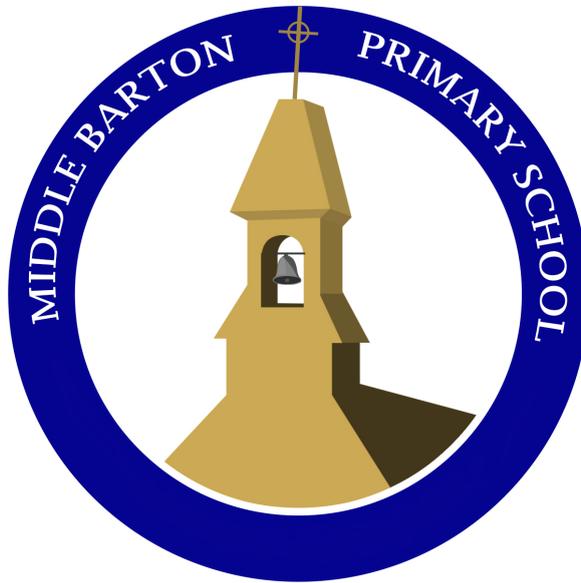


# Attendance Policy

## Middle Barton Primary School



**Approved by:**

**Kim Griffin and the  
Governing Body**

**Date:**

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# **1. Aims**

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

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

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) 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 threshold.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school at each Full Governor Board meeting. It also holds the headteacher to account for the implementation of this policy.

**Fiona Probert is the link governor for attendance and regularly meets with the Headteacher to discuss attendance.**

### 3.2 The headteacher

The headteacher 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
- Monitors attendance data across the school and at an individual pupil level
- Works with external agencies to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues

### 3.4 Class teachers and HLTAs

Class teachers and HLTAs are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via Integris.

### 3.5 School administration staff

School administration staff are expected to take calls and emails from parents about absence and record it on the school system. They are also responsible for making calls to parents/carers if a child has not turned up to school and there has been no communication.

## 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 after lunch. Pupils attendance will be recorded using the following codes on Integris.

# - Planned whole or partial school closure

\* - Not Yet Marked

/ - Present

B - Educated off site (NOT Dual reg.)

C - Other Authorised Circumstances

D - Dual registration (attend elsewhere)

E - Excluded (no alternative provision)

G - Family holiday (NOT agreed)

H - Family holiday (agreed)

I - Illness (NOT medical or dental)

J - Interview

L - Late (before registers closed)

M - Medical/Dental appointments

N - No reason yet provided for absence

O - Unauthorised absence

P - Approved sporting activity

R - Religious observance

S - Study leave

T - Traveller absence

U - Late (after registers closed)

V - Educational visit or trip

W - Work experience

X - COVID related/Non-compulsory school age absence

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Y - Unable to attend due to exceptional circumstances

Z - Pupil not on roll

See appendix 1 for the DfE attendance codes.

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 8.40am on each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9.00am. The register for the second session will be taken at 1pm.

#### 4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.00am or as soon as practically possible (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. Emergency occurrences will also be authorised.

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

Persistent lateness is identified by the headteacher. Parents would then be contacted to discuss the reasons and ideally a solution agreed. Should this fail to resolve the issue, the Home School Link worker would support the family alongside the headteacher. These communications would all be recorded on CPOMS as part of our Safeguarding procedures.

#### 4.5 Following up absence

All absences and persistent lateness are investigated. When the register closes the Administrative Staff check the messages and operate 'first day calling' for those pupils absent with no reason given.

Ensure proper safeguarding action is taken where necessary if all appropriate measures have been taken to contact the parent/carer. This may involve phoning the MASH, Police or Social Care.

Identify whether the absence is approved or not

Identify the correct attendance code to use

#### 4.6 Reporting to parents

Parents are informed about the child's attendance at Parent's meetings and on their end of year report.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** may 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.
- One day will be authorised for a wedding or funeral. If these require travel, 3 days may be authorised (2 days for travel and 1 day for the wedding or funeral)
- **Bereavement**

This is not a full list and is at the discretion of the Headteacher.

## 5.2 Reducing persistent absence

Each case of absence will be closely monitored on a case-by-case basis by the Headteacher.

To target persistence absence the Headteacher will contact the parent/carer. If this then continues, a formal letter will be sent. If there is no improvement the Headteacher will invite the parent/carer in to discuss the issue and may involve external agencies.

## 5.3 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 headteacher, 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 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**

1. Build respectful relationships with staff, pupils, families and other stakeholders in order to secure their trust and engagement. Make sure there is a welcoming and positive culture across the school.

2. Make sure staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.

2. Communicate openly and honestly with staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them.

## **7. Attendance monitoring**

The Headteacher at our school monitors pupil absence on a monthly basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Attendance data is collected and stored on Integris and is monitored by the Headteacher.

## **8. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum once a year by the Headteacher . 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.

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school

<b>W</b>	Work experience	Pupil is on a work experience placement
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<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	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>
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<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