration starts at 8.30 am.
- If a student is going to be late to school, parents/carers have a responsibility to inform the school of their child's lateness either by direct telephone contact with the AWO on 020 8 656 9755 ext 163 or by e-mail to 'attend@shirley.croydon.sch.uk'.
- If a student arrives after 8.30 am but before 8.45 am, their names will be recorded in the late book by a member of SLT on duty at the gate and they must then report to their form room. Students are marked as late (L) if they arrive to their form room after the 8.30 am bell and a lunchtime detention will be entered on Class Charts.. The register will be closed by the Form Tutor at 8.55am.
- If a student in Year 7 - 11 arrives after 8.55 am they should go to the Attendance Office where they will be signed in, marked as late (L). If a student in Year 12 or 13 arrives after 8.55 am they should go to the Sixth Form Office where they are to sign in on the monitor. The Sixth Form Administrator will check any evidence or proof and then update SIMS / Class Charts as required.
- Following this they are to report directly to their tutor time / lesson. Any student that arrives late and does not have a late stamp in their student planner must be sent to the Attendance Office to sign in.
- In the event of exceptional circumstances e.g. major transport disruption in the surrounding area the AWO will make a decision regarding dispensation for lateness on that day.
- Students will automatically have a 30 minute SLT lunchtime detention on any day they are late to school. They will be reminded about this by the member of SLT on the gate and again by their lesson 4 member(s) of staff. They will also receive -1 house point every time they are late.
- Students will automatically be given a HOY Friday detention of 60 minutes if they are late **3 times in a week**.
- Students will automatically be given an SLT Saturday detention of 2 hours if they are late four times in a week or 3 hours if they are late three times in a week.
- Students will automatically be given a period of respite and reflection in the Seclusion Room, if they fail to attend a HOY Friday detention or an SLT Saturday detention. If students remain persistently late in an academic year, a parent / carer meeting will be arranged.
- Students may be asked to undertake community support detentions (e.g. litter picking, chewing gum removal, recycling) during break time or lunch time in response to poor punctuality to school and / or lessons.
- Persistent issues with poor punctuality will be referred to the AWO. The AWO will contact the parents/carers directly making them aware of the legal requirements regarding school punctuality and that penalty notices may be issued and / or court proceedings pursued. Attendance at compulsory parent/student meetings and / or panel meetings will be expected.



Sixth Form Attendance Procedures

Stage	Who intervenes	Concern examples		Action (Applies to Year 12 and 13 unless specified)	
		Scholarly	Professional	Scholarly	Professional
Stage 1 - Initial concern	CAS Form Tutor	Attendance drops to below 93%	1 or 2 days off in a row with no contact made.	<ul style="list-style-type: none"> To attend homework club for 3 weeks to ensure work is up to date. If work has been caught up, students attend to complete Cornell Revision notes. CAS sends formal letter home indicating length of time in homework club. 	<ul style="list-style-type: none"> Ms Samms to set an unprofessional detention for no contact made on their return Form tutor to call home to discuss the reason for absence and need to message attendance on each day absent.
Stage 2 – Growing concern	CAS AHOY	Attendance drops to below 90%	3 or 4 days off in a row with no contact made.	<ul style="list-style-type: none"> To attend homework club for 6 weeks to catch up on work and produce Cornell Revision notes. CAS sends formal letter home indicating length of time in homework club. Meeting with AHOY / HOY to set attendance targets. AHOY/HOY to monitor and meet the students every 2 weeks. 	<ul style="list-style-type: none"> Ms Samms to set a red, 60 mins middle leaders detention on their return & AHOY to phone or email home outlining concerns



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<p>Stage 3 – Serious concern</p>	<p>HOY/ AHOY</p>	<p>Attendance drops to below 85%</p>	<p>5 days off without contact.</p>	<ul style="list-style-type: none"> To attend homework club for 9 weeks (or, if less time is available, the remainder of the school year with extra work added to summer transition work) to catch up on work and produce Cornell Revision notes. CAS sends formal letter home indicating length of time in homework club. Meeting with AHOY / HOY & Parents to create contract & set attendance targets lasting 6 weeks. AHOY/HOY to monitor and meet the students every week. 	<ul style="list-style-type: none"> Ms Samms to a red, 90 middle leaders detention on their return HOY/AHOY to contact home to organise a home visit with or without parental consent. HOY/AHOY arranges follow up meetings with student, parent contract created and targets set.
<p>Stage 4 - Very serious concern</p>	<p>HOY/ AHOY</p>	<p>Attendance drops to below 80% or Breaking of targets set in contract</p>	<p>6-10 days off without contact or Breaking of targets set in contract</p>	<ul style="list-style-type: none"> To attend homework club for 12 weeks (or, if less time is available, the remainder of the school year with extra work added to summer transition work) to catch up on work and produce Cornell Revision notes. Meeting with AHOY / HOY, Parent and AP to review contract & attendance targets. AHOY/HOY to monitor and meet the student daily. 	<ul style="list-style-type: none"> HOY/AHOY to set up a day in R&R on their return HOY/AHOY contact home to organise a home visit with or without parental consent. HOY/AHOY sets up a meeting at school with parents carers, HOY/AHOY, AP (KS5) and student. Review contract and targets. AHOY/HOY to monitor and meet the students every 2 weeks.



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<p>Stage 5 - Final warning</p>	<p>Assistant Principal (KS5) Governor</p>	<p>Attendance drops to below 70%</p> <p>or</p> <p>Breaking of targets set in contract</p>	<p>11-19 or more days off in a row without contact</p> <p>or</p> <p>Breaking of targets set in contract</p>	<ul style="list-style-type: none"> To attend homework club for 15 weeks (or, if less time is available, the remainder of the school year with extra work added to summer transition work) to catch up on work and produce Cornell Revision notes. Meeting with AHOY / HOY, Parent, AP and governor to review contract & attendance targets. AHOY/HOY to monitor and meet the student daily <p>Formal written notification - further attendance issues will mean school will not pay for exam entries.</p>	<ul style="list-style-type: none"> HOY/AHOY to set up two days in R&R on their return HOY/AHOY contact home to organise a home visit with AP with or without parental consent. AP to write formal letter of warning that if no contact is made, student will be automatically off-rolled. AP set up a meeting with parents /carers, AP (KS5), Governor and student. Review contract & targets. AHOY/HOY to monitor and meet the student each week.
<p>Stage 6 – Final action</p>	<p>Assistant Principal (KS5)</p>	<p>Attendance drops to below 60%</p>	<p>20 or more days off in a row</p>	<p>School withdraws exam entries unless the student pays.</p>	<p>Student is off-rolled and parents informed through written letter.</p>



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Additional Information regarding attendance and punctuality:

Leave of absence:

Principals' may not grant any leave of absence during term time unless there are exceptional circumstances, this regulation came into force on 1st September 2013. Should a school not agree to grant leave and parents/carers take their child on holiday regardless, then this will be counted as unauthorised absence (truancy). The school can then issue a Penalty Fine for this period of unauthorised absence.

Bullying Issues:

It is vitally important that any issues or concerns regarding bullying are reported immediately to the respective Head of Year. The school cannot deal with situations they are unaware of. All of our pupils are encouraged to report and call out bullying and harassment but it may be that they feel more comfortable talking to you and you then alerting us.

Allowing a pupil to not attend school due to bullying is counterproductive and may lead to further social, emotional and mental health issues. It also empowers the pupils who are engaging in bullying behaviours. The school will deal with all issues / concerns raised by a pupil or their parents/ carers. The school will always work with the family to ensure the pupil feels safe as well as minimise any disruption to their education.

It is important to understand that the process for dealing with situations of this type is an individual one and the length of time taken to resolve a situation and agree a method for resolution cannot be set. Ensuring we work in partnership will ensure that the situation is resolved with minimum disruption to the pupil's education.

Elective Home Education (EHE)

Elective Home Education (EHE) is when a parent chooses not to send their child to school full-time but assumes responsibility for making sure their child receives a full-time education other than at school. EHE requires parents to take full responsibility for their child's education, including all associated costs (such as exam fees).

Schools are not required to provide any support to parents that have withdrawn their child for EHE. Support provided by Local Authorities (LA) is discretionary, including support for a child's special educational needs.

Where a pupil is withdrawn from school for EHE, there is no obligation for the school to keep that place open. If the parent wishes to return their child to school, they may not be able to return to the same school.

