



# CHRIST THE SAVIOUR C.E. PRIMARY SCHOOL



Each of you should use whatever gift you have received to serve others, as faithful stewards of  
God's grace in its various forms

*1 Peter 4:10*

## Attendance Policy

Policy to be approved by	Standards
Policy last reviewed	Summer 2022
Policy ratified and adopted by the Full Governing Body	September 2022
Policy due for review	July 2025

# Attendance Policy

## AIMS

We are committed to providing a full and efficient education to all pupils and embrace equal opportunities for all. For a child to reach their full educational achievement a high level of school attendance is essential. Every opportunity will be used to convey to pupils and their parents the importance of regular and punctual attendance.

1. School attendance is subject to various [Education Law](#) and this policy is written to reflect these laws and any additional guidance produced by the Department for Education.
2. Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and local attendance targets. Targets set should be at least 96.5% and above.
3. We will review systems for improving attendance regularly to ensure we reach targets.
4. Attendance is rigorously tracked and followed as part of our safeguarding procedures.
5. We will 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.

Regular attendance is defined to be in accordance with the rules prescribed by the school. (Supreme court ruling, April 2017)

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

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

## As a school we aim to:

1. Maintain a maximum attendance and good time keeping for all children
2. Maintain a low rate of persistent absenteeism
3. Maintain parents' and pupils' awareness of the importance of efficient and full time attendance
4. Help children attain their full potential academically and socially

## Good attendance is important because:

1. Statistics show a direct link between underachievement and poor attendance.
2. Regular attenders find school routines, school work and friendships easier to cope with.
3. Regular attenders find learning more satisfying.
4. Regular attendance encourages responsible learning habits and prepares children for higher education and for their working life.

## 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:

1. Part 6 of The Education Act 1996
2. Part 3 of The Education Act 2002
3. Part 7 of The Education and Inspections Act 2006
4. The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
5. 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.

## **RESPONSIBILITIES**

### **1. Parents**

- Parents are responsible for making sure that their child is well enough to attend school.
- Children should attend school on each day that the school is open for pupils unless there is an authorised reason to be absent.
- Parents should notify the school on each day of absence, with a reason for the absence, ideally via email
- We may ask for medical verification where absence is claimed as illness - if it is frequent, prolonged or where there are absences before or after school holidays.
- Parents should arrange all non-emergency medical and dental appointments out of school hours or during school holidays. Keeping the school updated by telephone, email or letter of any changes of circumstances.
- Parents should ensure contact numbers are up to date; this includes all telephone numbers and emergency contact details.
- Notify the school in writing if the family is leaving the area or changing schools. Schools and the local authority are obliged to track pupils from school to school, even if abroad.

### **2. School**

- While we expect a parent to contact us with a reason for each absence, on occasions they might forget and we will endeavour to call, text or otherwise contact parents. Schools have a safeguarding responsibility so on occasion, home visits may be made by school staff or by the Local Authority School Attendance Officer if a parent cannot be otherwise contacted.
- The school will express an initial concern through a letter. If attendance does not improve or explanations for absence are unsatisfactory you may be invited to a meeting.
- The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.
- The attendance lead works closely with the headteacher on the following:
  1. Implementation of this policy at the school
  2. Monitoring school-level absence data and reporting it to governors
  3. Supporting staff with monitoring the attendance of individual pupils
  4. Issuing fixed-penalty notices, where necessary
  5. Works with education welfare officers to tackle persistent absence
  6. Arranges calls and meetings with parents to discuss attendance issues
  7. Advises the headteacher when to issue fixed-penalty notices

## SCHOOL PROCEDURES

1. Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school].
2. Only the headteacher or a senior member of staff acting on their behalf can authorise absence.
3. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.
4. Class teachers are responsible for recording attendance on a daily basis on [Arbor](#), our Management Information System, using the correct codes, and submitting this information to the school office. All absences are recorded electronically.
5. Paper registers are available for use in an emergency.

## Lateness

1. Morning registration will take place at the start of school at 8.40 am on the Broadway site and 8:50am on Grove site.
2. The registers will remain open for 5 minutes. Registers are taken electronically.
3. Any pupil arriving after 9:30am ( Broadway) and 9:40am ( Grove) will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed.

### **Broadway Site**

Any pupil arriving between 8:40- 8:50am will be marked as Late.

Any pupil arriving between 8:50 -9:30am will be marked as Late (after registers)

Any pupil arriving after 9:30am will be marked as Unauthorised and a note is added to state the time they arrived at school.

### **Grove Site**

Any pupil arriving between 8:50- 9:00 will be marked as Late

Any pupil arriving between 9:00- 9:40am will be marked as Late (after registers)

Any pupil arriving after 9:40am will be marked as Unauthorised and a note is added to state the time they arrived at school.

4. Where the absence at registration was for attending an early morning medical appointment, the appropriate authorized absence code will be entered later in the day by administrative staff or senior leaders.
5. Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

## First Day Absence

1. Parents should notify the school of absence using the [report an absence](#) form in the |contact| section of the website.
2. When parents notify the school by e-mail no further letter to explain absence is required. Only when parents telephone an absence must a letter then be sent into school when the pupil returns.
3. If a parent has not called or emailed the school on the first day of absence, the school will contact the parent as soon as possible, following the guidelines below:

- Get registers in promptly
- Check absence emails, and late list
- Bring together registers, lates, absence calls - produce the list of children absent with no explanation
- Consider a double check in school before you start calling
- Start first day calling for children absent without explanation, call everyone on the contact list until you get an answer. Leave messages if there is a voicemail option. Send a text message or email through Arbor. - but don't leave it at that
- Overseas ring tone - is the family taking a holiday they haven't told you about?
- Call the contact list at least twice
- By this stage, if you have a good contact list (3 numbers minimum) you probably have a reply.
- If no reply at all consider whether any children have additional agency support, such as a social worker, contact them
- Do you have any in school intelligence, does anyone know the family?
- No explanation from a supportive family is very worrying - so don't just concentrate on children who you already know to be vulnerable
- Make a prompt home visit
- If you cannot get an answer refer immediately to children's services / MASH / Police and request a welfare call
- (If you can see them inside a house avoiding your knock, don't refer - unless you think the children are at risk of significant harm)

## **Five Days Absence**

1. Any pupil who is absent without an explanation for 5 consecutive days will be notified to the Local Authority, by submitting a referral to the Education Welfare Officer and action taken within legal parameters. Sometimes, the school will seek the additional support of Social Services if they have concerns about a pupil's poor attendance.

## **Frequent Absence**

1. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent. Standardised letters are sent to parents of pupils when they reach certain thresholds.
2. If attempts to improve attendance are unsuccessful, the school may refer the pupil to the School Health Adviser or Nurse.
3. In other cases the school will seek advice from the school's Educational Welfare Officer at the Local Authority.
4. Any pupil with an attendance of less than 95% in any half term will have a letter sent home with a print-out of their attendance record.
5. Any pupil with an attendance of less than 90% will be required to attend a meeting with the deputy head-teacher responsible for attendance.
6. Any pupil with less than 90% attendance in a half term will be referred to the educational welfare officer to arrange a visit.

7. Genuine medical absence with appropriate certification, or in any sensitive issue agreed by the head teacher, can result in the head's decision to waive any of the above. There are occasions when the school should act sensitively with parents of pupils who are genuinely ill - however, it is expected that parents will already have made sure they have communicated with senior staff about attendance rates in such instances.

### **Welcome Back**

1. It is important that on return from an absence all pupils are made to feel welcome.
2. This may include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **Absence notes**

1. Notes received from parents explaining absence should be kept in the pupil's educational record.
2. Any requests for absence should also be kept in the pupil's educational record.
3. The annual print out of pupil attendance will be kept in the pupil's educational record and a copy sent to parents near the end of the academic year.

### **Promoting attendance**

1. The school will use opportunities as they arise to remind parents that it is their responsibility to ensure that their children receive their education.
2. We will adopt the use of positive strategies to encourage excellent attendance.

## **CHILDREN MISSING IN EDUCATION**

KCSIE sets out guidance to schools when pupils arrive at the school. When children are added to the admissions register, the school **must** record the expected start date of the pupil. If the young person does not arrive on the start date, the school should contact the local authority at the earliest opportunity.

