



# Attendance Policy

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### 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure children have the support in place to attend school

We will also promote and support punctuality in attending lessons.

### 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

### 3. Roles and responsibilities

#### 3.1 The governors of the school

The governors are responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil 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 head teacher to account for the implementation of this policy

### **3.2 The head teacher (designated person)**

The head teacher is responsible for:

- › Implementation of this policy at the school
- › Offering a clear vision for attendance improvement
- › Monitoring school-level absence data and reporting it to governors
- › Supporting staff with monitoring the attendance of individual children
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary
- › Working with the Attendance and Welfare Officer to devise specific strategies to address areas of poor attendance identified through data
- › Working with the Attendance Officer to arrange calls and meetings with parents to discuss attendance issues
- › Ensuring that targeted intervention and support is delivered to children and families

### **3.4 The Attendance and Welfare Officer**

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the head teacher and governors.
- › Working with education welfare officers to tackle persistent absence
- › Advising the head teacher when to issue fixed-penalty notices and completing necessary paperwork

### **3.5 Class teachers**

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. This needs to be done within half an hour of each registration period (8.55 and 13.00).

### **3.6 School office staff**

School office staff will:

- › Take calls from parents and carers about absence on a day-to-day basis and record it on the school system
- › Transfer calls from parents to the attendance and welfare officer in order to provide them with more detailed support on attendance

### **3.7 Parents/carers**

Parents/carers are expected to

- › Make sure their child attends every day on time

- Call the school to report their child's absence before 9.00am on the day of the absence and each subsequent day of absence (unless an absence period is dated on medical grounds eg. A hospital stay) and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, all appointments for their child are made outside of the school day

### 3.8 Children

Children are expected to

- Attend school every day on time
- Be in their classrooms in time for registration

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register, and place all children on this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DE attendance codes.

We will also record

- For children of compulsory school age, whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Children must arrive in school by 8.55 on each school day, but they may come into the school building from 8.45. There is no supervision on playgrounds before school so children are expected to arrive in this time frame and go straight to class.

The register for the first session will be taken at 8.55 and will be kept open until 9.30. The register for the second session will be taken at 13.00 and will be kept open until 13.30

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.30, or as soon as practically possible by calling the school office staff. There is also an answer phone for messages out of hours. (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents and carers may request leave for appointments verbally but will be required to provide a screenshot of an appointment, appointment card or letter. Without this, leave will be unauthorised.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### **4.4 Lateness and punctuality**

Children who are late for school often miss important introductions to the learning for the day. It is disruptive for the class and can be embarrassing and unsettling for the child.

A pupil who arrives late

- Before the register has closed (9:30) will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

Where a child is persistently late, staff will talk to parents/carers and offer support to ensure that punctuality improves. This may be followed up in writing and an attendance meeting will be arranged if it does not improve. The emphasis is on understanding the barriers to punctual attendance and providing support wherever possible.

### **4.5 Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may visit the home and contact police if the family cannot be located.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

### **4.6 Reporting to parents/carers**

The school will regularly inform parents about their child's attendance and absence levels, ensuring that parents/carers are aware if their child's attendance or punctuality falls below acceptable limits.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher 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 headteacher's discretion, indicating the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances, for example, as:

- The death of a sibling, parent or grandparent.
- The funeral of a sibling, parent or grandparent. This would include reasonable travel only and not a prolonged stay away.
- A serious accident that the children was either involved in or witnessed
- A significant event involving police

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, at least 7 days before the absence. Requests for absence must be made to the headteacher, **in writing**, stating the reason for the request. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments that cannot be taken outside of school time (see sections 4.2 and 4.3 for more detail)
- 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
- Traveller children travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

The local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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 referred to the local authority by a headteacher, 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

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

## 6. Strategies for promoting attendance

The school seeks to work with parents and carers to ensure good school attendance. It is recognised that young children are not responsible for lateness and poor attendance and so rewards need to be sensitively managed. Children are praised for improvements to attendance and are supported to begin to take responsibility for ensuring that they are ready for school each day.

Some children with medical conditions will find it difficult to secure full attendance and this is managed sensitively through care plans and discussions with parents.

## **7. Attendance monitoring**

Whole school attendance is monitored against FFT national data each time it is issued. The Attendance and Welfare Officer monitors the attendance of children identified as having falling attendance, persistent absence or lateness. SIMS and Qoms systems are used to easily manipulate this data. The Attendance and Welfare Officer is trained to DSL level and attends weekly DSL meetings, so there is "joined up" thinking around attendance and any safeguarding or potential safeguarding issues.

### **7.1 Monitoring attendance**

The school will:

- Monitor attendance and absence data at least half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### **7.2 Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify children or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these children and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **7.3 Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with children and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

### **7.4 Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of children who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Visit children's homes where the children are absent without explanation and the school is unable to contact the family.
- Always seek to support wherever possible, signposting and providing advice.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour and Discipline Policy

### Appendix 1: attendance codes

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 or organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		



<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised hdi day	Pupil has been allowed to go on hdi day due to exceptional circumstances
<b>I</b>	Illness	Schod has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the schod
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised hdi day	Pupil is on a hdi day that was not approved by the schod
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	Schod is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at schod after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in schod	Pupil of non-compulsory schod age is not required to attend

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