Once a child is educated at home, LAs will begin making enquiries as to how suitable the education being provided is. Failure to satisfy the enquiry may result in you being issued with a School Attendance Order and / or the court may make an Education Supervision Order.

If you wish to make the decision to educate your child at home the school strongly encourages that you have a conversation with them first before any important decisions such as this are made.

DfE guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/791528/EHE_guidance_for_parentsafterconsultationv2.2.pdf



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Croydon LA guidance:

<https://www.croydon.gov.uk/schools-and-education/parents/educating-your-child-home#:~:text=Croydon%20believes%20in%20the%20value,relevant%20and%20differentiated%20curriculum%20experience.>

CME

A Child Missing from Education (CME) is defined by the Department for Education (DfE) as "a child of compulsory school age who is not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who has been out of any educational provision for a substantial period of time (usually four weeks or more)." In Croydon, referrals for CME are accepted after 10 working days of reasonable checks being carried out by the school.

We will make a CME referral for any pupil who has been missing from school, despite all of our attempts to make contact and undertake welfare checks to the LA.

Authorised and unauthorised absence:

The Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for the school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, well in advance of the date required, using a leave of absence request form, accessible via [insert where parents can access the form]. The Principal may require evidence to support any request for leave of absence.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (,medical evidence must be provided)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

Glossary

Expected attendance	-	yearly average attendance of 96% (= no more than 8 school days away
Expected punctuality	-	from school) expected from all our students no more than 3% lates (= no more than 6 lates to school per year) expected from all our students
Persistent absence	-	any student falling below the Government threshold of 90% attendance, is classed as a persistent absentee
Authorised absence	-	absence is acceptable and approved by the school
Unauthorised absence	-	no acceptable reason is given for absence
Truancy call	-	absence notification text service
Medical evidence	-	evidence to prove that an absence is due to illness e.g. GP's receptionist



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Medical consent form	-	medical practice stamp in the student planner, GP appointment card, copy of prescription given, evidence of visit to and / or copy of advice given from a pharmacist.
Staged intervention	-	form allowing the school to obtain medical information regarding a student direct from a GP
Penalty notice	-	intervention used by the school, in distinct stages, to effect an improvement in a student's attendance and / or punctuality. If no improvement is made this is used as evidence for the Local Authority Education and Welfare Service to take legal action.
	-	fine issued by the Local Authority

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Authorised Absence

Code	Definition	Scenario
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11/13 pupil is on study leave during their public examinations
T	Traveller absence	Pupil from a traveller community is travelling, as agreed with the school

Unauthorised Absence

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code can be amended when the reason emerges)
O	No reason for absence (time)	Pupil is absent and no reason has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend



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Y	Exceptional circumstances as a result of a local/national	Pupil unable to attend eg the school site is closed, there is disruption to travel emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

Links with other policies:

This policy has been developed and evaluated with a view to helping children achieve more. It links with the following policies which can be read in conjunction:

- Behaviour Policy
- Teaching and Learning Policy
- Child Protection Policy
- Inclusion Policy
- Equality Policy

Evaluation and Monitoring

This policy is a dynamic document and will be updated as new guidance is produced or, in response to research, review or other events that have not previously been covered in depth.

There is a current DFE consultation seeking views on two proposals that will inform policy for next academic year:

- Proposal 1: a proposed replacement for the Education (Pupil Registration)(England) Regulations 2006 which govern the keeping of attendance and admission registers, access to and sharing of register data and the rules for granting leaves of absence.
- Proposal 2: the thresholds for the national framework for the use of fixed penalty notices for absence and excluded pupils being in public places during the first 5 days of an exclusion that the government, intends to introduce, subject to Parliament.

IMPACT

Good attendance is a learned behaviour and in implementing this policy effectively, the importance of developing good patterns of attendance from the outset will be recognised by all members of our community. All will also recognise that good attendance is an integral part of the school's ethos and culture and that good attendance is the essential foundation to positive outcomes for all students and is everyone's responsibility.

It is expected that all of our students achieve at least 96% attendance and 97% punctuality and that the school is in line with or above the national average for school attendance and persistent absence percentages.

Appendix 1 - Working together to improve school attendance DFE 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf



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Appendix 2 - Summary table of responsibilities for school attendance DFE 2022

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf

We want all at SHS to believe in and maintain the values of our school:

