



# Attendance

<b>Summary</b>	This document details the school’s approach to attendance.		
<b>Originator</b>	Headteacher/ School Business Manager / Learning Mentor	<b>Date:</b>	September 2024
<b>Responsible Governor</b>	Marie Fidler	<b>Responsible Committee</b>	Curriculum
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## Introduction

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority. Parents/carers have the legal responsibility for ensuring their child's regular attendance and failure to do so is a criminal offence under Section 444 of the Education Act 1996.

## Aims

To manage and improve attendance effectively, all schools are expected to:

- Develop and maintain a whole school culture that promotes the benefits of high attendance.
- Have a clear school attendance policy which all staff, pupils and parents understand.
- Accurately complete admission and, with the exception of schools where all pupils are boarders, attendance registers and have effective day to day processes in place to follow-up absence.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

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.

## Legislation and Guidance

In building a culture of good school attendance, all schools are expected to:

- Recognise the importance of good attendance and, alongside good behaviour, make it a central part of the school's vision, values, ethos, and day to day life.
- Recognise the interplay between attendance and wider school improvement efforts, building it into strategies on attainment, behaviour, bullying, special educational needs support, supporting pupils with medical conditions or disabilities, safeguarding, wellbeing, and support for disadvantaged students (including use of pupil premium).
- Recognise improving attendance is a school leadership issue and have a designated senior leader with overall responsibility for championing and improving attendance in school. Responsibilities should include offering a clear vision for attendance improvement, evaluating and monitoring expectations and processes, oversight of data analysis, and communicating messages to pupils and parents.
- Make sure all teaching and non-teaching staff know the importance of good attendance, are consistent in their communication with pupils and parents, and receive the training and professional development they need.
- Make sure attendance support and improvement is appropriately resourced, including where applicable through effective use of pupil premium funding. Where possible this should include attendance or pastoral support staff (either school based or contracted) who can work with families, conduct home visits and work in partnership with school leaders, the local authority's School Attendance Support Team and other partners.
- Set high expectations for the attendance and punctuality of all pupils and communicate these regularly to pupils and parents through all available channels. In doing so, schools should help parents to understand what is expected of them and why attendance is important to their child's attainment, wellbeing, and wider development. It should also include clarity on the short and long term consequences of poor attendance.
- Visibly demonstrate the benefits of good attendance throughout school life. This may include in displays, assemblies or in registration periods. Where used sensitively and without discrimination, this may also include praising and rewarding improvements in attendance at year group, class/form and individual level.
- Recognise that attendance is never 'solved' and is a continuous process by regularly reviewing and updating messages, processes, and strategies.
- Recognise children missing education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation.

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 threshold.

## Roles and Responsibilities

Attendance monitoring and improvement is everyone’s responsibility within a school, though there are some staff with dedicated attendance responsibilities. If you have questions or concerns regarding attendance, please see the named staff below:

Name	Role in School	Role Regarding Attendance
Charlotte Vernon	Headteacher	Attendance Lead (SLT)
Sharon Bennett	School Business Assistant, Attendance Lead and Play Leader	Attendance Champion, Attendance Panel
Sam James	Family Support Worker	Attendance Panel
Jane Melbourne	Business Manager	Attendance Panel (SLT)
Taylor Simpson	Senior Business Assistant	Day to day office roles regarding attendance – eg taking phone calls and monitoring registers
Roberta Hearnshaw	School Business Assistant	Day to day office roles regarding attendance – eg taking phone calls and monitoring registers
Marie Fidler	Co-opted Governor	Attendance Governor

## 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 headteacher to account for the implementation of this policy.
- Our link Governor for attendance is Marie Fidler. Messages can be taken and passed on through our School Office.

### **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.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

### **The Designated Senior Leader responsible for attendance**

The Designated Senior Leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- 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.

The Designated Senior Leader responsible for attendance is Jane Melbourne and can be contacted via the School Office, 01246 234546.

### **The Attendance Officer**

The School Attendance Officer is responsible for:

- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.

- Working with education welfare officers to tackle persistent absence.
- Advising the Headteacher / Senior Leadership Team (authorised by the headteacher) when to issue fixed-penalty notices.

The Attendance Officer is Sharon Bennett and can be contacted via the School Office, 01246 234546.

### **Class Teachers**

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

### **School Admin Staff**

School admin staff will:

- Take calls from parents and guardians about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents and guardians to the pastoral lead or attendance officer in order to provide them with more detailed support on attendance where necessary.

### **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 8:40 a.m. on the day of the absence and advise when they are expected to return.
- Provide the school with at least 2 emergency contact numbers for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day.

### **Pupils**

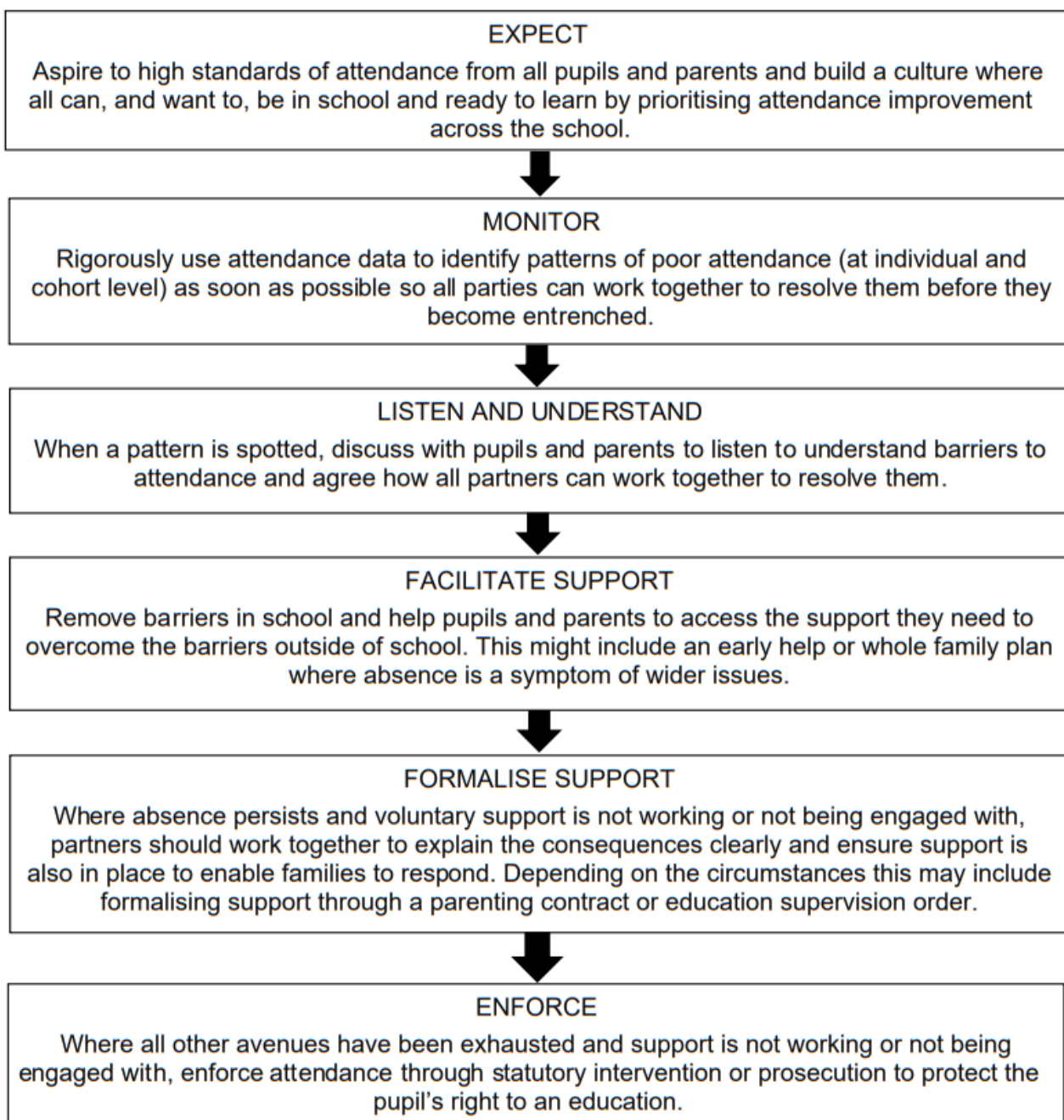
Pupils are expected to:

- Attend school every day on time.
- Arrive at school promptly and be ready to learn.

