

## PUPIL ATTENDANCE POLICY

### Rationale

Parents or Guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise (Education Act 1996).

### Aims and Purposes

Greenbank School is committed to a positive policy of encouraging pupils to attend school regularly. Greenbank staff will work with parents and pupils to secure this aim. This policy additionally aims to ensure that there is an efficient system, known to all, for ensuring that pupils attending school have registered twice daily, or a reason for non-attendance is known to the school.

### Principles

- To make attendance and punctuality procedures, a priority for all those associated with the school including pupils, parents, teachers and governors.
- To develop an understanding for parents and pupils that high rates of attendance lead to sustained and therefore successful learning.
- To provide support, advice and guidance to parents, pupils and to develop positive and consistent communication between home and school.
- To implement a system of checks to promote high levels of attendance for each child.
- To inform parents of attendance rates in annual reports to parents.
- To review attendance regularly and report to governors and the school improvement consultant on a termly basis reporting on attendance rate %, authorised absence rate % and unauthorised absence rate %.

### Implementation

- Greenbank teaching staff will register pupils twice a day.
- Greenbank staff recognises that registers provide a daily record of attendance of pupils, and are **legal documents**.
- Registers are required to be marked by a teacher in black ink [red if an absence] with the symbols advised by the DFE and Chester West and Chester.
- Registration takes place twice daily, at the start of the morning and afternoon teaching sessions. The morning register is closed at 9.30a.m. and the afternoon registers at 1.30p.m. Pupils arriving after the register has been taken will be marked as late. Late marks will be monitored.

### Authorised Absences

Absence from school may be authorised if it is for one of the following reasons:

- Sickness
- Unavoidable medical/dental appointments
- Days of religious observance
- Exceptional family circumstances, such as bereavement

### Leave of Absence During Term Time

Parents and carers do not have the right to take their child out of school for a holiday in term time. Parents wishing to request leave of absence to be taken during term time must complete a 'Leave of Absence' request form and submit this to the Headteacher for authorisation. In considering any request for leave of absence the school will assess each case individually.

### What Parents can do to help

- If a pupil is absent from school, it is expected that parents / carers will provide an explanation for their absence on the first day of that absence, usually this contact will be made by telephone, by letter or in person.

- If explanation for a child's absence is not made, school will contact the parents by telephone on the initial day.
- Although helpful, verbal messages from taxi drivers / escorts are not adequate notification without confirmation from parents / carers.
- Leave for dental/medical appointments will be authorised provided prior notice is given to school.

#### **Inspection of Register**

- The respective Line Managers will ensure that the school Admission and Attendance registers are available for inspection by HMI's, registered inspector and, for LA maintained schools, by an Education Welfare Officer twice per academic year.

The register will record whether the pupil is present, or attending an approved educational activity. Attendance and all forms of absence, i.e. education elsewhere etc, should be recorded using the Absence and Attendance codes. Education [Pupil Registration] England Regulations 2006).

#### **Educational codes are:**

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by any other code)	Authorised Absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
F	Extended family holiday (agreed)	Authorised Absence
G	Family holiday (NOT agreed)	Unauthorised Absence
H	Family Holiday (agreed)	Authorised Absence
I	Illness (NOT medical or dental etc. appointments)	Authorised Absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical / Dental appointments	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised absence (not covered by any other code)	Unauthorised Absence
P	Approved sporting activity	Approved Education Activity
R	Religious observations	Authorised Absence
S	Study leave	Authorised Absence
T	Traveller absence	Authorised Absence
U	Late (after registers closed)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

<i>Date Written :</i>	<i>May 2015</i>
<i>Date approved by Governors :</i>	<i>05.03.12                      Mr Martin Watts</i>
<i>To be Reviewed in:</i>	<i>May 2019</i>
<i>The person responsible for monitoring this policy statement and monitoring and evaluating its implementation is:</i>	<i>Mr M McCann - Headteacher</i>