

Attendance Policy



Moreland Primary School

MORELAND PRIMARY SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY AND PROCEDURES

Introduction

Moreland Primary School seeks to ensure that all of its pupils receive a full education, which maximises the opportunities for inclusion and achievement at school so that each pupil is able to realise his/her full potential.

All children between the ages of 5 and 11 are legally entitled a personalised education. Pupils, parents and carers, teachers, support staff and governors all have a role in maintaining a high standard of attendance and punctuality.

Aims of the Policy

- To improve the overall attendance of pupils at Moreland Primary school.
- To encourage prompt arrival at school.
- To develop a framework which defines agreed roles and responsibilities for all people involved in maintaining pupil attendance and punctuality.
- To implement a system of sanctions and rewards which are fair.
- To develop a systematic approach to gathering, analysing and responding to attendance data.

Legal Framework

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.

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

The Education Act 1996 states that:

The parent/carer of every child of compulsory school age shall cause them to receive efficient full-time education suitable —

- a) to their age, ability and aptitude, and
- b) to any special educational needs they may have, either by regular attendance at school or otherwise.

A person begins to be of compulsory school age —

- a) when they attain the age of five, if they attain that age on a prescribed day, and
- b) otherwise at the beginning of the prescribed day next following their attaining that age.

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year —

- a) if they attain the age of 16 after that day but before the beginning of the school year next following,
- b) if they attain that age on that day, or
- c) (unless paragraph (a) applies) if that day is the school leaving date next following their attaining that age.

Roles and Responsibilities

All members of school staff are responsible to ensure they promote the school's ethos, set an example of attendance and punctuality and enable the school to keep accurate records of attendance for individual students for identifying trends in attendance and punctuality.

The following includes a more specific list of the kinds of responsibilities which individuals might have.

Governing Body

Governors are responsible for:

- The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Acting Head Catherine Lawrence to account for the implementation of this policy.

Class teacher

Class teachers are responsible for:

- All registers will be completed accurately at the beginning of each morning and afternoon session, by the class teacher electronically by SIMS. NB: Incomplete or inaccurate registers are unacceptable as they provide a daily record of attendance which may be required in a Court of Law.
- Keeping an overview of class and individual attendance, looking particularly for either poor overall attendance, abnormalities in patterns of attendance and/or unusual explanations for absence offered by children and their parents/ guardians.
- Informing the Head of School, Assistant Head – Pastoral, Attendance Officer or the Office admin staff where there are concerns and acting upon them.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Following up absences with immediate requests for explanation (but not necessarily taking this any further – responsibility of office staff and Attendance Officer).
- Discussing attendance issues at consultation evenings/days.
- Setting an example by arriving promptly for the start of sessions.
- Ensure that they are fully aware and up to date with the school's attendance policy and government legislation and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue.

Administration staff

Office staff and Pastoral Manager are responsible for:

- Following up specific requests from the Headteacher and Assistant Head – Pastoral for information about individuals.
- Monitoring individual attendance on a daily basis where concerns have been raised.
- Providing reports and background information to inform discussion with the school's Pastoral Support Officer and Assistant Head – Pastoral
- Promptly issuing registers and processing on a weekly basis.
- First day calling/text for those pupils absent with no reason given
- To enable the appropriate coding of attendance or the authorisation of absence, the school may request additional information or evidence, eg. in relation to medical appointments or illness. (Medical evidence may include: an appointment letter, a GP appointment card signed / stamped by a receptionist, a prescription, prescribed medication.)

The Attendance Team (Headteacher, Assistant Head Inclusion, Pastoral Manager, Office Admin)

The Attendance Team are responsible for:

- Including information about attendance trends and class percentages in the newsletter.
- Informing the Head of School on a formal and an informal basis of patterns of attendance noted.
- Providing a point of contact between individual teachers, the Head of School and the school's Access & Engagement Team.
- Contacting families where concerns are raised about absence.
- Processing and following Application for Leave of Absence in Term Time form.
- Collating timely attendance percentages.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Ensuring that the attendance policy is followed and that the actions from Access & Engagement Team and school attendance meetings are carried out.
- Liaising with and discussing with parents issues relating to attendance.
- Feedback and discussions with the class teacher over individual cases.
- First day calling/text for those pupils absent with no reason given
- Ensure that all staff are up to date with the school's attendance policy and government legislation, and that staff are fully trained to recognise and deal with attendance issues.
- Ensure that government legislation on attendance is complied with and that they (the attendance team) are up to date with any legislation changes and how to implement them
- Report to the governing body each term for attendance on attendance data
- Develop multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- Document any specific interventions or steps taken to work with families to improve their child's attendance in case of future legal proceedings.

The Attendance SLT

The Headteacher Catherine Lawrence, Assistant Head Inclusion and Pastoral Manager are responsible for:

- Overall monitoring of school attendance.
- Trends in authorised and unauthorised absence.
- Acting as a point of contact for teaching and non-teaching staff where concerns need to be raised or advice sought.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Ensuring that the attendance policy is followed and that the actions from Access & Engagement Team are carried out.
- Liaising with and discussing with parents issues relating to attendance.
- Overall preparation and implementation of the attendance policy.
- Feedback and discussions with the class teacher over individual cases.
- Promotion of attendance issues during assemblies.
- Monitoring and distribution of class trophy awards and stars for children being monitored.

Parents / Carers

Parents / Carers are responsible for:

- Ensuring that their child regularly attends the school at which they are registered. This is a legal requirement and will help your child to have the best possible start for life. Failure to fulfil this duty may result in the Local Authority taking legal action.
- Ensuring that their child attends school regularly, punctually, properly dressed, equipped and in a fit condition to learn. They should make sure children go to bed early and have their breakfast so they are ready to learn.
- Immediately informing the school of the reason for any absence by phone call or in person on the first morning of any absence and thereafter. This should be done before 9.30am.
- Not taking their child on holiday in term time and are to be made aware of the potential consequences of a Penalty Notice being issued or subsequent prosecution of doing so without the school's prior written permission.
- Only keeping children at home if they are very ill (not just for minor complaints).
- Not booking any appointments during the school day e.g. doctors / dentist if possible.
- Making proper arrangements to collect your child by an adult known to the class teacher and informing the school if you make any change to collection.
- Making sure children arrive before the bell goes in the morning between 8.50 and 9.00. All late children should report to the office with their parent if they are late and explain why.
- Collecting children promptly at 3.30pm every day (3.20pm for Nursery & Reception)
- Collecting their child from clubs on time. Any Parent / Carer who repeatedly collects their child late from school or after school clubs may be fined and asked to meet with the Head of School.
- Use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises.

SOFT START

In order to improve attendance and punctuality, children in years 1, 2, 3, 4, 5 and 6 will be able to arrive at school at 8.50am, go straight to class and start their learning. The Gard Street gate will be closed by 9.05am so any late children will have to walk round to the main entrance. Children are NOT to be left at the gate after 9.05am – they must be escorted to the school office to be registered. There is no change for 2year olds, Nursery, Reception children.

RECORDING ATTENDANCE DATA

Registers

- The registers are taken electronically at 9.00 a.m. at the beginning of the morning and are submitted to the office within 10 minutes, the registers close at 9.15am. In the afternoon the registers are taken at 1.15 pm for KS1 and 1.30 p.m. for KS2.
- A mark / **(a.m.)** and \ **(p.m.)** in black ink is used to indicate present and red circles are used to indicate absence and lateness in the manual register for the 2yr & the Nursery.
- All absences must have the correct code entered with an explanation of the codes are provided in each register.
- Lateness before 9.30 am must be marked with an L and the time. For the afternoon session this is 1:45 for KS1 and 2:00 for KS2. If a pupil arrives after the register closes without an acceptable explanation it is marked with a U and is considered as an unauthorised absence.
- If mistakes are made, a note should be made indicating which entry is correct. **Correction fluid or pencil must not be used in the manual registers as the registers are a legal document.**
- If a staff member other than the class teacher receives information about attendance or lateness, they are to inform the office staff.

Computerised Data

The information in the registers will be entered daily onto the school's computer system by the class teachers, admin staff or the attendance officer.

ABSENCE

Authorised Absence

An authorised absence is when a pupil is away for a reason acceptable to the school. There are occasions when children are unwell, have to attend medical appointments or may be celebrating a religious festival. The school (not the parent) determines whether an absence is authorised after receipt of a verbal or written explanation from the parent/carer. Explanations from pupils or siblings are not sufficient.

Illness

Medical evidence may be requested where a child has been absent for 3 days or more due to illness OR where a child's attendance is below 96% and/or the child is regularly away from school due to illness.

Failure to provide evidence when requested may result in the absences being recorded as unauthorised. Medical evidence can be in the form of a copy of a prescription, medication or an appointment card showing name of child and date they visited.

If a child is diagnosed with a medical condition, evidence should be provided so that the appropriate support can be provided.

Unavoidable medical/dental appointments

All routine (non-emergency) appointments should be made, whenever possible, outside of school hours.

Should a child need to have an appointment during school hours, such as in an emergency, hospital or CAMHS appointment, evidence of this will need to be provided. Failure to provide evidence may result in the school recording the absence as unauthorised.

Exclusion

Exclusion is treated as an authorised absence. The Head of School and class teacher will arrange for work to be sent home.

Unauthorised Absence

The school will follow up on all unauthorised absences, communicating parental responsibility for providing explanations.

- First day telephone calls/texts
- Unauthorised absence letter

First Day reporting

- Parents are reminded of the first day contact procedure at the beginning of each term via the school newsletter.
- On the first day of any absence the parent/carer should ring school before 9:30am to inform the school that their child will be absent from school and give a reason for that absence. An indication of the likely period of absence is to be requested. Staff must remind parent(s)/carer(s) to contact the school each day unless there is a definitive timescale of absence. For example, there needs to be 48 hours clear from last bout of sickness and/or diarrhoea.
- Admin staff keep a log of absence calls and reasons received each day.
- After registration a designated member of staff will check registers for absences. If no call is made by parent(s)/carer(s) by 09:30, the designated member of staff will send a text message to parents to ascertain the reason for their child's absence.
- If any member of staff is concerned about an absence, the concerns will be raised with AHT Pastoral to clarify any reasons or knowledge of the absence. If there are still concerns, they will relay to the Head of School.
- Between 9:30am – 10:30am administrative staff will phone the parents/carers of any pupil whose absence remains unexplained. Staff will prioritise their calls by calling the most vulnerable children and those with social care involvement first.

If there is still no contact or explanation of child's absence:

- The school will work through the list of named contacts on the address card. If still no reason/response given, if they have a sibling at another school, the other school will be contacted to try and find a reason or ascertain whether there are shared concerns.
- If those steps have not been successful, admin staff will notify the designated safeguarding lead who may speak to the Head of School. A home visit may be deemed appropriate.
- Finally, if no contact of any sort has been made by the end of the school day the information will be logged with the DSL or deputy DSL who may log it with children's services.
- If there are 10 days of a child's continued absence, then the information will be passed on to the Local Authority with a Child Missing from Education (CME) referral.
- **If the child is subject to a child protection plan or if the school has safeguarding concerns and feel the child is at risk of immediate harm, the school will immediately notify Children's Services Contact Team and Pupil Services without waiting for 10 school days.**
- A reason for absence is always required verbally by phone, or by email. The school may then decide if it will authorise the absence or record it as an unauthorised absence. If no reason is provided within one week of return the school will mark the absences as unauthorised.

Leave of Absence in term time

From the 1st September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006 came into force.

These amendments make clear that head teachers may **not** grant any leave of absence during term time unless there are **exceptional circumstances**. See Leave of Absence in term time request section.

Moreland Primary School greatly appreciates parental support to reduce the total amount of days lost due to holidays. The School is committed to working in partnership with parents to enable all children to reach their academic potential and to support their social development and for this to happen individual attendance needs to be as high as possible and we all need to play our part.

- All Parents must fill in an Application for Leave of Absence in Term Time form. Where upon the Assistant Head Teacher - Pastoral will consider the following:
 - Amount of time requested
 - Pupil's existing attendance record
 - Pupil's educational needs and ability to catch up on work missed
 - General welfare of the pupil and family circumstances
 - Nature of the request (why it could not be taken in school holidays)
 - Frequency of such request from the pupil's parent
 - Evidence provided along with the request form
- The Assistant Head Teacher - Pastoral may agree to term time leave for unforeseen special circumstances but **will not** authorise holidays taken in term time as a rule.
- If your request is refused and you withdraw your child from school it will be recorded as unauthorised absence and the matter will be referred to the Access & Engagement Team.
- You may be served with a Penalty Notice or a summons to court for your child's unauthorised absence. It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

- Parents have a duty to ensure their child's regular attendance at school and failure to do so is a criminal offence under section 444(1) of the Education Act 1996.
- If your request is approved and for any reason your child does not return to school on the expected date, **you must make all possible efforts to contact us.** If we do not feel that the reason for the delay is acceptable, the absence will not be authorised. You will risk losing your child's place and you may be served with a Penalty Notice. Parents have a duty to ensure their child's regular attendance at school and failure to do so is a criminal offence under section 444(1) of the Education Act 1996.
- There is a dedicated website for parents which provides special rates from tourist boards for families travelling outside term time:
<http://www.parentscentre.gov.uk/everylessoncounts>

PUNCTUALITY

It is important that classes make a prompt and effective start at the start of the school day. The Attendance Team monitors lateness of pupils as punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is of extreme importance therefore that all pupils arrive at school on time.

- School starts at 9.00 a.m. and pupils enter through Gard Street Entrance. It is expected that all pupils arrive in good time.
- If pupils arrive after 9.05 a.m. they are to come through the main entrance on Moreland Street and ensure they are registered at the school office. The school has a late book which enables us to monitor lateness.
- If your child has not arrived by 9.30 am, a member of staff will contact you by telephone or text in addition to monitoring absence; this is also a safety check in case your child is old enough to come to school by him/herself & has not arrived.
- A late letter will automatically be sent to parents/carers if there is regular lateness.
- All unauthorised lates – a child that arrives after 9.30am will be marked as U and treated as an unauthorised absence; for the afternoon session this is 1:45 for KS1 and 2pm for KS2.
- Islington defines persistent lateness as 12 late arrivals over any 6 week period.
- The Access & Engagement Team may consider issuing a Penalty Notice in cases of persistent lateness.
- If you have genuine reasons for poor punctuality, please inform the school immediately.

MONITORING ATTENDANCE AND RESPONDING TO PATTERNS OF ABSENCE

School staff will respond when a pattern of low attendance emerges.

- The school is responsible for initial interventions. When a pattern of poor attendance emerges, a discussion is needed between the class teacher and schools Attendance Officer to determine a course of action.
- If a class teacher makes initial contact with a parent and if there is no improvement, the Attendance Team must be informed and will arrange to contact a parent/carers. If there is still no improvement after suitable interventions by the school, the Access & Engagement Team may become involved.
- To ensure that all patterns of low attendance are identified, Assistant Head Teacher - Pastoral and Attendance Officer will meet with the school's named attendance team person each half term to discuss and agree a course of action for all pupils with:

- attendance less than 90%
- absences that show particular trends
- frequently arriving at school late
- class percentage totals

The agreed action may include:

- Closely monitoring the situation
- A letter from the school
- A meeting with the school (possibly with Access & Engagement Team present)
- A formal referral to the Access & Engagement Team (which can include home visits, referrals to outside agencies and statutory action)

A series of standard letters are available to be sent to parents. These will be sent out by the Attendance Officer.

SUPPORTING THE REINTEGRATION OF PUPILS AFTER EXTENDED ABSENCES

All pupils who return to school after an extended period of absence need to be supported. Each case will be considered individually and a plan will be drawn up to best support the pupil's academic and social reintegration into the school.

TAKING PUPILS OFF ROLL

- All pupils who leave Moreland Primary School to attend another school (except for secondary school transfers) will remain on roll until their admission elsewhere is confirmed.
- In the case of pupils who disappear (i.e. leave with no indication of where they are going or whether they will return), the school will make every effort to contact the family on the telephone and in writing. If contact cannot be established, the school will make a formal referral to the Access & Engagement Team.
- At this stage the Access & Engagement Team will begin Child Missing in Education procedures.

CHILD MISSING IN EDUCATION

Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Islington's Pupil Services.

Reasonable steps to be taken by school staff include:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes).
- Letters home (including recorded delivery or hand delivery)
- Contact with other schools where siblings may be registered
- Possible home visits
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other Service known to be involved with the pupil/family

All contacts and outcomes to be recorded on the pupil's file.

If the child is subject to a child protection plan or if the school has safeguarding concerns and feel the child is at risk of immediate harm, the school will immediately notify Children's Services Contact Team and Pupil Services without waiting for 10 school days.

ENCOURAGING GOOD ATTENDANCE AND PUNCTUALITY

Whole school activities will raise the profile of attendance and punctuality through.

- Newsletter
- Celebratory assembly
- Attendance, punctuality cup and racing game competition
- Certificates for 100% for each term
- Silver star badges (98% attendance) & gold star badges (100% attendance) at termly prize giving assemblies

EVERY LESSON COUNTS AND CHILDREN ARE LOSING OUT FOR EVERY LESSON MISSED. EVEN CASUAL ABSENCE CAN AFFECT YOUR CHILD'S ATTAINMENT.

Across one school year:

- Less than 5 days absence = 97.3% attendance
- 14 days absence (approx.) = 92.6% attendance
- 20 days absence (approx.) = 89.4% attendance
- 30 days absence (approx.) = 84.2% attendance

If a child achieves 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

ATTENDANCE PUNCTUALITY AND THE LAW

The Access & Engagement Team would like us to draw your attention to this information – advised by Department for Children Schools and Families (DCSF).

- It is the duty of Parents / Carers to ensure their children attend school regularly and on time
- The purpose of this information sheet is to warn (inform) you about the action we may take if your child has time off school that has not been authorised by the school (unauthorised absence). This includes for example; parent condoned absences, holiday in term time that has not been authorised by the head teacher, delay from returning from extended holidays without agreement and persistent late arrivals at school.
- A Penalty Notice can be issued instantly on return from an unauthorised holiday – A holiday taken, in term time which is not agreed by the Head of School or Assistant Head Teacher - Pastoral
- If your child has a high level of unauthorised absences you may be sent an invitation for a Non Attendance Planning Meeting (NAPM). This letter warns you - should they record any more **unauthorised absences** or late arrivals after register closes, you may be served with a **Penalty Notice**.

During the Non Attendance Planning Meeting (NAPM) you will be asked about any issues/ barriers affecting your ability as the parent to bring your child into school regularly and on time. This meeting is held for everyone involved to discuss the concern, and agree on a plan that will ensure your child receives their full rights of education. The chair will also set out recommendations at the end of the meeting and establish a monitoring period.

- The matter of non – school attendance is taken very seriously
- Continued non – attendance after the NAPM results in you being served with a **Penalty Notice** – (£60.00 fine) which you must pay within 28 days. If the Penalty Notice has not been paid the fee increases to £120 which you will then have up to 42 days in which to pay.
- If it is not paid within this time frame or if your child’s attendance continues to be at a poor level, you will receive a summons to the Magistrates Court, where your case will be heard and a ruling made. This ruling can include fines up to £2,500 and a criminal record. There have been some instances where a parent/ carer have served a prison sentence.
- Access & Engagement Team have a statutory obligation to uphold the attendance law, and if a pupil’s attendance continues to be poor after various attempts to improve any of the causes of non – attendance and lateness, legal proceedings must go ahead. The school has a duty of care, which means they must report any pupil who is attending at a poor level.

A pupil arriving late after register is closed will be considered unauthorised absent. The parent of any pupil with more than 12 lates in 6 weeks will be issued with a court warning, which will explain to them the legal consequences, should they be late or absent without reasonable explanation again. If you have genuine reasons for poor punctuality, please inform the school immediately.

Please be aware you need to be in on time, each day to avoid legal proceedings.
If you have any questions or concerns contact the Access & Engagement Team
(Tel: 0207 527 5834)

APPENDIX A

Staged Approach to the Management of Attendance

| <p>Whole school attendance is monitored at a minimum of every half term but more frequently as appropriate.</p> <p>Attendance is more closely evaluated of pupils whose attendance is below the whole school target of 96%.</p> | | |
|---|--|---|
| Stage | Trigger | Outcome |
| 1 | Attendance falls below the whole school target and the child's attendance is of concern. | <p>Letter 1 will be sent to parents:</p> <ul style="list-style-type: none"> · Expressing concern about attendance · Informing the parents of current attendance · Reminding parents of their legal responsibilities and the nature of 'persistent absence' · Welcoming the parents to arrange contact the school if they wish to discuss attendance further. <p>Attendance is monitored for a fixed period.</p> |
| 2 | Parents have received a Stage 1 letter and attendance remains of concern. | <p>Letter 2 will be sent to parents:</p> <ul style="list-style-type: none"> · Informing parents of ongoing concern about attendance · Informing the parents of current attendance · Enclosing a registration certificate · Reminding parents of their legal responsibilities and the nature of 'persistent absence' · Notifying parents that the child's attendance is being monitored · Welcoming the parents to arrange contact the school if they wish to discuss attendance further. <p>Attendance is monitored for a fixed period.</p> |
| 3 | Parents have received a Stage 2 letter and attendance remains of concern. | <p>Letter 3 will be sent to parents:</p> <ul style="list-style-type: none"> · Informing parents of ongoing concern about attendance · Informing the parents of current attendance · Enclosing a registration certificate · Reminding parents of their legal responsibilities and the definition of 'persistent absence' · Requesting that the parents provide medical evidence of absence for illness, to enable the school to consider the authorisation of absence. · Inviting parents to an appointment with the Attendance Lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target. |
| 4 | Parents have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%) | <p>Letter 4 will be sent to parents:</p> <ul style="list-style-type: none"> · Informing parents of ongoing concern about attendance · Informing the parents of attendance during the target period. · Enclosing a registration certificate · Notifying parents that the school intends to discuss their child's attendance with Pupil Services, and may make a formal referral. |
| | During a monitoring period, attendance improves. | <p>A Letter of Praise will be sent to parents:</p> <ul style="list-style-type: none"> · Informing the parents of attendance during the monitoring period. · Notifying parents that the school will continue to monitor attendance to ensure sustained improvement. |

APPENDIX B

Attendance Codes, Descriptions and Meanings

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence.

The codes are:

| Code | Description | Meaning |
|-------------|--------------------|---|
| / | Present (AM) | Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes. |
| \ | Present (PM) | |
| L | Late | Late before registers closed. Schools should have a policy on how long registers should be kept open. A pupil arriving after the register has closed should be marked absent with code U , or with another absence code if that is more appropriate. |

Approved Educational Activity

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

| Code | Description | Meaning |
|-------------|--|---|
| B | Educated Off-Site (NOT Dual Registration) | This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code. |
| D | Dual Registration (i.e. pupil attending another establishment) | This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used for Gypsy, Roma and Traveller children, but only when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner. |
| J | At an | This code should be used to record time spent in interviews with |

| | | |
|----------|--|--|
| | interview with prospective employers, or another educational establishment | prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment. |
| P | Participating in an approved sporting activity | This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school. |
| V | Educational visit or trip | This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school. |
| W | Work experience | Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code. |

Authorised Absence from School

Absence codes when pupils are not present in school are as follows:

| Code | Description | Meaning |
|----------|---|---|
| C | Leave of Absence authorised by the school | Only exceptional circumstances warrant leave of absence. Schools should consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling. |
| E | Excluded (no alternative provision made) | If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using code E. Where alternative provision is made they should be marked using the appropriate attendance code. |
| H | Holiday authorised by the school | Headteachers should <u>not</u> grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the Headteacher will determine the number of days a pupil can be away from school. |
| I | Illness (NOT medical or dental appointments etc.) | Schools should advise parents/carers to notify the school as soon as possible when a child is ill. If the authenticity of illness is in doubt, schools can request parents/carers to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the seriousness of the illness but should advise parents of their intention. Schools are advised not to request medical certificates unnecessarily (particularly retrospective certificates), especially if the illness was not treated by a doctor at the time. |

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| | | Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes. |
| M | Medical / Dental appointments | Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment. |
| R | Religious observance | Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents/carers belong. Where necessary, schools should seek advice from the parent/carers' religious body about whether it has set the day apart for religious observance. |
| S | Study leave | Schools must record study leave as authorised absence. Study leave should be used sparingly and <u>only granted to Year 11 pupils</u> during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise. |
| T | Gypsy, Roma and Traveller absence | A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school. |

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

| Code | Description | Meaning |
|----------|---|---|
| G | Holiday not authorised by the school or in excess of the period | If a school does not authorise a leave of absence and the parents/carers still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If parents/carers did not apply for the leave of absence in advance the absence must be recorded as unauthorised. |
| N | Reason not yet provided for absence | Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended immediately. |

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|----------|---|--|
| O | Absent from school without authorisation | If the school is not satisfied with the reason given for absence they should record it as unauthorised. |
| U | Arrived in school after registration closed | Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent. |

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

| Code | Description | Meaning |
|-------------|---|--|
| X | Not required to be in school | This code is used to record sessions that non-compulsory school age children are not expected to attend. |
| Y | Unable to attend due to exceptional circumstances | <p>This code can be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> • The school site, or part of it, is closed due to an unavoidable cause. • The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance. • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. • This code can also be used where a pupil is unable to attend because: The pupil is in custody; detained for a period of less than four • months. If the school has evidence from the place of custody that the pupil is attending educational activities, then they can record those sessions as code B (present at approved educational activity). <p>This code is collected in the School Census for statistical purposes.</p> |
| Z | Pupil not on admission register | This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school. |
| # | Planned whole or partial school closure | This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to 5 non-educational days to be used for curriculum planning/training; and use of schools as polling stations |

APPENDIX C

Application for Leave of Absence in Term Time

Parents and carers are strongly urged not to book holidays or take special leave during school term time because:

- Your child will miss out on important school work and may not be able to catch up. This could have serious consequences on progress, attainment and opportunities later in life.
- Other pupils' education could be affected - the time teachers have to help all the children in a class is reduced if they spend time helping your child catch up after a holiday.
- Educational experiences in school missed as a result of a family holiday cannot be re-captured later.

There are 195 school days in a year – this leaves 170 days out of 365 for holidays, cultural activities and family time.

If you feel that absence from school in term time is absolutely unavoidable, complete this form and return it to the Assistant Head Teacher - Pastoral. **Please be advised that holidays in term time are not a right and will only be granted under exceptional circumstances.** Each case is considered individually; however, leave will not usually be granted if your child already has low attendance or if the leave coincides with important examinations.

Pupil's Name _____ Year Group/Class _____

Home Address _____

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School _____ Date of Return to School _____

Total number of school days missed _____

Reasons for absence from school (please continue on other side if needed):

I am making an application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a penalty notice or a summons to court for irregular school attendance.

Name of Parent/Carer making application _____

Signed _____ Date _____

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD'S SCHOOL GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE