



# Attendance Policy

Responsibility:	Education Committee
Reviewed:	20 <sup>th</sup> June 2019
Next review date:	July 2020
Key legislation:	The Education (Pupil Registration) (England) Regulations 2006 The Education (Pupil Registration) (England) (Amendment) Regulations 2010 The Education (Pupil Registration) (England) (Amendment) Regulations 2011 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2016 The Education Act 2002 The Education (School Day and School Year) (England) Regulations 1999 The Changing of School Session Times (England) (Revocation) Regulations 2011 The Education and Inspections Act 2006
This policy should be read in conjunction with:	

## Introduction

Our Federation is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. As a Federation we do all that we can to ensure maximum attendance for all pupils. Any problems that prevent full attendance will be identified and addressed as speedily as possible.

It is the policy of our federation to celebrate achievement. Attendance is a crucial factor to a productive and successful school career. Our schools will actively promote and encourage 100 per cent attendance for all our pupils.

Our Federation will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home-school links and communication systems that can be utilised whenever there is concern about attendance.

If there are problems that affect a pupil's attendance we will investigate, identify and strive in partnership with parents and pupils to resolve those problems as quickly and efficiently as possible. We will adopt a clearly focused approach aimed at returning the pupil to full attendance at all times.

## Aims and objectives

- To encourage full attendance and punctuality
- To record and monitor attendance and absenteeism and apply appropriate strategies to minimise its occurrence
- To acknowledge and reward a successful record of attendance
- To ensure a consistent approach throughout the schools

## Statutory duty of schools

The Education Act 1996 requires parents or guardians to ensure their children receive efficient, full-time education, either by regular attendance at school or otherwise. Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. Any entry must be made in the attendance register for all pupils of compulsory school age who are on the school's admission roll.

## Attendance Targets

The schools will set attendance targets each year. The Executive Headteacher, Heads of School and governors agree these. The targets are challenging yet realistic, and based on attendance figures achieved in previous years.

## Principles

Parents are legally responsible for ensuring that a child of compulsory school age attends school regularly. We will work towards ensuring that all pupils feel supported and valued. We will send a clear message that if a pupil is absent they will be missed.

We will encourage parents / carers to be actively involved in promoting their child's attendance. We will ensure that all staff are aware of the requirements of the registration process and that they receive training on registration regulations and the law relating to attendance.

Regular information will be sent to parents and pupils informing them of attendance rates and related issues. Promote positive staff attitudes to pupils returning after absence will ensure regular evaluation of attendance policy and procedures by senior managers and the school governors.

Attendance will be an important feature of the School Improvement Plan, if appropriate.

Consistent and rigorous monitoring and evaluation procedures will be in place.

## Definitions

### **Authorised absence**

An absence is recorded as authorised when a child has been away from school for a legitimate reason (eg, being unwell) and the school has received notification from a parent or carer.

Only the school can make an absence authorised. Not all absences supported by parents will be recorded as authorised, e.g. shopping trips during school hours.

### **Unauthorised absence**

An absence is recorded as unauthorised when a child is away from school without good reason and without the permission of the school.

## Procedures

It is essential that everyone involved in promoting attendance is clear about the important role that must be carried out in order to raise standards. Responsibility to promote attendance is the responsibility of the whole school community.

### **If a child is absent (First Day Contact)**

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the

school on the first day/each day of absence. When a child is absent unexpectedly, the class teacher records the absence in the register. A teaching assistant or the administrator endeavours to contact a parent / carer by phone or by text. If no contact can be made and we cannot establish the whereabouts and / or safety of a child, a home visit will be carried out or the police and / or Social Services may be contacted.

When the child returns to school, a note should be brought from a parent / carer or a telephone call received to explain the absence.

A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment. All doctors and dentists appointments should be made out of school hours if at all possible.

### **Requests for leave of absence**

We believe that children need to be in school for all sessions, so that they can make the most progress possible. Requests for leave of absence in term time will only be granted in **exceptional circumstances on a case by case basis**, and where attendance is above 95%.

