



## ATTENDANCE POLICY

AIMS	Legislation and DfE guidance
<p>Ensure:</p> <ul style="list-style-type: none"> <li>• all pupils receive their full entitlement to education</li> <li>• all pupils attend school regularly to achieve their full potential</li> <li>• good attendance behaviour is promoted and modelled</li> <li>• equality &amp; fairness for all</li> </ul>	<p>This policy meets the requirements of the following legislation which sets out the legal powers and duties that govern school attendance including:</p> <ul style="list-style-type: none"> <li>• The Education Act 1996 (as amended)</li> <li>• The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)</li> <li>• The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)</li> <li>• The Equality Act 2010 and schools (DfE May 2014)</li> <li>• Supporting pupils at school with medical conditions (DfE December 2015)</li> <li>• Education for children with health needs who cannot attend school (DfE January 2013)</li> <li>• Keeping children safe in education (DfE)</li> <li>• Working together to improve School Attendance (DfE)</li> <li>• School attendance parental responsibility measures (DfE January 2015)</li> <li>• School census guidance (DfE)</li> <li>• Suspension and permanent exclusion (DfE September 2023)</li> </ul>

### ABSENCE PROCEDURES

- Parents are required to contact the school office by telephone by 8.55am on the first day of their child's absence with the reason for absence
- School will call the parent of any pupil who has not reported their child's absence on the first day that they do not attend school, to:
  - Ascertain reason for the absence and identify the correct code to use to enter the data onto the school census system.
  - Ensure the proper safeguarding action is being taken.
  - Identify whether the absence is authorised or not.

### AUTHORISED ABSENCE

Absence for genuine sickness, medical appointments unavoidably falling during term time, religious or cultural observances, traveller absence or family emergencies will be authorised by the Head Teacher.

### PUNCTUALITY

Alveston regards punctuality as of the utmost importance and lateness will not be tolerated.

The school day starts at 8:55am. Pupils should be in their classroom at this time. Registers are taken as follows throughout the school day:

- Pupils will receive a late mark if they are not through the school gates by 8.55am.
- The register closes at 9:05am. Pupils will receive a mark of U if they arrive after this time.
- After lunch, registers are marked by 1:20pm.

### TERM-TIME LEAVE

- The law does not grant parents the automatic right to take their children out of school during term time for holidays, trips or visits.
- The Head Teacher will not authorise any leave of absence in term-time unless satisfied the reason is exceptional.
- Parents and family members who may book holidays are asked not to make plans without first making a request to the school.
- Applications should be made in advance by completing a Leave of Absence Request form which is available from the school office. Parents may be required to provide additional evidence in order to support a leave of absence request.
- Any requests for leave during term-time will be considered on an individual basis & pupil's previous attendance record will be taken into account.
- Any absence not been agreed, is recorded as unauthorised. Unauthorised absence may result in a Penalty Notice or Prosecution.

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### UNAUTHORISED ABSENCE

Unauthorised absence:

- is where school is not satisfied with the reason given for the absence, or where no reason has been provided.
- may result in Legal Sanctions, usually Penalty Notices or Prosecutions.
- includes (but is not limited to) absences due to:
  - Reasons which have never been properly explained to the Head Teacher
  - Arriving at school after the register has closed.
  - Holidays, visits, trips in term time.

### PENALTY NOTICES

- Under section 444 of the Education Act 1996, if a child of compulsory school age, fails to attend regularly at the school his/her parent(s) are guilty of an offence. This applies to both resident and non-resident parents and others who may not be the parent but may have day to day care of the child.
- Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with unauthorised absence.
- The school will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority (LA) for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the LA may be a Penalty Notice or Prosecution.

