



Attendance Policy and Procedures

Agreed by The Education Committee of The Board of Trustees: 27th April 2021

Review Date: April 2022

SIGNED  Date: 29th April 2021

Chairman of the TRLP Board

Part 1 - Policy

1. Introduction

It is the aim of all schools in The Redstart Learning Partnership (TRLP) that pupils should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of pupils.

Any absence affects the pattern of a child's schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a pupil as a 'persistent absentee' when they miss 10% or more schooling across the school year, for whatever reason.

2. Aims

Our school aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every pupil has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

This policy sets out TRLP position on attendance and details the procedures that all parents¹ must follow to report their child absent from school.

It is vital that children develop regular attendance habits at an early age. Therefore, the school will encourage parents of Nursery children, and Reception children who are not yet compulsory school age, to send their children to every session that is available to them. If the child is unable to attend the school for any reason, the parent should inform the school of the reason on the first day of absence. If the school is concerned about a pupil's attendance for any reason, we will contact the parent to discuss the matter, in the first instance.

We will also support parents to perform their legal duty to ensure their children of compulsory² school age attend regularly, and will promote and support punctuality in attending lessons.

We want our pupils to attend school every day, unless they are really not well enough to. We believe that children who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our pupils to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and children who are used to

¹ Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e. lives with and looks after the child. In this policy the term 'parent' includes parents and carers.

² A child becomes of 'compulsory school age' on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11.

attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance "in accordance with the rules prescribed by the school", therefore if an absence is not authorised by the school, the pupil's attendance is deemed to be irregular.

We will do all we can to encourage our pupils to attend. We will also make the best provision we can for any pupil who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents '[Supporting pupils at school with medical conditions - December 2015](#)' and '[Ensuring a good education for children who cannot attend school because of health needs- January 2013](#)' – or ask the school for printed copies.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

Make good attendance and punctuality a priority for all those involved in the school community

Raise our pupils' awareness of the importance of good attendance and punctuality

Provide support, advice and guidelines to parents, pupils and staff

Work in partnership with parents

Celebrate and reward good attendance and punctuality

Effects of non-attendance

The table below indicates how what might seem like just a few days absence can result in children missing a significant number of lessons.

Attendance during school year	Days lost in a year	Which is approximately	Approximate number of lessons missed
95%	9.5 Days	2 Weeks	50 Lessons
90%	19 Days	4 Weeks	100 Lessons

3. Safeguarding and Attendance

Our school will monitor trends and patterns of absence for all pupils as a part of our standard procedures. However, we are aware that sudden or gradual changes in a pupil's attendance may indicate additional or more extreme safeguarding issues. In line with government guidance Keeping Children Safe in Education (2020) Statutory guidance for schools and colleges – Updated January 2021 (Post EU Exit) version, or as updated by the DfE) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any pupil who is absent from school when the school cannot establish their whereabouts and is concerned for the pupil's welfare. (Please see our TRLP Safeguarding Policy for more information.)

4. Legislation and Guidance

This policy meets the requirements of the School attendance: main guidance 2020 from the Department for Education (DfE), the Addendum: Recording attendance in relation to coronavirus (Covid-19) during the 2020-2021 academic year (DfE), and refers to statutory guidance on school attendance parental responsibility measures. These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

- The Education Act 1996 (as amended)
- The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)
- The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

The DfE's guidance on the school census explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

Part 2 - What the Law Says and Our School Procedures

1. Contents of Attendance Register

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each pupil is:

Present;

Absent;

Attending an approved educational activity; or,

Unable to attend due to exceptional circumstances.

1.a. Covid-19 Attendance marks (From 8th March 2021)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice (31st March 2021) and thereafter as advised by the Government in any future possible outbreaks where shielding advice applies nationally or locally.

Further, schools have been instructed to use the following attendance codes for children self-isolating or quarantining or shielding:

X02 – Self isolating: COVID-19 symptoms

X03 – Self isolating: contact inside school

X04 – Self –isolating: contact outside school

X05 – Quarantine

X06 – Shielding

X07 – Government restriction/local lockdown

2. Present at School (and Lateness)

Pupils are marked present if they are in school when the register is taken. If a pupil leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Head of School (or senior leader) will meet with parents of those children who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

Pupils who arrive after 09.15 will have their attendance record marked as an unauthorised late.

