



School Attendance Policy

Date	Written By	Approved by	Review Date
11.09.23	S Fellows	Governors	09.25



Advice and contact list

Name	role	Contact details	Notes
Fiona Walker	Member of staff responsible for day to day management of attendance	01482 899485 fwalker@inmansprimaryschool.co.uk	The office are aware of which pupils particularly to be aware of and refer to FW immediately
Fiona Walker Sue Fellows	Senior leader responsible for the strategic approach to attendance in school	01482 899485 fwalker@inmansprimaryschool.co.uk sfellows@inmansprimaryschool.co.uk	
Sue Fellows	Designated safeguarding lead/ Pastoral lead	sfellows@inmansprimaryschool.co.uk	This should be the name of the person who parents could approach for more detailed support on attendance
TBC	Education Welfare Service	education.welfare@eastriding.gov.uk	This is the local authority contact that parents and schools could contact for further assistance

Definitions and acronyms

Definition of a parent - For the purpose of this policy, as set out within 'Working Together to Improve School Attendance,' May 2022 a parent means:

- all natural parents, whether they are married or not;
- any person who has parental responsibility for a child or young person; and,
- any person who has care of a child or young person (i.e. lives with and looks after the child).

DfE – Department for Education

Related legislation and guidance

'Working together to improve school attendance' May 2022



Education Act 1996

Education (Pupil registration) (England) (Amendment) Regulations 2016

'Children Missing in Education,' Statutory Guidance September 2016

'Keeping Children Safe in Education,' September 2023

Knowing that 'being absent' as well as 'missing from education'. Can be a warning sign of a range of safeguarding concerns, including sexual abuse, child sexual exploitation and child criminal exploitation

'Ensuring a good education for children who cannot attend school because of health needs,' January 2013

'Summary of responsibilities where a mental health issue is affecting attendance,' February 2023

'Promoting the education of children with a social worker,' - June 2021

'Supporting Pupils at school with medical conditions,' December 2015

'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement,' September 2022

Other related policies

Absence from school in Exceptional Circumstances Policy

Child protection and safeguarding policy

Behaviour Policy

Introduction and core principles

Every pupil has a right to a full-time education and high attendance expectations should be set for all pupils, the attendance policy should account for the specific needs of certain pupils and pupil cohorts. The policy should be applied fairly and consistently but in doing so schools should always consider the individual needs of pupils and their families who have specific barriers to attendance. In development and implementation of their policy, schools should consider their obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child.

An effective whole school culture of high attendance is underpinned by clear expectations, procedures, and responsibilities. To ensure all leaders, staff, pupils, and parents understand these expectations, this attendance policy, based on the expectations set out in 'Working Together to Improve School Attendance' May 2022 outlines these.

The policy should be easily accessible to leaders, staff, pupils, and parents, including being published on the school's website. Parents should be sent it with any initial information when pupils join the school and reminded of it at the beginning of each school year and when it is updated.

At Inmans Primary School we recognise the link between regular attendance and high attainment. We also recognise the link between mental health, safeguarding and attendance. We expect that all pupils will attend school every day that the school is open unless there is a specific reason for the pupil not



attending. We are committed to applying the core principles as set out in Working Together to Improve School Attendance, May 2022

Roles, responsibilities and expectations – the table below is taken from the DfE ‘Summary table of responsibilities for school attendance,’ May 2022

Parents are expected to:	Schools are expected to:	Governing bodies are expected to:
Ensure their child attends every day the school is open except when a statutory reason applies.	Have a clear school attendance policy on the school website which all staff, pupils and parents understand.	Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.
Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).	Develop and maintain a whole school culture that promotes the benefits of good attendance.	Ensure school leaders fulfil expectations and statutory duties.
Only request leave of absence in exceptional circumstances and do so in advance	Accurately complete admission and attendance registers.	Ensure school staff receive training on attendance.
Book any medical appointments around the school day where possible.	Have robust daily processes to follow up absence.	
	Have a dedicated senior leader with overall responsibility for championing and improving attendance.	

School Times

It is important that your child is at school for the start of the school day. The school day is made up of two sessions, a morning, and an afternoon. Registers are taken during these sessions. School times are:

School gates open at 8.40am and close at 8.50am. This is the official start to the school day. Register closes at 9am.

A child arriving after 9.00am but before 9.15am will need to be accompanied by a parent or carer to school via the reception desk. After 9.15am late arrivals will also be registered at the main reception area and your child will be given the appropriate mark in the register.

The child’s name and registration class will then be logged in a late book along with the reason and time; your child will maybe then receive an L code, which means your child has received a late mark for that session if no appropriate reason is given. Should your child arrive after 9.15am with no appropriate reason your child will receive a U code, this equates to an unauthorised absence for that session and will affect your child’s annual attendance.

Lunch is staggered –



EYFS and Y1 – 11.45am – 12.45pm

Y2 12pm – 1pm

KS2 12.15pm – 1.15pm

EYFS finish at 3.05pm and the rest of the school at 3.20pm

If your child arrives at school after the register has closed then your child will incur an unauthorised absence mark for this session unless an acceptable reason is provided, e.g. evidence of a medical/dental appointment.

Informing the school of the reason for an unexpected absence.

You must contact the school as soon as possible to inform us that your child will not be attending school and you will be asked to provide a reason for this absence. This will ensure that the absence is accurately recorded in the register. Absence will be unauthorised after 3 days if evidence not received. Evidence may be a message from the doctor/pharmacist or photograph of medicine.

Absences need to be very clear. 'Not very well' will be followed up for more details/

Requesting leaves of absence from school in exceptional circumstances.

Absence for the purpose of a term time holiday is not usually considered exceptional.

Please complete the school's form to request absence from school in exceptional circumstances. The form can be found **on the website and in the school entrance**.

If your request is not approved and your child is absent during this time then the absence will be recorded as unauthorised and the school may refer the unauthorised absences to the local authority and parents may be liable for a penalty notice (fine).

How the school is promoting and incentivising good attendance.

- Celebration of attendance in the whole school assembly
- Individual awards as incentives for particular pupils

The school's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.

- All schools record their attendance registers in a school information management system. The school will analyse this data to identify trends and patterns of pupil absence and may use this to target attendance improvement efforts to the pupils or pupil cohorts who need it most.
- If parents do not inform of an absence – this is followed up with an email and/or call the same day. If the pupil is a concern then a home visit will be conducted the same day if no response from the parents. The home visit details will be logged on CPOMS
- All attendance is reviewed weekly using attendance data. Pupils below 95% are discussed and monitored
- Pupils who fall below 90%, making them at risk of becoming a persistently absent pupil, will also be discussed and may be put on an attendance plan or discussed with the EWO.
- The school will contact you to discuss your child's attendance if there are regular absences.
- Where there is no improvement in school attendance and all support interventions both in school and out of school as outlined above have been offered, then the school will meet with



the Local Authority's Education Welfare Service (EWS) and agree whether they will become involved and formal interventions may be considered. These formal interventions could include the use of a voluntary parenting contract, penalty notice, education supervision order, school attendance order or prosecution in the magistrate's court.

This policy will be reviewed regularly and updated as necessary.

As noted in 'Working Together to Improve School Attendance,' 2022, the school will seek the views of pupils and parents as part of the review process.

Codes:

B = Attending other approved educational activity

C = Other authorised absence

C2 = Part time timetable

E = Suspended or permanently excluded

G = Holiday not granted by the school

I = Illness but not medical appointment

L = Late after 30 mins

M = Medical or dental

N = Reason for absence not yet established

O = Absent in other/unknown circumstances

P = Sporting activity

R = Religious observance

S = Studying for public examination

T = Parent is travelling for occupational purposes

U = Arrived in school after registration closed

V = education trip

X = Non-compulsory school age pupil not required to attend school

Y1 = Transport linked