### ATTENDANCE MONITORING PROCEDURES

Alveston C of E Primary has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. SLT monitors attendance weekly and annual attendance to date.
2. Any attendance trends noticed by staff are passed immediately to the SLT.
3. Contact is made with parents for any pupil where absence was not reported, after a week this is recorded as an unauthorised absence.
4. If a pupil's attendance falls below 97 percent, the Head Teacher will contact parents to discuss any issues or problems to ascertain how the school can help to improve their child's attendance.
5. If a pupil's attendance falls below 90 percent, the pupil's attendance will be monitored, and the Head Teacher will contact parents to discuss.
6. The school will inform the LA, on a termly basis, pupils who fail to attend regularly, or who have missed 10 school days without authorisation.
7. The pupil's attendance is monitored and, if attendance does not improve, parents are required to attend a meeting in school to set targets for their child. If parents are unwilling to cooperate, a referral may be made to the local authority attendance team.
8. Monitoring and communication with the parents continues until attendance stabilises to 97 percent.
9. If a pupil's attendance drops below 85 percent, a formal meeting will be arranged with the pupil's parent.
10. If there are no improvements, a final written warning is issued to the parents. If there is no improvement after an additional four weeks, a fixed-penalty notice is issued.
11. If the pupil is not attending, the school will take action which could include: home visits to the family address, contacting siblings' schools, making enquiries with neighbours, requesting a welfare check from the police, make referrals to Children's Social Care.

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**ATTENDANCE POLICY****ROLES AND RESPONSIBILITIES**

<b>Governors</b>	<b>Head Teacher</b>	<b>Staff</b>	<b>Parents</b>	<b>Pupils</b>
<ul style="list-style-type: none"> <li>• Monitor implementation of policy and procedures across the school.</li> <li>• Ensure policy, as written, does not discriminate on any grounds</li> <li>• Handle complaints regarding policy as outlined in the school's Complaints Policy.</li> <li>• Have regard to 'Keeping children safe in education'.</li> <li>• Ensure there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.</li> <li>• Engage in attendance panels.</li> </ul>	<ul style="list-style-type: none"> <li>• Implement &amp; manage policy and all relevant procedures across school.</li> <li>• Ensure parents are aware of school's attendance expectations / procedures.</li> <li>• Ensure pupils have access to full-time education and act as early as possible to address patterns of absence.</li> <li>• Inform the LA of any pupil being deleted from the admission and attendance registers.</li> <li>• Provide support for pupils at risk of persistent absence.</li> <li>• Establish a range of interventions to address barriers to attendance.</li> <li>• Establish robust escalation procedures before absence becomes a problem (e.g. letters to parents, reviews, reviews with LA attendance team) and if absence persists.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow policy and ensuring pupils do so too.</li> <li>• Ensure policy implemented fairly and consistently.</li> <li>• Model good attendance behaviour.</li> <li>• Use professional judgement &amp; knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.</li> <li>• Where designated, take the attendance register at the relevant times during the school day.</li> <li>• Attend attendance reviews in line with escalation procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain open &amp; honest communication with the school</li> <li>• Provide accurate and up-to-date contact details.</li> <li>• Provide school with more than one emergency contact number.</li> <li>• Update the school if their details change.</li> <li>• Promote good attendance with their children to keep attendance at or above 97%.</li> <li>• Ensuring their children arrive at school on time.</li> <li>• Book routine appointments outside school hours.</li> <li>• Treat staff with respect</li> <li>• Talk to school for help when needed.</li> <li>• Talk to school if their child is reluctant to attend; there are safeguarding concerns affecting attendance; they feel there are any barriers to their child attending e.g. a disability, complex family circumstances, being a young carer.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend school every day to keep attendance at or above 97%</li> <li>• Attend lessons and any agreed activities when at school.</li> <li>• Arrive punctually to lessons when at school.</li> <li>• Years 5 and 6 when walking independently to school, arrive punctually.</li> </ul>

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## ATTENDANCE POLICY

### ATTENDANCE REGISTER

- Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are present, absent, attending an approved educational visit or unable to attend due to exceptional circumstances.
- The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

/ = Present in the morning

L = Late arrival before the register has closed

E = Excluded but no alternative provision made

I = Illness

R = Religious observance

G = Unauthorised holiday

U = Arrived after registration closed

X = Not required to be in school

V = Educational visit or trip

D = Dual registered – at another educational establishment

Z = Pupil not on admission register

\ = Present in the afternoon

C = Authorised absence

H = Authorised holiday

M = Medical or dental appointments

B = Off-site education activity

= Unauthorised absence

N = Reason not yet provided

T = Gypsy, Roma and Traveller absence

P = Participating in a supervised sporting activity

Y = Exceptional circumstances

The code '#' will be used when school has planned in advance to be fully or partially closed, for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment. Every entry received into the attendance register will be preserved for three years.

**Signed:** Head Teacher [Anne Clewley](#)

Date [23.11.23](#)

Chair of Governors [Alex Quinn](#)

Date [23.11.23](#)