We expect parents to contact the school at least a month in advance.

### **Long-term absence**

When children have an illness that means they will be away from school for over five days, the school does all it can to send material home, so that they can keep up with their schoolwork.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school contacts support services, so that arrangements can be made for the child to be given some tuition outside school.

### **Repeated unauthorised absences**

The school contacts the parent/carer of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents / carers are asked to visit the school and discuss the problem. If the situation does not improve, the school will seek further advice from other agencies.

The governors, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

## **Monitoring**

### **Governing Body**

It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the Executive Headteacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

### **School**

The school keeps accurate attendance records on file for a minimum period of three years.

### **School Leaders**

Monitor attendance fortnightly and follow our attendance escalation procedures as set out in Appendix A.

### **Class Teachers**

Class teachers are responsible for monitoring attendance in their class, using attendance reports provided half-termly by the School Administrator and for following up absences in the appropriate way. If there is concern about a child's absence, they contact the Head of School or administrator immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Head of School, who contacts the parents / carers.

## Appendix A – Attendance Escalation Procedure

### **Monitor all attendance below 95%**

At the end of the first half term (Autumn A), identify children with less than 95% attendance. Every fortnight following this:

- identify improvements in attendance,
  - further reductions, and
- new children falling below 95%.



### **Step 1**

When children first appear on the less than 95% list, send a standard letter home to raise parents awareness.

*'We wished to raise your awareness..., We realise that children get ill..., We thought you would like to know that your child's attendance has fallen below the expected target of 95%'*

***Attach a print out of attendance***

**If there is a significant concern, you should move directly to Step 2 or 3**



### **Step 2**

If a child's attendance continues to fall following Step 1 letter, send a second letter home.

*'Following my previous letter, your child's attendance has not improved..., is there something we can help with? Would you like to talk this through with me?'*

***Attach a print out of attendance***



### **Step 3**

If a child's attendance continues to fall following Step 2 letter, send a third letter home.

*'Following my previous letter, your child's attendance has not improved..., please come in and talk to me! We may need to refer this issue to the Education Welfare Officer'*

