



**Tupton Hall School**  
REDHILL ACADEMY TRUST

# Attendance & Punctuality

To report a student absence please inform us via Class Charts / Text / Phone Call.

Please do this by 8.30am before school starts so that we can accurately record that your child will be absent.

## Every day counts

At Tupton Hall School we have very high expectations regarding attendance and punctuality. Regular and punctual attendance to school is a legal requirement. For students to reach their full educational achievement a high-level of school attendance is essential. It has a direct relationship with attainment and progress. We expect students to attend school every day (190 days per year) so that they can take full advantage of the opportunities available, thereby maximising their chances of success.

Our aims and objectives as a school are:

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents or carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance throughout the academy through rewards and targets
- To monitor and evaluate attendance protocols on a regular basis.
- To give clear information on expected levels of attendance.

Our Attendance Policy is a key policy and demonstrates the importance of the school working in

partnership with families and external agencies to ensure that we do our best for all the young people whilst in the care of Tupton Hall. The Attendance Policy can be viewed here:

<https://www.tuptonhall.org.uk/policies>

**Our whole school attendance target for 2025/2026 is 96%**

## **Who can I speak to regarding attendance: Key staff**

All staff at Tupton Hall School are responsible for promoting excellent attendance, and will challenge instances of poor or irregular attendance, as research shows the negative impact poor attendance can have on the holistic development of children.

If you have concerns regarding your child's attendance, you should speak with their Form Tutor in the first instance. Further attendance concerns and queries can be forwarded to:

Assistant Headteacher – Mr S Roberts

Attendance Officer – Ms H Irons

Attendance Officer – Mrs L Chambers

Attendance Officer – Ms K Calladine

Attendance Administrator – Mrs J Thompson

Head of Cavendish House – Ms J Cooper

Head of Turbutt House – Mr M Edwards

Head of Gladwin House – Mr P Trigg

Head of Kenning House – Mr N Rosling

Head of Hunloke House – Miss N Kendellen

## Successful students have excellent attendance

At Tupton Hall School we expect the highest level of attendance and punctuality and strive for all our students to achieve exceptional attendance and punctuality during their time at school.

Evidence clearly shows that students who attend school regularly (97%+) make significantly better progress academically and holistically than those that do not. To ensure that all students have the best opportunity to attend daily, learn, grow and achieve, we follow an early indication and stepped intervention strategy alerting parents or carers and students of concerns regarding attendance where a student's attendance falls below expected levels (96%). We will consider interventions with parents or carers if a student's attendance is less than 97%.

Category	Attendance Percentage	Actual Attendance	Whole Days of Absence	Learning Hours Lost	Possible Intervention
Excellent	100%	190 days	0 days	0 hours	Rewards and praise.
	99%	188 days	2 days	11 hours	
	98%	186 days	4 days	22 hours	
	97%	184 days	6 days	33 hours	
Radar	96%	182 days	8 days	41 hours	Form tutor intervention. Monitoring by the attendance team including concern letter.
	95%	180 days	10 days	55 hours	
Concern	94%	179 days	11 days	58hours	Attendance team Intervention including parental meetings. Head of House overview.
	93%	177 days	13 days	68 hours	
	92%	175 days	15 days	79hours	
Alert	91%	173 days	17 days	89 hours	Attendance panel meeting. Attendance team actively involved.
	90%	171 days	19 days	100 hours	
Critical	89%	169 days	21 days	110 hours	Trust protocol implemented which may result in fixed penalty notice. Liaison with external agencies.
	88%	167 days	23 days	120 hours	
	87%	165 days	25 days	131 hours	
	86%	163 days	27 days	141 hours	
	85%	161 days	29 days	150 hours	

**If a student’s attendance percentage drops below 90%, they are classed as a ‘Persistent Absentee’ by the Department for Education and action will be taken to support and address an improvement.**

## **Timings of the school day**

The school day begins at 8:30am with a warning bell at 8.26am. It is recommended that students arrive before this time so that they are on time to Period 1. The expectation is that at 8.30am, students are entering the classroom to start their school day.

