



# Pupil Attendance Policy

<b><u>Review Programme:</u></b>	
<b>Date for next review:</b>	<b>Autumn 2022</b>
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## PUPIL ATTENDANCE POLICY

### LEGAL REGULATIONS:

The Education (Pupil Registration) (England) Regulations 2006  
2006 No. 1751

The Education (Pupil Registration) (England) (Amendment) Regulations 2013  
2013 No. 756

and

The Education (Penalty Notices) (England) (Amendment) Regulations 2013  
2013 No. 757

### *Brief outline –*

- The regulations require all schools to keep admission and attendance registers.
- They specify the grounds upon which a pupil's name must be deleted from the admission register.
- They prescribe when leave of absence from school may be granted.
- They make provision for the inspection of registers.
- They regulate about the storage of registers in line with developments in information technology.
- They require schools to share information about pupil attendance with the DFE & their LA.
- They decrease the period of time parents have to pay a penalty notice.
- They clarify that leave of absence shall **not** be granted by schools unless there are 'exceptional circumstances' and make minor changes to bring the regulations in line with the School Admissions Code 2012.
- They make it clear that OFSTED will monitor and challenge poor attendance statistics as part of their regular inspections of all schools.

### INTRODUCTION

As stated in the above regulations the Governors and Staff of Sketchley Hill Primary School recognise that in order for pupils to benefit fully from the education they receive and to have the ability to achieve their full potential they **MUST** attend school regularly.

Every pupil of compulsory school age is entitled to a full-time education of 190 days per academic year. Every school day must have two sessions divided by a break. The Governing Body has the power to revise the length of the school day as it sees fit – there is no requirement to consult with parents prior to any changes.

Without regular attendance the efforts of the best teachers and the best schools will come to nothing. Education provides a means of advancement for all young people. Irregular attendance undermines the educational process and leads to educational disadvantage. It places children at risk and in some cases it can result in pupils being drawn into patterns of anti-social or criminal behaviour.

At Sketchley Hill Primary School, the registers are carefully monitored by the Headteacher to ensure children achieve the maximum attendance.

We do understand that pupils fail to attend school for a variety of reasons, particularly during early childhood. However, regular attendance is taken very seriously and individual absences are carefully investigated.

**Sketchley Hill Primary School leaves parents in no doubt, that unjustified absences will not be tolerated.**

### **ENTITLEMENT**

Pupils are entitled to a broad, balanced and differentiated curriculum delivered by the school of the parent/guardians choice, over a period of 190 days (380 sessions) in each school year.

Medical appointments (dental and hospital) are accepted as *authorised absences*. Families are, however, encouraged to make doctor's appointments outside of school hours whenever possible.

It is essential that school is informed as soon as possible of all pupil absences and the reason for this absence.

**We aim for 100% attendance in each class.**

### **MANAGING AND MONITORING ATTENDANCE**

All teaching staff have a legal responsibility under their conditions of service, to mark accurately the school's attendance register at the beginning of each session. Failure to do so could result in disciplinary action being taken.

Registers are legal documents and may be used in evidence during legal proceedings. It is the responsibility of each teacher to ensure the registers are kept in good order.

The attendance of each pupil registered at the school is monitored on a twice daily basis, on arrival at school and after lunch.

Staff collect the class register each morning from the school office. The registers will be opened at 9.00am each morning and returned to the school office at 9.10am. Registers are closed at 9.30am.

Registers are collected for the afternoon session at 1.00 pm and are returned to the school office by 1.10pm. Registers are closed at 1.30pm.

Entries appear in chronological order on the registration forms.

Children will be marked present or absent.

If a child is absent and the reason is unknown, a phone call is made to the parent/carer by 10am on the day to confirm the situation.

When children are absent their names will be recorded in the class attendance book which is in every class register folder.

When the reason for the absence is known the reason and date of return to school must be entered in the book. **In this way a record is kept of all absences.**

At the end of each week an absence form is prepared for each class. These absence forms must be filled in using the information in the class absence books. **The registers will show whether absences are authorised or unauthorised.**

The completed absence sheet is returned to the school office where the information will be recorded on the official class register.

Staff are required to keep an up-to-date absence book relating to each registration group which records the type and explanation given for each period of absence. Letters or notes received from parents should be kept in a designated compartment of the register folder.

If any member of staff has a query about any child regarding attendance, a registration form may be requested from the school office.

## **DEFINITIONS OF AUTHORISED ABSENCES**

Existing law authorises certain categories of absence:

- When prevented attending by sickness or any unavoidable cause.
- Exclusively set apart for religious observance by the religious body to which his/her parents belong.
- On the grounds that suitable transport has not been provided and the school is not within walking distance.
- Participation in an approved public performance.
- Study leave in the period immediately before public examinations.
- Absence following the death of a close family member.

**The 2013 amendments to the Regulations state clearly that ‘leave of absence shall not be granted by schools unless there are “exceptional circumstances”.**

**This amendments means that the Headteacher will not grant leave of absence for holidays unless the parent/guardian is able to prove “exceptional circumstances” as that would be a breach of the Education (Pupil Registration) (England) (Amendment) Regulations 2013.**

Forms applying for “exceptional circumstances” leave of absence during term time must be obtained from the school office and submitted to the Headteacher before any absence is taken. **Any leave taken without prior approval will be recorded as ‘Unauthorised.’**

The Local Authority will be informed of unauthorised absences of and of those pupils who fail to attend school regularly except where such absences are covered by a medical certificate.

Parents are primarily responsible for ensuring that children attend and stay in school. It is the responsibility of the school to support attendance and to take seriously problems which may lead to non-attendance.

Parents, Local Authorities and School all have responsibilities to ensure children of compulsory school age, 5 to 16 years, receive an effective and suitable full time education.

Any concerns will always be made known to the Headteacher.

The Headteacher tracks all concerns over pupil attendance. Any issues identified are quickly dealt with by the Headteacher who will contact parents/guardians and the appropriate authorities as necessary.

Codes for the attendance register are:

/	Present (AM)
\	Present (PM)
@	Do not use
B	Educated off site (not dual registration)
C	Other authorised circumstances
D	Dual registration (attending other establishment)
E	Excluded (no alternative provision made)
F	Extended family holiday (agreed)
G	Family holiday (not agreed or days in excess)
H	Family holiday (agreed)
I	Illness (not medical/dental appointments)
J	Interview
L	Late (before registration closed)
M	Medical/dental appointments
N	No reason yet provided for absence
O	Unauthorised absence (not covered by other code)
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	DfE #: School closed to pupils
Y	Enforced closure
Z	Do not use
!	DfE X: Non-compulsory school age absence
#	School closed to pupils and staff
*	DfE Z: Pupil not on roll

- All should attend / no mark recorded

**The school intends to convey a clear message to pupils and parents that regular attendance is vital and that unauthorised absence will not be tolerated.**

Governors have an important role to play in ensuring that the Attendance Policy is maintained and the levels of absence are acceptable. Attendance statistics are always reported upon in the Headteacher's termly report to Governors and will be monitored regularly by OFSTED and HMI Inspections.

Stimulating teaching and an ethos in which all members of the school community are valued and where, for example, incidents of bullying are firmly dealt with, all help to stimulate high levels of attendance.

**Parents have a vital role to play in helping to secure high levels of attendance.**

### **LATENESS**

Parents and children are reminded that persistent lateness amounts to failure to attend regularly. If the lateness persists parents/guardians are invited to come and discuss the problem with the Headteacher. Failure to address the issue on their part may then be reported to the Local Authority.

### **ILLNESS**

If children are ill, parents are requested to contact school as soon as possible, either by a telephone call or letter to inform school of non-attendance. This information is then entered in a "sickness" book, stating the date of absence and the reason for absence. This information will be entered into the class record book.

Information given for absence by the child **MUST** always be checked.

If no information for absence is received by the school, a mark of unauthorised absence will be entered on the register. This information will be recorded on the attendance certificate report.

If there are patterns of non-attendance, or absenteeism is causing concern, the class teacher will raise concerns with the child's parents. However, if the problem continues the Headteacher will contact the parents concerned and ask for an explanation. If there is no response the Local Authority will be contacted.

### **REPORTING**

**The Regulations make provision for the inspection of attendance registers, the taking of extracts and the making of returns as to the contents of the registers.**

The Headteacher will report information on pupil attendance and absence to the Governors in her termly report.

The DFE and LA also collect data on attendance and absence through the annual School Census.

OFSTED monitor and challenge poor attendance statistics as part of their regular inspection.

### **COLLECTION AND ANALYSIS OF DATA**

Attendance is monitored by year group and by reasons for absence. Monitoring of attendance; minimum of half termly, will ensure that patterns of possible persistence absence are identified early (90% attendance and below).

Monitoring and Intervention –

Step 1 – below 90% - 1<sup>st</sup> letter issued to parents/carers, warning how improvement can be made

Step 2 – issue continues – 2<sup>nd</sup> letter issued to parents/carers and meeting with Headteacher

Step 3 – referral to EWO (Educational Welfare Officer)

Accurate attendance returns are made to the DfE (via the Local Authority and SIMS).

### **HISTORICAL RECORD**

At the end of every school year a historical copy of the all the attendance registers is produced which certifies all the information taken during the year.

The historical record is stored for a further 4 years.

*In accordance with Data Protection procedures, Sketchley Hill Primary School makes every effort to ensure that both Admissions and Attendance registers are managed, administered and stored in a manner which prevents unauthorised or improper access to the information and protects the integrity of the data.*