

Attendance policy

Chorley New Road Primary Academy



Approved by: LGC

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1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- › Promoting good attendance
- › Reducing absence, including persistent and severe absence
- › Ensuring every pupil has access to the full-time education to which they are entitled
- › Acting early to address patterns of absence
- › Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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:

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

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the headteacher to account for the implementation of this policy
- › Link Governor to monitor attendance with attendance lead termly

3.2 The headteacher

The headteacher is responsible for:

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

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Arranging calls and meetings with parents to discuss attendance issues
- › Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Alison English and can be contacted via Telephone 01204 337046

3.4 The attendance officer

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- › Working with education welfare officers to tackle persistent absence
- › Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Alison English and can be contacted via telephone 01204 337046

3.5 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 by 8.55 and 1.20 daily

3.6 School office staff

School office staff will:

- › Take calls from parents about absence on a day-to-day basis and record it on the school system
- › Transfer calls from parents to the pastoral lead in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- › Make sure their child attends every day on time
- › Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- › Provide the school with more than 1 emergency contact number for their child
- › Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- › Attend school every day on time

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 also record:

- › Whether the absence is authorised or not
- › The nature of the activity if a pupil is attending an approved educational activity
- › The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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 8.50 on each school day.

The register for the first session will be taken at 8.55 and will be kept open until 9.15. The register for the second session will be taken at 1.20 and will be kept open until 1.25.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00 or as soon as practically possible by calling the school office staff (see also section 7).

If a pupil is absent without explanation when the register is called and electronically submitted, the School Attendance officer will contact the parents the same day. Home visits will be made when necessary. The absence will also be followed up with the parent to ensure that a written note or verbal acceptable explanation is received explaining the absence. Where no reply is received this will be recorded as unauthorised.

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.

Copy of the appointment card/ letter to be shown at the office

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:

- › Before the register has closed will be marked as late, using the appropriate code
- › After the register has closed will be marked as absent, using the appropriate code
- › Lates after registers close – Where a pupil has arrived late after registers have closed on 10 occasions within a 12 school week period and the parent has been warned of this triggering a penalty notice, a penalty notice will be requested.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- › Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may complete a home visit.
- › Identify whether the absence is approved or not
- › Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- › Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents/carers

School will contact parents via a letter stating if they are concerned about their child's attendance. This will either be a warning letter due to the number of unauthorised marks, or a monitoring letter and medical proof is required.

Parents will also be invited into school to discuss their child's attendance due to persistent absences. This will be recorded as an action plan/ parent contact meeting

The school will regularly inform parents about their child's attendance and absence levels through school reports.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as immediate family bereavement. Conditions rendering attendance impossible or hazardous to child's health and safety.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the school web site or the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, barges (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

5.2 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.

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:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- 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

There are many reasons why pupils miss school without permission as such; there is no one solution to the problem of absenteeism – for example setting reward schemes (termly prize, half termly reward, certificates). School will implement systems to improve attendance and where necessary with work with other agencies.

Help children develop the habit of regular attendance including through providing a number of regular initiatives (termly prize and half termly reward, certificates);

Show parents clearly that unjustified absence will be recorded and challenged;

Visit all none accounted for absentees, regardless of attendance levels, on a daily basis;

Minimise problems in KS1 by helping pupils transition from the Foundation Stage and when pupils transfer from KS1 to KS2.

7.1 Monitoring attendance

The school will:

- › Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- › Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- › Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- › Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns
- › Regular half termly register sweeps for pupils below 96% and follow up with the support of the Attendance officer.

7.3 Using data to improve attendance

The school will:

- › Provide regular attendance reports to the Head Teacher and SLT, to facilitate discussions with pupils and families
- › Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- › Use attendance data to find patterns and trends of persistent and severe absence
- › Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- › Provide access to wider support services to remove the barriers to attendance

- The Attendance officer will be responsible for the attendance, in conjunction with the school, of all the pupils in the settings.
- The Attendance officer will check school registers regularly (at least every half term) to ensure that they are being completed in accordance with the schools policy and to identify any patterns of absence which have not already been notified. The Attendance officer promptly follows up incidents where the Attendance officer and/or Headteacher/SLT have identified a possible attendance problem (pupils whose attendance is 90% or less even after school intervention).
- The Attendance officer works closely with the school and families to resolve attendance issues, arranging home visits where necessary. The key to success is an effective working relationship between our school and the learning community.

