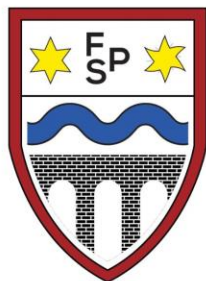




FENISCOWLES PRIMARY SCHOOL

'STRIVING FOR EXCELLENCE'



ATTENDANCE POLICY

2022

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Revisions

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Revision 1:

1. Aims

At Feniscowles Primary School we believe that excellent attendance is crucial if children are to benefit from their education and achieve their potential. In order for children to have good attendance, measures have been put in place to monitor and address concerns over attendance and absence.

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

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

We will also 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.

Why attendance and punctuality matters;

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 other the academic year, averaging 1 day per week.

2. 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:

- o Part 6 of [The Education Act 1996](#)
- o Part 3 of [The Education Act 2002](#)
- o Part 7 of [The Education and Inspections Act 2006](#)
- o [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- o [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.

3. Roles and responsibilities

3.1 The governing board

The governing board 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 Curriculum Committee monitor attendance reports.

3.2 The headteacher

The headteacher is responsible for:

- o Implementation of this policy at the school
- o Monitoring school-level absence data and reporting it to governors
- o Supporting staff with monitoring the attendance of individual pupils
- o Issuing fixed-penalty notices, where necessary

3.3 The attendance officer

The school attendance officer:

- o Monitors attendance data across the school and at an individual pupil level
- o Reports concerns about attendance to the headteacher
- o Works with education welfare officers to tackle persistent absence
- o Arranges calls and meetings with parents to discuss attendance issues
- o Advises the headteacher when to issue fixed-penalty notices

3.4 Class Teachers

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

3.5 School office staff

School office staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9.30am. The register for the second session will be taken at 1pm and will be kept open until 1.15pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence before 9.30am and on each subsequent day of absence (see also section 7).

To notify school of an absence parents/carers should contact school by telephone on 01254 201054.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents/carers should notify school of any appointments by sending in a note with a copy of the appointment card, where possible, to the class teacher.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- o Before the register has closed will be marked as late, using the appropriate code
- o After the register has closed will be marked as absent, using the appropriate code

Poor punctuality is not acceptable. If your child is regularly late we arrange a meeting with our Mrs Edwards with a copy of their attendance record.

If your child has a persistent late record you will be asked to meet with the Headteacher to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- o Follow up on their absence with their parent/carer to ascertain the reason, by sending a message via the Arbor App and Email on the day if you have not notified school by 10am.
- o If a child has not been in school and no contact has been made with parents, then the attendance officer will do a home visit, particularly if there any additional safeguarding concerns.
- o If a child is absent from school for 10 days and cannot be located then the child will be reported to the local authority as CME – a child missing in education.

4.6 Reporting to parents

Attendance will formally be reported to parents on an annual basis unless there is a cause for concern. If there are concerns, half termly reports are shared with parents and carers.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

We define 'exceptional circumstances' as the funeral or the wedding of a close relative or representing school at county or national level; such absences would not normally be expected to be more than one day.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- o Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- o Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- o Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

If you are planning a term-time absence, for any reason, you must complete an Application for Absence from School form (available to download from the school website or from the school office) at least four weeks before the planned absence. You will be notified in writing of the decision whether or not your request has been approved.

5.2 Reducing persistent absence

If a child has poor attendance, this could include late marks and/or regular patterns of absence, parents will be invited to discuss the situation with the Attendance Officer in the first instance.

Children with between 90% - 95% attendance will be closely monitored and you will receive a letter informing you of the situation with a copy of your child's attendance record.

Children with attendance below 90% is classed as persistent absence. Parents/carers will be invited to discuss the situation with the Headteacher. If there is no improvement parents will be invited to meet with the Headteacher and other services may well be involved at this stage and attendance will be monitored. Specific actions will be agreed and set out with parents / carers.

Our Education Welfare Officer visits termly to discuss overall attendance. At these meetings, the Inclusion Officer reviews the attendance of all children who have attendance of less than 90%.

5.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. A series of unauthorised absences will result in the parents being asked to meet the Headteacher; a penalty notice will be issued after 5 unauthorised days of absence.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- o The number of unauthorised absences occurring within a rolling academic year
- o One-off instances of irregular attendance, such as holidays taken in term time without permission
- o Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

The most vital part of encouraging good attendance is to ensure that Feniscowles Primary School is a place to which the children want to come; that the school is the place where children are treated with respect and feel valued, where their needs are recognised and are being addressed and a place where all children can experience success within a rich, relevant, and diversified curriculum.

Individual pupils with high attendance is celebrated through termly attendance awards.

7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a weekly basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

A pupil's parent/carer is expected to call the school each day their child is ill.

If a pupil's absence goes above three days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continue to rise after contacting their parent/carer, we will consider involving an Education Welfare Officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Registers are taken using Arbor, the schools central data management system, where all attendance data is collected and stored. Attendance data is used in school to:

- o Track the attendance of individual pupils
- o Identify whether or not there are particular groups of children whose absences may be a cause for concern
- o Monitor and evaluate those children identified as being in need of intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the headteacher and attendance officer. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- o Child protection and safeguarding policy
- o Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

| Code | Definition | Scenario |
|------|-------------------------------|---|
| / | Present (am) | Pupil is present at morning registration |
| \ | Present (pm) | Pupil is present at afternoon registration |
| L | Late arrival | Pupil arrives late before register has closed |
| B | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school |
| D | Dual registered | Pupil is attending a session at another setting where they are also registered |
| J | Interview | Pupil has an interview with a prospective employer/educational establishment |
| P | Sporting activity | Pupil is participating in a supervised sporting activity approved by the school |
| V | Educational trip or visit | Pupil is on an educational visit/trip organised, or approved, by the school |
| W | Work experience | Pupil is on a work experience placement |

| Code | Definition | Scenario |
|-----------------------------|------------------------------------|--|
| Authorised absence | | |
| C | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| E | Excluded | Pupil has been excluded but no alternative provision has been made |
| H | Authorised holiday | Pupil has been allowed to go on holiday due to exceptional circumstances |
| I | Illness | School has been notified that a pupil will be absent due to illness |
| M | Medical/dental appointment | Pupil is at a medical or dental appointment |
| R | Religious observance | Pupil is taking part in a day of religious observance |
| S | Study leave | Year 11 pupil is on study leave during their public examinations |
| T | Gypsy, Roma, and Traveller absence | Pupil from a Traveller community is travelling, as agreed with the school |
| Unauthorised absence | | |
| G | Unauthorised holiday | Pupil is on a holiday that was not approved by the school |
| N | Reason not provided | Pupil is absent for an unknown reason (this code should be amended when the reason |

| | | |
|----------|----------------------------|--|
| | | emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time) |
| O | Unauthorised absence | School is not satisfied with reason for pupil's absence |
| U | Arrival after registration | Pupil arrived at school after the register closed |

| Code | Definition | Scenario |
|-------------|---|--|
| X | Not required to be in school | Pupil of non-compulsory school age is not required to attend |
| Y | Unable to attend due to exceptional circumstances | School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody |
| Z | Pupil not on admission register | Register set up but pupil has not yet joined the school |
| # | Planned school closure | Whole or partial school closure due to half-term/bank holiday/INSET day |