Pupils who arrive after the registration period has ended should go straight to the school office to sign in and give a reason for their lateness. It is vital that pupils sign in at the office to ensure that appropriate and health and safety regulations are followed and that all pupils are accounted for.

A pupil who arrives late but before the register has closed will be marked as late (L) – which counts as present.

A pupil who arrives late after the registers close will be marked as absent. If the pupil is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the pupil is late for no good reason they will be marked with the unauthorised absence code 'Late after registers close' (U). See DfE Attendance Codes – Appendix One.

Effects of Late Arrival at School

When a child arrives late to school, they miss important events like assembly, teacher instructions and introductions. Children often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage children and disrupt the learning of others.

Minutes late per Day	Equates to Days of Teaching Lost in one Year	Which means this number of lessons missed
5 mins	3 Days	15 Lessons
10 mins	6 Days	30 Lessons
15 mins	9 Days	45 Lessons

3. Authorised Absence

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away from the school, or has accepted an explanation offered afterwards as justification for absence.

The following information outlines the main circumstances where absence may be authorised by the school:

3.1 Illness

In most cases, absences for illness which are reported by following the school's absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows the 2020 DfE School Attendance Guidance (follow link at page 18) which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence.

We will not ask for medical evidence unnecessarily. In some instances, the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the pupil's GP directly.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a pupil has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have not been reported to the school by the parent on the first day of absence may not be authorised.

When a child is to be absent from school without prior permission, parents should inform the school by telephone on the first day of absence and let them know what date they expect the child to return. Alternative arrangements will be made individually with non-English speaking parents or carers.

If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

Mental Health and Wellbeing

Parents who have concerns about their child's mental wellbeing can contact our school's Designated Safeguarding Lead for further information on the support available.

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

Pupils taken ill during the school day

If a pupil needs to be sent home due to illness, this should be by agreement with an appropriately authorised member of school staff. In such circumstances, the pupil must be collected from the school office by a parent or another authorised adult, and signed out in the 'signing out' book (or equivalent). No pupil will be allowed to leave the school site without parental confirmation.

3.2 Medical/Dental Appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the pupil should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a child to miss a whole day's schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a pupil must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book (or equivalent). No pupil will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it's an emergency appointment, and must be supported by providing the school with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

3.3 Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day's absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents' religious body, to confirm whether the day is set apart.

3.4 Traveller Absence

The school will authorise the absence of a Traveller pupil of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the child's age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the child should attend school elsewhere when their family is travelling for occupational purposes. In which case the child will be dual registered at that school and this school, which is their 'main' school.

Children from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

3.5 Exclusions

If the school decides to send a pupil home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current DfE's statutory guidance on exclusions: [Exclusion from maintained schools, academies and pupil referral units in England 2017](#) and [Changes to the school suspension and expulsion process during the coronavirus \(Covid 19\) outbreak](#).

Any exclusion must be agreed by the Head of School.

The school will notify the parent of the exclusion. If the pupil is a Looked After Child, the school will notify the pupil's carer, social worker and Virtual School. In other instances, where a pupil is open to Children's Social Care for any reason, the school will also inform their allocated social worker.

The pupil must be collected from the school office by the parent or another authorised adult, and signed out in the 'signing out' book (or equivalent). No pupil will be allowed to leave the school site without parental confirmation.

4. First Day of Absence Response

Class registers are submitted to the school office at the end of the registration period. Where there are unexplained or unauthorised absences, the school will contact the parents or carers to seek assurance of the pupil's wellbeing and to ascertain a reason for the absence. The school retains at least two contact numbers for each pupil and will use these and other methods to contact a pupil for whom no reason for absence has been given.

If there are any safeguarding concerns and the school has been unable to ascertain the whereabouts of the child, the school will report the pupil's absence to the Local Authority/Social Worker for assistance in making enquiries. Where there is a reason to believe a child is in immediate danger or at risk of harm, a referral will be made to Children's Social Care and the Police if appropriate.

5. Rewarding Good and Improved Attendance

The foundation for good attendance is a strong partnership between the school, parents and the child.

To help us all to focus on this, methods may include: attendance being publicised in the school's newsletter; very good attendance highlighted and celebrated in school assemblies and through the use of certificates.

6. Leave of Absence Requests – 'Exceptional Circumstances'

The law does not grant parents the automatic right to take their child out of school during term time.

Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually, taking into account the specific facts and

circumstances and relevant background context behind the request. The request must be made by the parent with whom the child normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the pupil can be away from school. A leave of absence is granted entirely at the Head of School's discretion.

There is no formal definition offered for exceptional leave at present by the Department for Education. However, from discussion with the DfE and professional associations it is suggested that exceptional leave would include: significant family emergencies, funerals, forces staff returning from lengthy active service abroad, police and fire service staff being told when they can or cannot take leave or parents having to work aboard for a fixed, minimum term period. However, parents will also be aware that, wherever possible, it can be better for children to continue to attend school normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the school. The request should be submitted as soon as it is anticipated; and wherever possible, at least four weeks before the absence. Although such absence may be unauthorised, it is better that we know your child is safe, rather than missing. Please be aware that you may be required to provide us with additional evidence in order to support your request. If we have any concerns about possible safeguarding risks such as risk of FGM or Forced Marriage we will follow the necessary protocols. (Please see our school's Safeguarding Policy for more information.)

7. Unauthorised Absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a pupil is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school's decision whether to authorise the absence or not.

Unauthorised absence includes:

- Absences which have never been properly explained
- Pupils who arrive at school too late to get a mark
- Shopping
- Birthdays
- Waiting at home for a washing machine to be mended, or a parcel to be delivered
- Day trips
- Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)

In the case of term time leave - if a pupil is kept away from school longer than was agreed, the additional absence is unauthorised.

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

8. Approved Educational Activity (AEA)

When pupils are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See DfE 2020 School Attendance guidance.)

If a pupil is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our school will make arrangements for the pupil to be dual registered at the other setting and mark our registers accordingly.

If a pupil is attending an alternative education provider, which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the pupil attends the alternative setting as code B (off-site educational activity). The school expects the alternative provider (AP) to notify us of any absences by individual pupils, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary. Attendance updates will be provided on a weekly basis, or more frequently if agreed with the alternative setting.

Any attendance concerns will be followed up by us, in conjunction with the AP.

9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)

In accordance with DfE school attendance guidance, our school will record pupils as 'Unable to attend due to exceptional circumstances' in the following circumstances (such circumstances are not recorded as absences):

- Our school site, or part of it, is closed due to an unavoidable cause.
- The transport provided by our school or the Local Authority is not available and the pupil's home is not within statutory walking distance. (See the DfE's '[Home to school travel and transport](#)' guidance document, or ask the school for a printed copy.)
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.
- The pupil is in custody, but still on the school roll. (If the school has evidence that the pupil is attending educational activities we can record those sessions as 'present at approved educational activity'.)
- A local or national health risk, for example the 2020/2021 lockdown due to Covid-19, for which the school would follow guidance provided by the Government.

10. Support for Poor School Attendance (other than unauthorised term time leave- see appendix 2)

Sometimes pupils can be reluctant to attend school. We encourage parents and pupils to be open and honest with us about the reason for the pupil's absence. If a child is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the child stay at home. This can give the impression to the child that attendance does not

matter and can make things worse. As a school, we need to understand the reasons why a pupil is reluctant to attend in order to be able to support pupils and parents in the best way.

When we have concerns about the attendance of a pupil, we will do our best to make the parent/s aware of the concerns about their child's attendance and give them the opportunity to address this. This will be by way of a graduated response including the use of attendance letters and/or meetings with relevant members of school staff – see appendix 2 which we shall use alongside the School Led Intervention plan as laid out by Somerset County Council. If parents do not make use of the support offered and improve their child's attendance to an acceptable level, this may result in legal sanctions. Parents may be asked to meet with the Head of School to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract or support from the Team Around the School being offered.

If our school refers a case of poor school attendance to the Local Authority for legal sanctions following a referral to Team Around the School, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a warning letter.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue, and involve other agencies as necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our school has safeguarding concerns about a pupil who is absent we will share information with other agencies as we deem necessary.