The Attendance officer works collaboratively across school settings to implement policy and procedures. Early warning of attendance problems will be identified by the Attendance officer. Legal action will be a last resort and will only ensue following advice and preventative action from the Attendance officer and school.

A decision will be made in relation to possible courses of action depending on the circumstances.

Parent Contract – these enforce the parents' responsibility for ensuring that children of compulsory school age receive suitable education and to ensure that the parent takes responsibility for making sure that their child attends regularly;

Home Visit/School Meeting – a visit to the family by the Attendance officer to discuss issues surrounding non-attendance and/or lateness in an attempt to solve the problem. This discussion will also involve advice to parents around the legal obligations of parents to ensure good school attendance and possible consequences for non-compliance.

Formal Warning letter – after 5 sessions of unauthorised absences within a 10 week period, a monitoring letter will be issued. This will give a maximum of 15 schools days monitoring period to show improvement. School will request the Local Authority to issue a fixed penalty notice if a further unauthorised absence occurs during this period.

Fixed Penalty Notice- issued by Local Authority (Education Welfare Service) if there are any further unauthorised absences during monitoring period. £60 fine for each adult per child which must be paid within 21 days, this will increase to £120 after 21 days but within paid within 28 days.

None payment – in cases where the penalty is not paid within the appropriate period of time, EWS will instigate action through the courts under 444(1) of the Education Act 1996.

Holidays – Should an unauthorised holiday be taken in term time and equates to 10 sessions or more, no monitoring letter will be issued and a fixed penalty notice will be requested.

Lates after registers close – Where a pupil has arrived late after registers have closed on 10 occasions within a 10 school week period and the parent has been warned of this triggering a penalty notice, a penalty notice will be requested.

Pupils below 70% - A penalty notice will not be issued by LA in this case. Referral to EWS for consideration of ongoing case work and/or instigation of legal proceedings.

Local Authorities are responsible, by law, for making sure that registered pupils of compulsory school age attend their school regularly. The Attendance officer will monitor school attendance and to help parents meet their responsibilities.

7.5 Children with health needs who cannot attend school

1. Aims

This School will aim to ensure that:

Suitable education is arranged for pupils on roll who cannot attend school due to health needs.

Pupils, staff and parents understand what the school is responsible for when this education is being provided by the local authority

2. Legislation and guidance

This policy reflects the requirements of the Education Act 1996.

It is also based on guidance provided by our local authority which is provided annually to the Academy, and on guidance provided by the DfE – Supporting pupils at school with medical conditions and Education for children with health needs who cannot attend school

3. The responsibilities of the School

We should notify the local authority when a child is absent for a period of 15 days. However, the pupil must remain on roll at the Academy. The School will make arrangements with the local authority to ensure that the child accesses suitable education.

The School will update the IHCP (Individual Health Care Plan) as appropriate.

In the event that there is a significant change in the condition of the child or the attendance declines, the School will notify the Education Welfare Service.

3.1 If the school makes arrangements

Initially, the School will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

The attendance and inclusion teams will work together to create bespoke packages for students which may include:

Alternative provision

Reduced timetables

Online home learning

Liaison with health professionals

Liaison with the Education Welfare Officer

It is important to note that the law does not define full time education but children with health needs should have education which is equivalent to the education they would receive in the Academy.

In all cases, consultation will take place with parents and children.

On review of the child's medical needs, an IHCP will be adapted to enable suitable reintegration to the School, in consultation with professionals, parents and children.

3.2 If the local authority makes arrangements

If the School can't make suitable arrangements, Bolton will become responsible for arranging suitable education after 15 days for these children.

After 15 days, the attendance team refers the children to Education Welfare, then we work with them and their policy to ensure children receive suitable education.

In cases where the local authority makes arrangements, the School will:

Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil

Share information with the local authority and relevant health services as required

Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully

When reintegration is anticipated, work with the local authority to:

- Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible

- Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
- Create individually tailored reintegration plans for each child returning to school
- Consider whether any reasonable adjustments need to be made.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum two yearly by the Head teacher/ Pastoral Lead . 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:

- Child protection and safeguarding policy
- Behaviour policy
- Supporting Pupils with Medical Conditions

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