## Working Together to Improve Attendance

### Working together to improve attendance

13. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:



## Registration

The school gates open at 8:20a.m. and children are expected to be in school by 8:30a.m. this gives plenty of time for all pupils to come into their classroom and be ready to learn when lessons start at 8:40a.m.

Each class teacher has the responsibility for marking the attendance register at the beginning of the morning and afternoon session.

All attendance records are documented using RM Integris. Attendance registers are legal documents and these must be kept secure and preserved in line with the relevant retention schedule

## Lateness

Children who are persistently late after close of register soon fall behind with their learning.

Any pupil who comes into school after 8:40a.m. will be marked as late. Records are kept of those pupils who are late; this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9:30a.m. will be marked as late after close of register (Attendance code U). This is an unauthorised absence for the whole session and will affect your child's overall attendance percentage and can be used to calculate absence thresholds for legal decision making.

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9:30a.m. will have the absence recorded as a medical absence (Attendance code M).

## Recording Attendance

### 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:

- 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.

## Authorised and Unauthorised Absence

### Definitions

#### Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate unavoidable reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the Headteacher can decide on whether an absence is authorised or not. Sometimes, even if absence is supported by parent, an absence will be unauthorised.

#### Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school even if the absence is supported by the parent.

### 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.

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.

### **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 8:40 a.m. or as soon as practically possible by calling the School Office on Tel: 01246 234546 (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.

### **First Day Contact**

Where a child is absent from school and we have not received any contact from the parent, then we initiate a first day contact process. Office staff check all of the registers each morning to identify those pupils who are absent without explanation and, as a safeguarding requirement, make contact with the parents of these children by telephone.

### **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. This will be changed to late with a note attached giving the reason for lateness by a member of the office staff.
- The Attendance Officer or office staff will contact home in the event that no contact has been made to school regarding absence.

If school identifies that a pupil attends late regularly, a discussion will take place with parents and an action plan arranged on how to overcome this. Lateness has a negative impact on learning too, and this will be explained with examples relevant to the child's learning.

### **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 conduct a home visit. If there are concerns over the absence or wellbeing of the child, school may contact the police or social care as necessary.
- 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.
- School may choose to involve external agencies for support as appropriate, such as TAF meetings.

### **Reporting to Parents/Carers**

Please note, it is school's policy to fine all holiday requests that are unauthorised. Attendance is monitored half termly for all pupils. If a pupil is below the school's 96% target, a letter will be sent out reminding parents about the importance of attendance and that this will be monitored closely.

If attendance does not improve after a further half term, or school has immediate concerns regarding a family, a meeting will be held to discuss the barriers to attendance and how school can support families. This may include Early Help intervention, offer of Breakfast Club, support for Emotional and Mental Health for both pupils and parents etc... A monitoring period will be set in this meeting to ensure attendance is improved immediately and swiftly.

If attendance still does not improve, a formal Attendance Panel meeting will be held and led by Sharon Bennett to ensure an offer of support is available for the family.

If attendance still does not improve at this stage, the Panel meeting minutes will explain clearly what will happen next with that family. This may include:

- A parenting contract signed by both school and parents.
- An escalation to social services.
- Contact with other health professionals.
- Contact with Behaviour Support.
- Contact with the Local Authority's Attendance Team on advice and support.
- Potential for an Education Supervision Order
- Fixed Penalty Notices.

Attendance across the school is reported to parents weekly via our Newsletter. The school will regularly inform parents about their child's attendance and absence levels each term, praising families who have achieved 96% or above, or to write the first letter of attendance concern if the attendance is below 96%.

## Approval for term-time absence

The headteacher 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 events which are unavoidable, irregular and / or essential to the child or family's wellbeing.

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, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or the school office. 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.
- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person in the family.
- To attend a wedding or funeral of a person in the family.
- Where there are exceptional and unforeseen circumstances that fall outside of the above, the Headteacher agrees to look at each case individually.

## Persistent and Severe Absence

### 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.
- Conduct a home visit where absence is persistent or unexplained.
- 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.

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions or who have special educational needs and disabilities. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils should be the same as they are for any other pupil. That said, in working with their parents to improve attendance, Spire Junior School will be mindful of the barriers these pupils face and put additional support in place where necessary to help them access their full-time education. This may include:

- Having sensitive conversations and developing good support for pupils with physical or mental health conditions. For example, making reasonable adjustments where a pupil has a disability or putting in place an individual healthcare plan where needed. Considering whether additional support from external partners (including the local authority or health services) would be appropriate, making referrals in a timely manner and working together with those services to deliver any subsequent support.
- Working with parents to develop specific support approaches for attendance for pupils with special educational needs and disabilities, including where applicable ensuring the provision outlined in the pupil's education, health and care plan is accessed. In addition, school will work with families to help support routines and work with other partners to encourage the scheduling of additional support interventions or medical appointments outside of the main school day.
- Ensure joined up pastoral care is in place where needed and consider whether a time-limited phased return to school would be appropriate, for example for those affected by anxiety about school attendance.
- Ensure data is regularly monitored for these groups including at board and governing body meetings and in Targeting Support Meetings with the local authority so that additional support from other partners is accessed where necessary.

### **Strategies for Promoting Attendance**

Termly certificates are awarded for 100% attendance.

Weekly class rewards (5 minutes extra break for the highest attending class and 10 minutes break for pupils with 100% attendance)

Attendance features on a weekly basis in our newsletter and flyers are sent to parents.

Displays around school to promote good attendance are updated weekly.

## Attendance Monitoring

At a whole school level, attendance is monitored half termly and reported to Governors termly. It will be reported in the following groups:

- Boys and Girls
- Year Groups
- Pupils with special educational needs or disabilities
- Pupils with a social worker or who are looked after by the local authority
- Pupils who are eligible for free school meals

The 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.
- Compare using benchmarking data for other local and similar establishments.

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.

## 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.

## Using Data to improve Attendance

The school will:

- Provide regular attendance reports to 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.

## Fixed Penalty Notices

The Department for Education defines Fixed penalty notices as ‘notices that are served on parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. Fixed penalty notices can be used by all schools (with the exception of independent schools) where the pupil’s absence has not been authorised by the school and the absence constitutes an offence. Fixed penalty notices can be issued to each parent liable for the attendance offence or offences, which should usually be the parent or parents with day to day responsibility for the pupil’s attendance.’

Fixed penalty notices are intended to prevent the need for court action and should only be used where a fixed penalty notice is deemed likely to change parental behaviour and support to secure regular attendance has been provided and has not worked or been engaged with, or would not have been appropriate in the circumstances of the offence (e.g. an unauthorised holiday in term time).

Fixed penalty notices must be issued in line with the Education (Penalty Notices) (England) Regulations 2007 and can only be issued by a headteacher or someone authorised by them (a deputy or assistant head), a local authority officer or the police. All schools and the police must send copies of fixed penalty notices issued to the local authority.

Fixed penalty notices may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion the days that the child must not be present in a public place.

Every local authority (in this case, Derbyshire County Council) must draw up and is expected to publish on their website a Code of Conduct for issuing fixed penalty notices which must be adhered to by all schools, the police and any local authority officer issuing a penalty notice. In producing or amending the Code of Conduct the local authority consult with schools and the police. To further underpin the principle of support first and improve the consistency of approach for pupils and parents across the country, subject to Parliament, the Secretary of State intends to introduce a national framework to replace individual codes of conduct ahead of the 2023-24 academic year. Until then, each local authority’s Code must continue to set out the situations where a fixed penalty notice is appropriate. These should include: a number of unauthorised absences, one off instances of irregular attendance (such as holidays taken during term time without the school’s permission) and where an excluded child is found in a public place during school hours without a justifiable reason. The code must also specify the maximum number of penalty notices that may be issued to an individual parent in any 12 month period.

## Applications for Leave of Absence in Term Time

In September 2013 the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into force. These regulations make it clear that Headteachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. These regulations also state that holidays cannot be authorised retrospectively.

Any requests should be on an official school absence request form and handed into the school office for consideration prior to any holiday/leave arrangements being made.

Parent/carers may be issued with a penalty notice fine or prosecution should leave of 5 days or more be taken which is not authorised by the Headteacher, or where repeated incidents of leave in term time for less than 5 days occur or where the unauthorised absence contributes to wider poor attendance that meets the legal threshold. (Attendance code G).

### **National Framework for Penalty Notices**

To provide consistency, the Government have introduced a new national framework for when schools and LAs believe that they have exhausted all offers of support and the parent/carer is not engaging with the attempt to improve their child's attendance at school.

The threshold for when a school should consider next steps is 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be made up of any form of unauthorised absence including late after close (attendance code U) of register and odd days of unauthorised absence (attendance code O) which add up to 5 days within a 10-week period.

At this point the school will consider if it is likely that the attendance will improve with further support. They may then decide to refer the case to the LA for formal monitoring. This may proceed to legal action if the attendance does not improve.

Education Penalty Notices are issued to parents of statutory school age children. They can be issued to each parent or carer who is deemed liable for the child's absence from school. The new costs and process is outlined below:

**First Offence** - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

**Second Offence (within 3 years)** -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

**Third Offence and Any Further Offences (within 3 years)** - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

### **Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by Charlotte Vernon, Jane Melbourne and Sharon Bennett. At every review, the policy will be approved by the full governing board.

### Links with other Policies and documentation:

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Attendance On a Page
- [Working together to improve school attendance \(applies from 19 August 2024\) \(publishing.service.gov.uk\)](#)
- [School attendance - Derbyshire County Council](#)

## 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>		
<b>C</b>	Authorised leave of Absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>C1</b>	Authorised leave of Absence	Leave of absence for the purpose of participating in a regulated performance
<b>C2</b>	Temporary Reduced Timetable	Pupil is on a part-time timetable agreed by staff and parents.
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>K</b>	Attending education provision arranged by the local authority	Attending an alternative school place in the afternoon for therapy
<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: Flowchart

<b>Absence Management Flowchart</b>	
8:20 a.m.	 
Learning Mentor and Pastoral Manager (or other designated person) to be in the playground to welcome pupils and identify any pupils who are late.	
8:30 a.m. – 8:40 a.m.	
Registration period.	
8:40 a.m. - 9:30 a.m.	
Discussion with pupils to promote attendance and punctuality and ascertain reasons for lateness. Children arriving at this time will be recording as 'L' for late.	
9:00 a.m.	
Make first call for absent pupils Call parents of targeted pupils Update any relevant information on My Concern and Attendance File	
<i>Periodically (Depending on Need)</i>	
<i>Create absence reports from MIS</i> <i>Edit the latest weekly monitoring list with highlight according to data</i> <i>Check whole school attendance percentage</i> <i>Check whole school persistent absence percentage</i> <i>Update display in the Office and School Hall (Termly)</i>	
<i>Termly</i>	
<i>Congratulate positives for pupils and families who are <b>no concern</b></i> <i>Arrange attendance panel meetings for <b>monitor</b> and <b>intervene</b> where relevant</i> <i>Monitor and discuss actions for strategic improvements for attendance</i>	

## Appendix 3 – Leave of Absence Form

### Request for Leave of Absence in Exceptional Circumstances

Please note that following government guidelines, we will only authorise Leave of Absence in **exceptional circumstances which does not include holidays**. Please remember that a **pupil's achievement in any school is directly linked to attendance**. Please complete the following and if possible, return to school at least two weeks before the anticipated start date. Applications should be made before the leave is arranged as absences will not be granted retrospectively.

Name of Pupil:		Date of Birth:	
		Class:	
Address:			
Leave of Absence requested for: (Please state reason)		Leave of Absence requested from:	Leave of Absence requested until:
Name of Parent / Carer:		Date request submitted:	
Do you have a child at Spire Infant and Nursery School?	Yes / No	Do you have a child at Parkside School?	Yes / No
If you share parental responsibility and live apart, does the other parent know that you are requesting Leave of Absence?			Yes / No

### National Framework for Penalty Notices

To provide consistency, the Government have introduced a new national framework for when schools and LAs believe that they have exhausted all offers of support and the parent/carer is not engaging with the attempt to improve their child's attendance at school.

The threshold for when a school should consider next steps is 10 sessions (5 school days) of unauthorised absence in a rolling period of 10 school weeks. A school week means any week in which there is at least one school session. This can be made up of any form of unauthorised absence including late after close (attendance code U) of register and odd days of unauthorised absence (attendance code O) which add up to 5 days within a 10-week period.

At this point the school will consider if it is likely that the attendance will improve with further support. They may then decide to refer the case to the LA for formal monitoring. This may proceed to legal action if the attendance does not improve.

Education Penalty Notices are issued to parents of statutory school age children. They can be issued to each parent or carer who is deemed liable for the child's absence from school. The new costs and process is outlined below:

**First Offence** - The first time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

**Second Offence (within 3 years)** -The second time a Penalty Notice is issued for Term Time Leave or Irregular Attendance the amount will be: £160 per parent, per child paid within 28 days.

**Third Offence and Any Further Offences (within 3 years)** - The third time an offence is committed for Term Time Leave or Irregular Attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

**Below, please give as much detail as you can as to why you feel you need to take your child out of school in term time. Please provide any evidence you have to support your request.** Please note that this request will be considered by our Attendance Panel which consists of a School Headteacher, School Business Manager and Attendance Lead. You will be informed of their decision as soon as possible. Please note that if Leave of Absence is not granted but you still decide to take your child out of school, the absence will be recorded as 'unauthorised' and will be monitored for further action by the school and in turn, the Local Authority. Please note also that Parents / Carers could be issued with a fixed penalty notice and / or court action.

Parent / Carer's Signature:

Date:

For School Use:

Current Attendance Figure:

Leave of Absence: Approved / Denied:

## Appendix 4 - Child Friendly Attendance Policy

### Reasons to attend school

- Going to school helps you to learn new things and make friends. Taking part in school activities and clubs is fun.
- Going to school every day improves your chances of getting a job when you're older.
- Going on school trips help you to learn about the big, wide world outside of your local community.
- Going to school means you will get to see your friends.
- Good attendance at school is rewarded.
- Purposely missing school is called truancy. This is against the law.
- Being at school and keeping busy might help you sleep better at night.

### Rewards

- Our school has a reward system in place for good attendance.
- Pupils should aim to attend school on at least 96% of the days they are expected to.
- Attendance certificates will be handed out in celebration assemblies once a term to pupils with good attendance.
- Rewards will be provided at the end of the school year for pupils with 100 percent attendance.
- Extra playtime will be rewarded weekly, to the class with the highest attendance.

### If you don't attend school regularly, you may:

- Get bad habits, e.g. being anti-social.
- Become lazy or bored.
- Get your parents into serious trouble.
- Fall behind with your learning.
- Not make as many friends or get to see your friends very often.
- Miss out on fun events, such as school trips and celebrations.



### What if you can't come to school?

- You should always attend school unless you are really ill/injured, or there is something else stopping you from attending, such as a funeral.
- If you cannot attend school, you need to make sure the school knows that you cannot come in by getting a parent to do one of the following:
  - Ringing the School Office
  - Emailing the School Office

- It is important that the school are told you will not be attending before 8:40am, so staff members know that you are safe.
- You may need to hand in a note from the doctor to the School Office.

### **What are you responsible for?**

- You must be in classes by 8:40 a.m. and 1:05 p.m. every day, where the teacher will record that you are in school.
- You should tell your parents / carers if you do not feel well enough to go to school.
- You must not leave the school during the day unless the Headteacher has told you it is fine to do so and there is an authorised adult with you.
- If your teacher gives you any work to do whilst you are off school, you must do this and give it to your teacher for when they have asked for it.
- If you have been told that it is fine to leave the school during the day, you must sign out at the school office and sign back in again when you come back

### **What are your parents / carers responsible for?**

- Your parents or carers must make sure you go to school if you feel fine and able to do so.
- Your parents or carers must tell the school before 8:40am if you cannot attend that day.
- Your adults should promote good attendance at school.
- Parents or carers should try to book all doctor, dentist and hospital appointments outside of school time where possible.
- If you need to go to a doctor, dentist or hospital appointment during school time, your adults must let the school know as soon as possible.
- Parents or carers must inform the school in advance if absences are required for religious reasons, including weddings and funerals.

### **What are the school responsible for?**

- The school will record your attendance every day.
- When you are absent, the school will decide if it is 'authorised'.
- If you are absent from school and don't report it to the school office, it will be recorded as an 'unauthorised absence'.
- The school will keep an eye on your attendance and look out for any concerns.
- Staff members are responsible for your safety and wellbeing whilst at school.
- Staff members will take immediate action when they are concerned that you, or another pupil, are purposely missing school.

## Appendix 5 – Effective School Attendance Management Flowchart