11. Pupils on Part-time Timetables

Pupils are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a pupil with a full-time education due to the pupil's needs, we will work with the pupil, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any part-time timetables will be for the shortest amount of time possible, whilst arrangements are made to support the pupil's return to a full-time timetable.

12. Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their child attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered pupil at the school. This applies to both resident and non-resident

parents who may both be subject to legal sanctions if their child fails to attend school regularly. It also applies to others who may not be the parent, but may have day to day care of the child.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school his/her parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child's irregular attendance is dealt with as a separate matter.

The school will follow the School Lead Intervention approach set out by Somerset County Council at Appendix A. The school will refer cases of unauthorised absence that meet the threshold for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a pupil's irregular attendance.

A pupil's unauthorised absence from school could result in one of the following:

A Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)

Prosecution

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information and Somerset County Council's Penalty Notice Code of Conduct, available [here](#)) Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

13. Children Missing Education (CME)

Our school will add and delete pupils from roll in line with the law. The school will follow Somerset Child Missing Education process and make CME referral as appropriate. Please see policy [here](#)

14. Following up Unexplained Absences

If the school is unable to contact any of the emergency numbers provided, and is concerned for the welfare of the pupil, we may visit the pupil's address or request a Welfare Check from the police.

If a pattern of unauthorised absences emerges, the Head of School will contact the parent or carer to discuss possible reasons and school support systems that could help. Parents/carers will also be contacted if there is doubt about the truth of the reason provided for any unauthorised absence.

In certain circumstances, for unauthorised absence which is not through illness, the school will seek a written explanation from parents/carers for their child's absence upon the child's return from being away. This is for the school records.

Where pupils have been away for either short or long term, the school will support that child when they re-enter school to help them catch up on any work that they have missed.

In the event that it has not been possible to make contact with the parent/carers to assure the pupil's safety and wellbeing, the school will follow an Absent Pupil Procedure which gives a list of actions to be undertaken after which, where the school's efforts to locate a child have proven unsuccessful, the school shall inform the Local Authority Education Welfare Service. This will be done as soon all enquiries have been completed and at least by day 3 of absence. The school will then work with the Local Authority Education Welfare Service who will determine whether the case is a school attendance issue which should be referred to the Education Welfare Service or whether a referral as a Child Missing Education should be made.

If there are concerns around attendance that have not been resolved by implementing school support, the school may take further action against parents. This may include a referral to Team Around the School and, ultimately, the Local Authority Education Welfare Service for additional support or investigation, which may also result in further action including the issuing of Penalty Notices, or legal proceedings.

In line with 'Children missing education 2016', where a child has not returned to school for ten days after an authorised absence, or is absent from school without authorisation for a period of more than 20 consecutive school days, and both the school and Local Authority have been unable to contact the parents, the school may remove the child from the school roll. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. The school will notify the Local Authority Education Welfare Service when such action is taken.

15. Reporting to Parents

We report to parents on their child's attendance record at least termly (December, April and July). Where a child's attendance drops for whatever reason, each school will write to the parents to highlight this, unless there is a good reason not to.

16. Recording Information on Attendance and Reasons for Absence

Information on attendance is recorded on Scholar Pack, including the details of any reported absence.

17. Roles and Responsibilities

As part of our whole-school approach to maintaining high attendance, the Head of School will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- annually review the school's attendance rules and ensure that all provisions are in place to allow school staff, parents and children to implement the rules effectively
- nominate or identify a member of the Education Committee who will take the lead role in monitoring attendance and coordinating provision and policies for attendance
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, children and staff
- decide upon and advertise appropriate and accurate annual attendance numbers and future attendance targets
- take time at DCEO meetings to regularly review and discuss attendance issues that have arisen in order to stay on top of expected attendance targets for the year
- ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off-site
- ensure that they are clear on how to analyse attendance data and how to communicate the findings effectively to parents and staff
- ensure that senior leaders make the necessary referrals to the local authority and other relevant agencies in individual cases of non-attendance
- use any data gathered to devise solutions to problems, make the proper adjustments to attendance coordination and target set for the future.

School leadership team

As part of our whole-school approach to maintaining high attendance, the school leadership team will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement
- coordinate with the Education Committee to monitor the implementation of the attendance policy and its effectiveness, with an annual full review
- ensure that all staff are up to date with the school's attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues

- ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them
- nominate or appoint a senior manager to take the responsibility of overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to this job
- report to the DCEO termly on attendance records, data and provision
- ensure that systems to record and report attendance data are in place and working effectively
- develop and engage with multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

Teachers and support staff

As part of our whole-school approach to maintaining high attendance, the school's teachers and support staff will:

- be active in their approach to promoting good attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- ensure that they are fully aware and up to date with the school's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue
- ensure that they are following the correct systems for recording attendance and that attendance is taken daily and promptly
- ensure that any information received regarding attendance is shared with the school office as soon as possible
- contribute to strategy meetings and interventions where they are needed
- work with external agencies to support pupils and their families who are struggling with regular attendance.

Parents and carers

As part of our whole-school approach to maintaining high attendance, we request that parents:

- engage with their children's education and care – support their learning and take an interest in what they have been doing at school
- promote the value of good education and the importance of regular school attendance at home
- encourage and support their children's aspirations
- ensure that their children arrive at school on time appropriately dressed and with the necessary equipment
- follow the set school procedure for reporting the absence of their child from school and include an expected date for return

- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- keep the school informed of any circumstances which may affect their child's attendance
- enforce a regular routine at home in terms of homework, bedtime, etc. so that the child is used to consistency and the school day becomes part of that routine. It is vital that the child receives the same message at home as they do at school about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make an exceptional request for this, they may do so to the Head of School

Pupils

As part of our whole-school approach to maintaining high attendance, we request that pupils:

- be aware of the school's attendance rules, and when and what they are required to attend. This will be communicated to them through the school staff, parents and the school timetable
- speak to their teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class
- bring a note of explanation from their parents or carers to explain an absence that has happened or is foreseen
- follow the correct set school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance, and is also vital for safeguarding purposes and for health and safety in the event of a school evacuation

The Board of Trustees

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis (3 times a year). It also holds the Head of School to account for the implementation of this policy.

18. Policy Monitoring Arrangements

This policy will be reviewed annually by the Board of Trustees or more frequently if there are changes to legislation and guidance.

19. Links with other policies

This policy is linked to our Anti-Bullying Policy, Behaviour Policy, Inclusion Policy, Safeguarding and Child Protection Policy and Supporting Pupils with Medical Conditions Policy.

Guidance Documents:

School Attendance (DfE September 2020)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School attendance guidance for 2020 to 2021 academic year.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf)

Addendum: Recording school attendance in relation to coronavirus (Covid 19) during the 2020-2021 academic year

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

School attendance parental responsibility measures (DfE January 2015)

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

Supporting pupils at school with medical conditions (DfE December 2015)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>

Education for children with health needs who cannot attend school (DfE January 2013)

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

Keeping children safe in education (2020) Statutory guidance for schools and colleges Update - January 2021 (Post EU Exit)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping children safe in education 2020 - Update - January 2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

School census guidance

<https://www.gov.uk/guidance/school-level-annual-school-census>

Exclusion from maintained schools, academies and pupil referral units in England 2017

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831 Exclusion Stat guidance Web version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921405/20170831_Exclusion_Stat_guidance_Web_version.pdf)

Changes to the school suspension and expulsion process during the coronavirus (Covid 19) outbreak

<https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak>

Home to school travel and transport guidance (DfE July 2014)

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>



Appendix 1 – Department for Education (DfE) Attendance Codes

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 another appropriate code/description)	Authorised absence
D	Dual registration (i.e. present at another school or PRU)	Not counted in possible attendances
E	Excluded (no alternative provision made)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	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	Other unauthorised absence (not covered by other codes or descriptions)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity

CODE	DESCRIPTION	MEANING
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Activity Education
W	Work experience (not work based training)	Approved Activity Education
X	Un-timetabled sessions for non-compulsory school age pupils	Not counted in possible attendances
Y	Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months.	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to all pupils	Not counted in possible attendances