Period 1:	8:30am – 9:30am
Challenge Time:	9:30am – 10:00am
Break:	10:00am – 10:30am
Period2:	10:30am – 11:30am
Period 3:	11:30am – 12:30pm
Lunch:	12:30pm – 1:00pm
Period 4:	1:00pm – 2:00pm
Period 5:	2:00pm – 3:00pm

The school day ends at 3:00pm and Curriculum+ (after school clubs) take place between 3:00pm and 4:00pm.

<b>Autumn Term 2025</b>		
	<b>School closes</b>	<b>School reopens</b>
<b>First day of term</b>		Friday 5 <sup>th</sup> September (Y7 and 11 only) Monday 8 <sup>th</sup> September (all years)
<b>Half term</b>	Thursday 23 <sup>rd</sup> October	Monday 3 <sup>rd</sup> November
<b>Last day of term</b>	Friday 19 <sup>th</sup> December	
<b>Spring Term 2026</b>		
<b>First day of term</b>		Monday 5 <sup>th</sup> January
<b>Half term</b>	Friday 13 <sup>th</sup> February	Monday 23 <sup>rd</sup> February
<b>Last day of term</b>	Friday 27 <sup>th</sup> March	
<b>Summer Term 2026</b>		
<b>First day of term</b>		Monday 13 <sup>th</sup> April
<b>Half term</b>	Friday 22 <sup>nd</sup> May	Monday 1 <sup>st</sup> June
<b>Last day of term</b>	Thursday 23 <sup>rd</sup> July	

## **Punctuality in the morning**

Schools have a legal responsibility to record the attendance of every student or record them absent or late. When the whole class arrives on time and registration can take place smoothly then the day begins so much better. The register is taken at the beginning of both the morning and afternoon sessions with attendance also monitored at each lesson. When students arrive late, they are immediately behind their peers in terms of the lesson and this very often sets a negative tone for the rest of the day.

Our expectation is that students are on site at 8.25am at the latest ready for morning line-ups and this is when the first bell signals. The aim is for period 1 to start at 8.30am prompt. However, it is a good habit for students to aim to be on school site before this so that they are not rushing first thing in the morning. Free toast is provided to all students every morning in the refectory from 8.00am and we would urge you and your child to make the most of this free breakfast which will also help to ensure your child is on time in the morning.

Any student arriving late must follow the school's late procedures and sign in at the late gate or depending on the time, student services. Students who are late to school will be challenged. Students arriving after 9.00am without a valid reason will be given an unauthorised absence mark (U Code) for the morning session as this is when the registers for the morning session will close. This is based on DfE statutory guidance which all schools must follow. 10 unauthorised absence codes across a 10-week period may result in a fixed penalty notice.

Detentions will be issued for lateness to school or lessons without a valid reason.

It is important that parents and carers are aware that under the new DfE guidance, being late in the morning will contribute to a child's record of unauthorised absence. Each late mark (after the registers close) counts as 1 session of unauthorised absence. A penalty notice will be issued when there are 10 sessions of unauthorised absence in a 10-week period. In the first instance, this will be £160 per parent, per child reduced to £80 if paid within 21 days.

## Absence from school

By law, schools must record absences and the reasons given. Please provide us with a clear and specific reason when reporting a student absence. Reasons such as 'ill, unwell or poorly' are not acceptable and any absences reported with these reasons will be recorded as unauthorised.

You must contact school every day of your child's absence by Class Charts, emailing THS-Attendance [attendance@tuptonhall.org.uk](mailto:attendance@tuptonhall.org.uk) or by sending a text message to 07860055921 or by messaging on Class Charts before 8.30am. If you require a telephone call from a member of the Attendance team to discuss your child's absence further, then please include this within your message and someone will be in contact at the earliest opportunity.

Absences must not be reported through a member of the admin team or through your child's Form Tutor. Any student absences reported in this way will not be processed. Absences notified in either of these methods will be classed as an unauthorised absence and will only be authorised when reported in the correct way.

The attendance team will send a text message out to parents or carers daily if a student does not have a registration mark. You are then required to respond to these messages through one of the absence reporting methods outlined above. Any messages not responded to by 10.30am will result in a telephone call home to establish the reason for absence. If a reason for absence cannot be obtained by the end of the school day, the absence will be recorded as unauthorised.

Any illness extending over 3 days or more will need to be supported by medical evidence in the form of an appointment card from your doctors, the tear off part of a prescription or the medication label.

## Reluctance to attend school

There may be instances where students, for a variety of different and complex reasons, are reluctant to come to school. If this is the case, the most important thing parents and carers can do is contact school and speak to a member of the attendance or pastoral team as soon as possible. This means we can put in place any necessary support in order to prevent this becoming a long-term attendance problem.

A range of support is available to support students and their families including:

- A focus on the voice of the child
- Form Tutor support and monitoring
- Head of House support
- Attendance intervention from the attendance team
- In school pastoral support
- In school meetings

- Referrals to relevant outside agencies e.g. early help
- Liaison with the SEND department

## Requesting leave of absence

High attainment is reliant on good attendance. Term-time holidays will have a significant impact on achievement and progress, and therefore, our position is not to authorise any, other than in the most exceptional circumstances. The fundamental principles that we define exceptional are rare, significant, unavoidable, and short. By unavoidable, we mean an event that could not reasonably be scheduled at another time. Regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 clarifies that schools may not grant any leave of absence during term time unless there are exceptional circumstances.

Only a school can authorise an absence. An explanation given by a parent or carer is not necessarily sufficient for the school to authorise an absence.

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.

## Medical and other appointments

Where possible, appointments during school time should be avoided to minimise the effect on your child's attendance. If this is unavoidable can you please ensure that appointments are made after 1pm to support with your child's attendance. Please make sure that you inform the Attendance team in advance of any upcoming appointments using Class Charts. Supporting evidence in the form of a hospital letter, appointment slip or appointment text confirmation must be emailed to the Attendance team. If this is not available, please obtain proof of attendance at the appointment and send to the Attendance team on your child's return to school. Absences for appointments without evidence will not be authorised.

**Please note:** if there are exceptional circumstances and the school grants your child leave of absence, this will **still count against** your child's overall attendance. The authorisation ensures the school know the reason for absence, acknowledge your support with providing this and that it is deemed as exceptional circumstances for your child not being in school.

# 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 where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

The first time a penalty notice is issued, the amount will be £160 per parent, per child paid within 28 days. If paid within 21 days, it will be reduced to £80 per parent, per child. A second offence (within 3 years) of unauthorised term time leave of absence or irregular attendance will see a penalty notice issued. The amount will be £160 per parent, per child paid within 28 days and no reduced rate will be offered.

A third offence (within 3 years) of unauthorised term time leave of absence or irregular attendance, a penalty notice will not be issued and the case will be presented straight to the Magistrates Court. Magistrates fines can be up to £2500 per parent, per child. Cases found guilty in Magistrates Court can show on a Parents future DBS certificate, due to failure to safeguard a child's education.

Irregular attendance is classed as 10 sessions (5 days) of unauthorised absence in a rolling 10-week period.

<p><b><u>Per Parent, Per Child</u></b></p> <p>Penalty Notice Fines will now be issued to each parent, for each child that was absent.</p> <p><b><u>For Example:</u></b> 3 siblings absent for term time leave, would result in each parent receiving 3 separate fines.</p>	<p><b><u>Second Offence (within 3 years)</u></b></p> <p>The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be:</p> <p><b>£160 per parent, per child, paid within 28 days.</b></p>
<p><b><u>First Offence</u></b></p> <p>The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance, the amount will be:</p> <p><b>£160 per parent, per child paid within 28 days.</b></p> <p><b>Reduced to £80 per parent, per child if paid within 21 days.</b></p>	<p><b><u>5 consecutive days of term time leave</u></b></p> <p>Penalty Notice Fines will be issued for Term Time Leave of 5 or more consecutive days.</p> <p><b><u>10 sessions (AM &amp; PM – 5 days) of unauthorised absence in a 10-week period</u></b></p> <p>Penalty Notice Fines will be considered when there have been 10 sessions (5 days) of unauthorised absence in a 10-week period.</p>
<p><b><u>Third offence and any further offences (within 3 years)</u></b></p> <p>The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates Court. Magistrates' fines can be up to £2500 per parent, per child.</p> <p>Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate, due to 'failure to safeguard a child's education.'</p>	