

# Attendance Policy

## Horringer Court Middle School



<b>Approved by:</b>	Mrs Cara Field]	<b>Date:</b> [18.05.21]
<b>Last reviewed on:</b>	[18.05.21]	
<b>Next review due by:</b>	[18.05.24]	

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### 1. Aims

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.

### 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:

- 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 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.

#### 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
- Issuing fixed-penalty notices, where necessary

### **3.3 The Attendance Officer**

The school attendance officer:

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

### **3.4 Class teacher's/Form tutors**

Class teacher's/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information using the appropriate system.

### **3.5 School admin/office staff**

School admin/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 morning registration of each school day and during afternoon registration. 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 8:25am on each school day.

The register for the first session will be taken between 8:30am and 8:40. The register for the second session will be taken between 3pm and 3:15pm.

## **4.2 Unplanned absence**

The pupil's parent/carer must notify the school on each day of an unplanned absence by 8:15am or as soon as practically possible (see also section 7).

Please ring the school on 01284 755626 to notify us of any absence. Alternatively, email [hc.attendance@burytrust.org](mailto:hc.attendance@burytrust.org)

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.

The best way of informing the school of medical absences is either by phoning the school or writing a letter to the form tutor. Evidence of the appointment should be made in advance or on return to school.

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

## **4.5 Following up absence**

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

- Follow up on their absence with their parent/carer to ascertain the reason, by a system of first day calling should your child be absent without explanation. This helps to identify at an early stage, students who are absent without good reason or in some instances, absent without their parent's knowledge
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

## **4.6 Reporting to parents**

Attendance figures are reported to parents on a termly basis when the interim reports and full school reports are sent home.

Parents also have access to student's attendance information daily through their Class Charts app/account

## **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.

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:

- 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, 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 a parent is service personnel and is returning from a tour of duty abroad where it is evidenced that the individual will not be in receipt of any leave in the near future that coincides with the school holidays.
- Where an absence from school is recommended by a medical professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- Out of school programmes such as performing arts or sports operating at a high standard of achievement. Documentary evidence of the event will be required.
- To attend the wedding or a funeral of a close relative if the Headteacher is satisfied that the circumstances are truly exceptional; leave will only be authorised if the Headteacher is satisfied that there is a persuasive reason for the wedding being held in term time. The onus WILL be on the parents to show that the absence is absolutely an exceptional circumstance.

Examples of circumstances NOT considered exceptional include:

- Holidays abroad to visit a sick relative, excepting where the person is seriously ill. Medical evidence may be requested.
- Holidays taken during term time due to lower cost/ parental work commitments

## 5.2 Reducing persistent absence

In the first instance Form Tutors contact parents/carers to discuss concerns and strategies to support the student back to school.

If the absence continues, the Head of Year will arrange a meeting with parents/carers to look at strategies to improve attendance, sign posting to appropriate support.

If student's attendance continues to be a concern the school Attendance Officer will consult the Educational Welfare Service and follow recommended strategies which may include, a meeting with the Educational Welfare Officer to discuss absences and any additional support.

## 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.

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

All staff promote and encourage regular school attendance by creating an ethos in which good attendance and punctuality are recognized as the expected norm and valued by the school. We work in partnership with parents/carers, students, staff and the educational Welfare Service so that all students realise their potential unhindered by unnecessary absence.

## 7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a daily 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).

It is expected that a parent or carer notifies that school on each day of absence.

If a pupil's absence goes above 3 days we will contact the parents to discuss the reasons for this.

If a pupil's absence continues 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.

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.

### 5.3 Children Missing Education (CME)

The school follows the Local Education Authority's protocol for children missing education. [Suffolk Protocol for CME](#). The purpose of this document is to make sure that children not receiving suitable education are identified quickly, and effective tracking systems and support arrangements are put in place.

Children missing education are:

- Children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately or in an alternative provision.
- Children not receiving a suitable education are at increased risk of a range of negative outcomes that could have long term damaging consequences for their life chances.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum 3 years by the Headteacher. 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:

- Safeguarding Policy
- Child protection
- Behaviour policy

## Appendix 1: attendance codes

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

Code	Definition	Scenario
I	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
<b>Authorised absence</b>		
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

<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	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