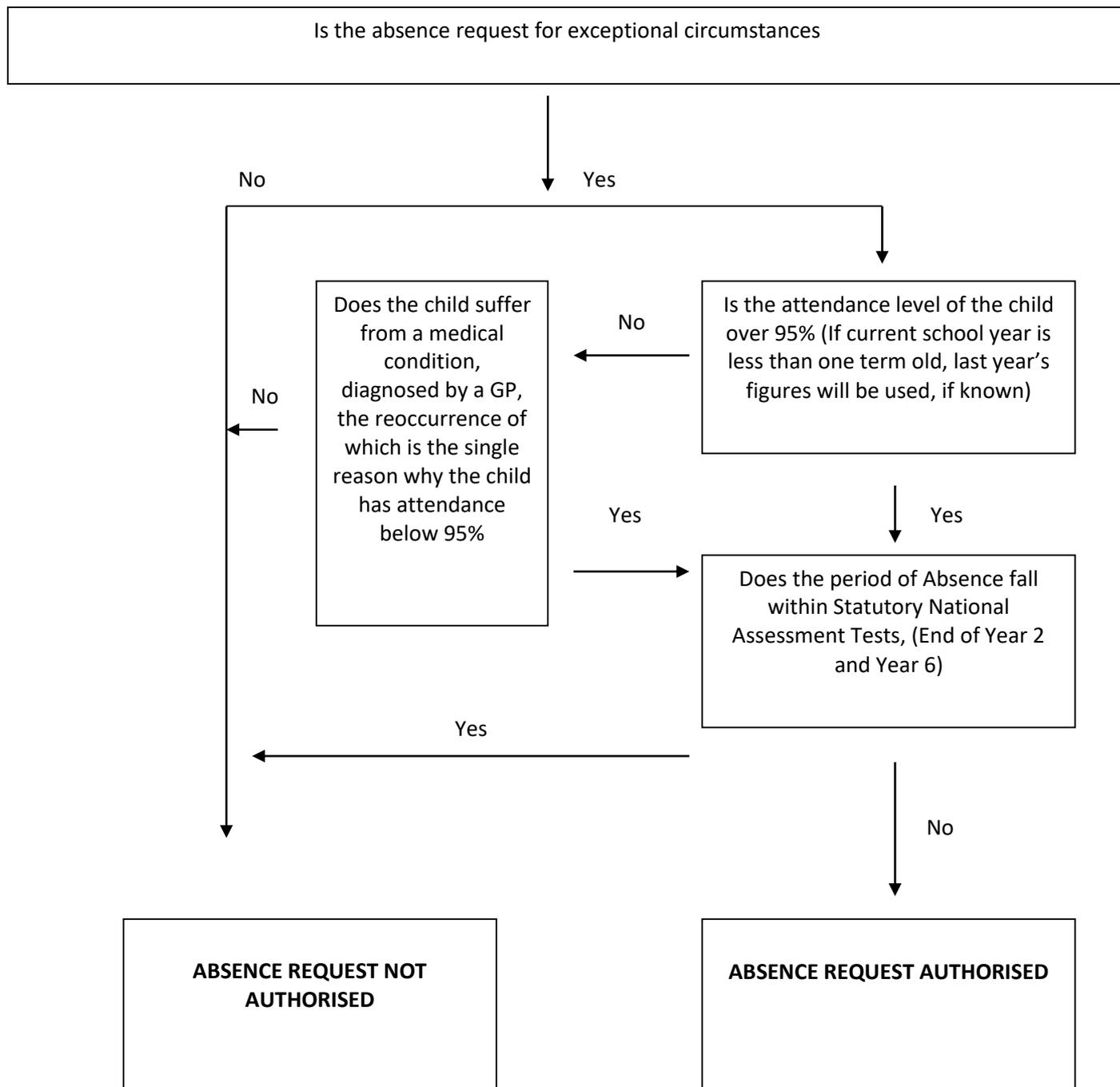
***Attach a print out of attendance***



### **Step 4**

**Possible Referral to Education Welfare Officer!**

## Appendix B – Attendance Flowchart (Requests for approved absence during term time)



This chart will be brought to the attention of all parents with a covering letter.

## Appendix C – Guidance on completing the register

The registers must be taken electronically by the Class teacher:

- In the first 10 minutes of the school day
  - Colyton between 8.55 and 9.05am
  - Kilmington between 9.00 and 9.10am
  - Seaton between 8.55 and 9.05am
  - Shute between 8.55 and 9.05am
- at the very start of the afternoon session

Registers will be looked at by the administrator to check they have been filled in properly and any 'N' codes will be overwritten if a reason is known, or investigated if a reason hasn't been provided. Any child arriving after the electronic register has been taken must report to the school office where an 'L' code will be entered (up to 30 minutes after start of the school day), or a 'U' code if the child arrives after this time.

Registers will be printed by the admin staff after registration both in the morning and the afternoon and these printouts will be used to check pupils off in the case of an evacuation of the building.

All absences should be marked with a coded letter to explain the reason for the absence. If the Class teacher does not have a reason then the code 'N' is used. Letters of absence should be put in the register for storage in the office.

### **ABSENCE CODES**

/	Present am
\	Present pm
B	Educated off site
C	Other authorised circumstances
D	Dual registration
E	Excluded – no alternative provision made
F	Extended family holiday (agreed)
G	Family holiday (not agreed or days in excess)
H	Family holiday (agreed)
I	Illness (not medical or dentist appointments)
J	Interview
L	Late (before register closes)
M	Medical / Dental appointments
N	No reason yet provided for absence
O	Unauthorised absence (not covered by other codes)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller Absence
U	Late (after register closes)
V	Educational Visit
W	Work Experience
X	Non-compulsory school age absence
#	School closed to staff and pupils