



# 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 2024
Policy ratified and adopted by the Full Governing Body	25th September 2024
Policy due for review	July 2026

# 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. The school regularly examines its attendance figures and sets attendance/absence targets annually. These will reflect both national and local attendance targets. CtS targets will be aspirational for all year groups.
3. We will review systems for improving attendance regularly to ensure we reach our targets.
4. Attendance is rigorously tracked by class teachers, senior leaders, administrators and our link Education Welfare Officer 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 school.

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 other statutory guidance and educational laws.

## Responsibilities

### I. Parents

- **Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend school every day that the school is open, except in a small number of allowable circumstances.**
- Parents must report their child's absence in writing before 8.30am to: [admin@cts-school.org](mailto:admin@cts-school.org) with the subject: Pupil Absence Child's Name and Class giving the reason for the absence. 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.
- 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.
- Medical appointments, including dental appointments should be made out of school hours. Where this is not possible, parents must get the school's agreement at least 24 hours in advance by emailing the admin team on [admin@cts-school.org](mailto:admin@cts-school.org) with the subject **Planned Absence Request**. We are not permitted to grant a leave of absence if a request for absence has not been made in advance.
- Planned absence requests must also be submitted at least 24 hours in advance via an email to the admin team with the subject Planned Absence Request for the following reasons: interview, ballet or music exam, visiting a secondary school open day etc
- Parents should ensure three contact numbers are up to date; this includes all telephone numbers and emergency contact details. If a parent has not reported their child's absence and the school is unable to contact a parent, senior staff are likely to make a home visit.
- Parents must 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 and a child is not permitted to be taken off the school roll without forwarding information which will be requested by our admin team. (see section below: *Pupils whose name is deleted from the school roll*)

### 2. School

- In the event that a parent has not contacted the school by 8.30am to report their child's absence we will call or email the primary contact listed on Arbor and will continue to call other contacts until a reason for absence is given. Schools have a safeguarding responsibility for pupil attendance so home visits may be made by school staff or by the Local Authority School Attendance Officer if a parent cannot be contacted.
- 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. Notifying the local authority of sustained absence (ie more than 10 sessions in a 10 week period) so that a fixed-penalty notice can be issued
5. Works with education welfare officers to tackle persistent absence
6. Arranges calls and meetings for parents to meet with a member of the senior leadership team to discuss attendance issues

## School Procedures

1. Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being:
  - a. **Authorised**
  - b. **Unauthorised**
  - c. **Approved Educational Activity** [attendance out of school]

Examples of Unauthorised absence are:

- A. Going for a family day out
- B. Sleeping in after a late night
- C. Because it is your child's birthday
- D. Term time holiday
- E. Parent's illness or attendance to their own medical appointment (other than an emergency)
- F. Where there is no explanation for an absence or the school

Examples of Approved educational activity are:

- G. Ballet or music exam
- H. Attending transition days at other schools

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 taking the register on a daily basis on [Arbor](#) and marking children present or absent in class. Class teachers do not mark the reason for absence and it is for this reason that absence emails must be sent to the admin team.
5. The admin team ensure the correct codes are then entered using the information provided via email from parents for children who are not present each day. All absences are recorded electronically. Parents may copy in the class teacher for their information but the codes for absence are processed by the admin team only.
6. Paper registers are available for use in an emergency.

## Lateness

1. Morning registration will take place at 8.40 am on the Broadway site and 8:50am on Grove site. Registers are taken electronically.

2. Pupils arriving after 8.40am at the Broadway Site and 8.50am at the Grove Site will be marked as Late (before the register has closed.)
3. New [Government legislation](#) dictates that registers can **only remain open for 30 minutes: 8.40am - 9.10am** at the Broadway and 8.50am - 9.20am at the Grove
4. Any pupil arriving after 9:10am (Broadway) and 9:20am (Grove) will be marked as Late arrival after the register has closed. In line with the new Government legislation this will now be recorded as U Unauthorised absence, unless there is an acceptable explanation i.e. school transport was delayed. Traffic is not an acceptable reason for regular late arrival at school.

### **Broadway Site**

Registers are taken in classrooms at 8.40am.

Any pupil arriving between 8:40- 9.10am will be marked as **Late (L)**

Any pupil arriving after 9.10am will be marked as **Unauthorised Absence (U)** and a note is added to state the time they arrived at school.

### **Grove Site**

Registers are taken in classrooms at 8.50am.

Any pupil arriving between 8:50- 9.20 will be marked as **Late (L)**

Any pupil arriving after 9:20am will be marked as **Unauthorised Absence (U)** and a note is added to state the time they arrived at school.

5. 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.
6. 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 must report their child's absence in writing before 8.30am to: [admin@cts-school.org](mailto:admin@cts-school.org) with the subject: Pupil Absence Child's Name and Class giving the reason for the absence.
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
  - Double check in school before you start calling
  - Start first day calling for children absent without explanation, call all numbers on the contact list until you get an answer. Leave messages if there is a voicemail option. Send an email through Arbor.

- Overseas ringtone - consider if the family is taking a holiday they haven't told the school about?
- Call the contact list at least twice
- If no reply at all consider whether any children have additional agency support, such as a social worker, contact them
- If you cannot get an answer refer to the senior team who will make an informed decision whether to escalate to a home visit or referral to social care

### 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. At Christ the Saviour it is unlikely we would leave this for 5 days and our practice is to report this to the EWO sooner.

### 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. Class teachers will monitor the attendance of all pupils in their class and for those whose attendance falls just below our target i.e. between 90% and 96% class teacher will raise this with parents during our parent consultation meetings.
5. Pupils with attendance less than 90% (classified as **persistent absentees**) in the first half of the Autumn Term are sent a letter from the school. The attendance of these pupils are subsequently monitored by class teachers, senior staff and the EWO throughout the year.
6. A second letter is sent to the parents of pupils whose attendance has not improved by the second half of the Autumn Term. This procedure is repeated in the Spring Term and meetings are arranged with senior staff.
7. Any pupil with less than 90% attendance (classified as **persistent absentees**) in a half term will be discussed with the educational welfare officer who has access to the school's attendance data and may ask for a meeting with parents to discuss the reasons for absence
8. Pupils with less than 50% attendance (classified as **severely absent**) are carefully monitored by the education welfare officer on a regular basis and will have their own attendance plan drawn up by the school
9. Genuine medical absence with appropriate certification, or in any sensitive issue agreed by the Headteacher, 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.

## Supporting pupils with good attendance

### 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.

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

### Exceptional leave

1. Exceptional leave will be considered by the Headteacher for absence which is genuinely exceptional such as bereavement and so on.
2. A request for exceptional leave must be made in advance to the Headteacher explaining clearly the reason for absence.

The Governing Body permits the Headteacher 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

Exceptional circumstances may include but are not limited to bereavement or severe illness.

### Absence requests for modeling or performance

Absence requests for the purpose of participating in a regulated performance or undertaking regulated employment abroad. A request for authorised leave form should be submitted if you seek authorized absence from the school for your child to participate in a regulated performance such as modelling or performing in a play. Such requests will be taken on a case by case basis. These requests will only be considered if your child has at least 96% attendance and the school is satisfied that it will not have a negative effect on the pupil's education.

## Holidays during term time

- Holidays during term time are not permitted. The headteacher is not allowed to authorize requests where the reasons provided include reasons such as cheaper flights and the head's decision is final. Holidays in term time disrupt your child's education and the education of other children in the class as the teacher supports your child to fill the gaps. 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, please see below.

## Local authority fines

Under the new framework, all schools must consider issuing a fine when a child has missed 10 or more sessions (equivalent to 5 days) for unauthorised reasons, within a rolling period of 10 school weeks. **It should be noted that sessions do not have to be consecutive.**

All considerations will be made by the Headteacher as to whether a penalty notice is the best available improvement tool that is most likely to change behaviour and improve attendance for the family and where not appropriate, what support should be considered.

Starting from August 19 2024, the fine for unauthorised school absences across the country will be: £80 if paid within 21 days £160 if paid within 28 days

If a parent receives a second fine for the same child within any three-year period, it will be charged at the higher rate of £160. **Parents can receive a maximum of two fines per parent, per child within this period.**

## Tackling persistent and severe absence

We continue to monitor closely the absence of those pupils who have been identified as persistently absent (pupils who miss 10% or more of school) or severely absent (those pupils missing 50% or more of school). A monitoring system is in place to ensure a more distributed approach to tackling poor attendance at school. All relevant staff members have a good knowledge of the families and pupils who have poor attendance to school and a number of strategies are put in place to support better attendance at school. These may include but are not limited to the following:

1. School Nurse referral
2. Engage with Early Help Services
3. Offer of free breakfast club places
4. Opportunities for pupil leadership and participation in external school activities.

## 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

### **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 in line with the new statutory guidance.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Attending any other approved educational activity	Approved Education Activity
<b>C</b>	Leave of absence for exceptional circumstance	Authorised absence
<b>CI</b>	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.	Authorised absence
<b>C2</b>	Leave of absence for a compulsory school age pupil subject to a part- time timetable	Authorised absence

<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Suspended or Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>K</b>	Attending education provision arranged by the LA	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>Q</b>	Unable to attend due to a lack of access arrangements ( by LA)	Authorised absence
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	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 a possible attendance
<b>Y1</b>	Unable to attend due to transport normally provided not being available	Not a possible attendance
<b>Y2</b>	Unable to attend due to widespread disruption to travel	Not a possible attendance
<b>Y3</b>	Unable to attend due to part of the school premises being closed	Not a possible attendance
<b>Y4</b>	Unable to attend due to whole school premises being closed	Not a possible attendance
<b>Y5</b>	Unable to attend as pupil is in criminal justice system	Not a possible attendance

<b>Y6</b>	Unable to attend in accordance with public health guidance or law	Not a possible attendance
<b>Y7</b>	Unable to attend because of any other unavoidable cause	Not a possible attendance
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances