

# Attendance policy



<b>Approved by:</b>	Governing Board	<b>Date:</b> November 2022
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<b>Last reviewed on:</b>	July 2022
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<b>Next review due by:</b>	July 2025
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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 pupils 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 thresholds.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is 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

There is a nominated Governor to make sure these responsibilities are met.

### 3.2 The head teacher

The head teacher is the Attendance Champion and is responsible for:

- › Implementation of this policy at the school
- › Monitoring school-level absence data and reporting it to governors
- › Supporting staff with monitoring the attendance of individual pupils
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary
- › Working with education welfare officers to tackle persistent absence

### 3.3 The attendance team

The attendance team is made up of 3 teaching staff (1 per Key Stage) who are responsible for:

- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Reporting to attendance managers half termly or at such time where attendance becomes a concern

### 3.4 Attendance Managers

The school attendance team report to Tutors, Key Stage Managers and SMT on a half termly basis. Attendance Managers are responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Devising specific strategies to address areas of poor attendance identified through data
- › Arranging calls and meetings with parents to discuss attendance issues
- › Delivering targeted intervention and support to pupils and families
- › Working with education welfare officers to tackle persistent absence
- › Providing regular attendance reports to Governors

### 3.5 Form tutors

Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office. Attendance is recorded at the start of the morning session and the afternoon session (for specific times see 4.1)

### 3.6 School admin staff

School admin staff will:

- › Take calls from parents and carers about absence on a day-to-day basis, inform form tutors and record it on the school system
- › Transfer calls from parents to the form tutor, Key Stage Manager, member of SMT or Family Liaison Advisor 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 8:30am on the day of the absence and each subsequent day of absence and advise when they are expected to return
- › Provide the school with more than 1 emergency contact number for their child
- › Ensure that, where possible, appointments for their child are made outside of the school day

### 3.8 Pupils

Pupils are expected to:

- › Attend every timetabled session on time

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register, and place all pupils onto 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 DfE attendance codes.

We will also record:

- › For pupils 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.

Pupils must arrive in school by 8:50am on each school day.

The register for the first session will be taken at 8:50am and will be kept open until 9:30am. The register for the second session will be taken at 12:45pm and will be kept open until 1:30pm.

## 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 8:30am or as soon as practically possible by calling the school office staff, 01606 663820 (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. Parents should complete a 'Request for Absence' form, in advance of any medical or dental 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.

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

A pupil who arrives late:

- › Before the register has closed will be marked as late, using the appropriate code
- › After the register has closed will be marked as absent, using the appropriate code

Any punctuality issues that emerge will be discussed at the half termly reporting meetings and next steps considered to improve punctuality.

## 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 contact other family members as recorded on Arbor
- › 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, i-ART, SCiE or The Police if a significant Safeguarding issue emerges.

## 4.6 Reporting to parents/carers

The school will inform parents about their child's attendance and absence levels termly, during parents evening and during the statutory annual review.

# 5. Authorised and unauthorised absence

## 5.1 Approval for term-time absence

The head teacher 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, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- Funeral of a parent, grandparent or sibling
- Wedding of a parent or sibling
- Religious observance
- Sporting events or performing arts competitions at county or national level, if the child is participating
- Graduation ceremony of an immediate family member
- House move

This list is not exhaustive. *Family holidays do not come under the definition of exceptional.*

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 in accordance with any leave of absence request form. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- › Illness and medical/dental appointments (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 pupils 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
- › Study leave

## 5.2 Legal sanctions

The school or 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 issued by a head teacher, 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 or suspended 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

- › Whole school assemblies
- › Presentation of attendance certificates
- › Head teacher 'Gold Reward' postcards
- › Schools behavior reward system
- › 'Gold Entry' book
- › Termly attendance letters
- › Targeted contact with families by tutors, Key Stage managers and / or Family Liaison Advisor to understand causes of attendance issues and support strategies to improve attendance
- › Adoption of 'Working

## 7. Attendance monitoring

### 7.1 Monitoring attendance

School will:

- › Monitor attendance and absence data 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
- › Identify follow up actions to recognise excellent attendance and attendance that causes concern.
- › 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 pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils 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 tutors, and other school leaders, to facilitate discussions with pupils 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 pupils 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
- › Provide case studies to evidence successful outcomes for pupils whose historic attendance gives concern

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated. 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 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 organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
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
<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 school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<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	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school 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

## Appendix 2 National Attendance Data (Special Schools)

Special schools	2017/18	2018/19	2020/21 All terms	2020/21 Autumn	2020/21 Spring	2020/21 Summer
Overall absence	10.2	10.1	15.7	10.6	25.5	11
Unauthorised absence	2.2	2.3	2.1	2.3	1.3	2.6

**Note:**

- The absence rates in the tables above do **not** include absence due to coronavirus-related reasons (self-isolation, shielding and post-travel quarantine) as these were captured separately (see the 'reasons for absence' section below). However, the rates **do** include absence due to confirmed cases of COVID-19, as these were marked as 'absent due to illness'
- The rate of overall absence in **special schools** was substantially higher in the spring term compared to other terms. This is because during the spring-term national lockdown, vulnerable pupils were prioritised to continue attending school, but where a parent wanted their child to be absent, schools were advised to grant a leave of absence and mark it as an 'authorised absence'
- The DfE didn't release any data in 2019/20 due to the pandemic