

Attendance policy



Status	Statutory
Authority	Delegated to Acting Headteacher
Policy Owner	Jane Maclennan, Acting Headteacher
Updated by	Jane Maclennan, Acting Headteacher
Chair of Governors/CEO	Daniel Childerhouse
Date Amended	26 th May 2021
Target Review Date	May 2022

Contents

1. Aims	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. Recording attendance.....	3
5. Authorised and unauthorised absence.....	5
6. Strategies for promoting attendance	6
7. Attendance monitoring	7
8. Monitoring arrangements	7
9. Links with other policies	7
Appendix 1: attendance codes	8

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.

Daniel Childerhouse CEO is link governor for attendance

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
- Responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

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 the first session of each school day and once during the second session (after lunch). 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 8:45 on each school day.

The register for the first session will be taken at 8.45 and will be kept open until 9.15.

The register for the second session will be taken at 12.50 and will be kept open until 1.20

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.30 or as soon as practically possible (see also section 7).

Parents/ carers need to ensure that they have contacted the school on the main number 01603 251310 by 9.30

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 and Carers should email the school with evidence of an appointment to (attendance@futureeducation.org.uk) or bring the documentation 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
- Where a student is persistently late, parents/carers will be invited in for an attendance support meeting.

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 making a telephone call.
- Ensure proper safeguarding action is taken where necessary (see whole school safeguarding and child protection policy)
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

Student attendance is reported to parents via termly written report.

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
- Other possible 'exceptional circumstances' where the Headteacher may grant term-time holiday. Headteacher should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the Headteacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances and the case which warrant leave. Where a leave of absence is granted the

Headteacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Headteachers discretion

- Study leave – should be used sparingly and only granted to year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
- Part time timetables: All pupils of compulsory school age are entitled to a full time education. In very exceptional circumstances there may be need for a temporary part time timetable to meet a pupil's individual's needs. For example, where a medical condition prevents a pupil from attending full time education and a part time timetable is considered as part of a reintegration package. A part time timetable must not be treated as a long term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full time or be provided with an alternative provision.

5.2 Reducing persistent absence

- Where a student is persistently absent, parent/carers will be asked to attend an attendance support meeting. The issues will be discussed and barriers of concern identified. In this meeting parents/carers will be made aware of the attendance process followed by the school
- Early intervention attendance support meeting – Action plan will be put in place.
- Fast track – A process by which the school can prosecute parents/carers for non-attendance at school.

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

Where a student's attendance is above 95% school will send home a certificate.

Attendance board in school to promote good attendance.

All students who have attendance above 95% will be able to go on an end of term trip.

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).

Parent / carer is expected to contact the school every day that their child is absent from school. Parent / Carers are expected to contact the school by 9.30 every day.

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.

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.

Future Education collects and stores attendance data, and uses this for internal purposes. For example, to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- 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 yearly, by Jane Maclennan Acting 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:

Child protection and safeguarding policy

Behaviour policy

Admissions 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

Covid		
Code	Definition	Scenario
X02	Pupil self- isolating with coronavirus symptoms.	Pupil has symptoms of Covid.
X03	Pupil self-isolating due to potential contact with a confirmed case of Coronavirus inside the school setting.	Pupil has contact with coronavirus inside the school
X04	Pupil self-isolating due to potential contact with a confirmed case of Coronavirus outside the school setting.	Pupil has contact with coronavirus outside the school
X05	Pupil required to self isolate as part of quarantine requirement	Pupil returning to the UK from a non-exempt country or territory
X06	Pupil not in school for shielding reasons	Pupil advised specifically by their doctor that they are clinically extremely vulnerable.
X07	Closure following government advice.	Local and national restrictions do not allow students to attend school for public health reasons.
I01	Illness – non covid related	
I02	Illness – confirmed case of covid	