For admissions to the school, apart from in the Reception year, schools are required to notify the local authority within five days when a pupil's name is added to the admission register and provide all the information held within the admission register about the pupil.

### **Pupils whose name is deleted from the school roll**

When a pupil leaves the school, the admission register must also record:

1. the name of the pupil's new school; and
2. the expected start date at the new school

When a pupils starts or leaves the school at a non-standard transition point (for example, joining mid-year or leaving before your school's final year) the school will :

1. Notify the LA within 5 days
2. Provide the LA with all the information held within the admission register about the pupil

The school must inform the local authority and supply the following information:

1. the full name of the pupil;
2. the full name and address of any parent with whom the pupil lives;
3. at least one telephone number of the parent with whom the pupil lives;
4. if applicable, the full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there;
5. the name of pupil's destination school and the pupil's expected start date there, if applicable; and
6. the grounds under which the pupil's name is to be deleted from the admission register

### **EXCEPTIONAL LEAVE and Holidays in term time**

1. Holidays during term time are not permitted.
2. Exceptional leave will be considered by the head teacher for absence which is genuinely exceptional such as bereavement and so on.
3. A pro-forma must be used for exceptional leave.

The Governing Body permits the head teacher to authorize up to ten days absence with the following conditions:

- a. that there is at least 96% attendance in the current and previous academic year
- b. that the request is genuinely an exceptional circumstance and a one-off request
- c. a form to request special leave is available on the school's website under the |contact| section

The headteacher may not authorize requests where the reasons provided include reasons such as cheaper flights and so on; exceptional circumstances usually include bereavement or severe illness. Holidays in term time disrupt your child's education and reflect on the School's nationally-published results. The head's decision is final. Children who do not return on time after any authorised absence may be removed from roll in line with the relevant legislation. Parents may also be fined in line with Government Policy.

### **CELEBRATING ATTENDANCE**

1. The attendance lead will acknowledge 100% attendance with parents of identified pupils via email at the end of each term and a certificate of attendance is awarded to the pupil
2. Pupils who achieve 100% attendance over the course of the academic year will receive an 100% attendance reward
3. Other attendance awards are given to promote excellent school attendance whilst also being mindful of those who have genuine reasons for absence

### **ATTENDANCE TARGETS**

1. The school will set attendance targets each year.
2. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work.

## REGISTRATION CODES

1. The School will use an electronic recording system for keeping the school attendance records.
2. The following national codes will be used to record attendance information.

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. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	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	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence



<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

1. Registers by law must be kept for at least 3 years.
2. Computer registers must be printed out at least once a month and bound into annual volumes.
3. Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years.

## REGISTER SECURITY

1. The registers must be securely stored.
2. Parents may request a copy of their child's absence report at any time.
3. Pupil attendance data is shared with social services and the EWO as required.
4. All pupil data is shared with the Local Authority and the Department for Education thrice annually.

## Appendices

### I. The Law

The Education Act 1996 Part I, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

- [a] To his age, ability and aptitude and
  - [b] To any special needs he may have.
- either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

## **2. Categorisation of Absence**

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

### **Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. Examples of unauthorised absence are:

1. Going for a family day out
2. Sleeping in after a late night
3. Because it is your child's birthday
4. Term time holiday
5. Parent's illness or attendance to their own medical appointment (other than an emergency)
6. Where there is no explanation for an absence or the school

### **Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996. This is when the school accept the reason given for absence. We realise that there are rare and unavoidable occasions when there might be a particular problem that causes your child to be absent, such as sudden bereavement, unexpected parental illness or a family crisis. If this happens, please let us know and we shall try to deal with the matter sympathetically. Following such incidents , parents are expected to make any necessary arrangements for their child to return to school as soon as possible (ideally the next day). If the absence is likely to be prolonged parents must write to the Headteacher outlining reasons.

Please note that when illness is a frequent reason claimed for absence then the school will ask for evidence other than parent's word to further allow authorisation.

### **Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note Pupils recorded in this category are deemed to be present for attendance returns purposes.**

**This would include:**

1. Work experience placements
2. Field trips and educational visits
3. Sporting activities

4. Link courses or approved education off site
5. Most types of dual registration
6. Visits to other schools or music examinations