

# Holystone Primary School

## Attendance policy



Holystone  
Primary School

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## 1. Aims

Our school aims to meet its 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.

We define good attendance as being 96% and target overall attendance rates to be above this.

## 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [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. School procedures**

#### **3.1 Attendance register**

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:55am on each school day.

The register for the first session will be taken at 8:55am. The register for the second session will be taken at 12:45pm for Reception & KS1/or be taken at 1.15pm for KS2.

#### **3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health as soon as practically possible (see also section 6).

Parents are asked to ring the school and leave a message on the dedicated attendance option on the school telephone system.

Absence due to illness will be 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 parents 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 will be notified of this in advance.

#### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as a late arrival; advance notice is required for authorising these absences.

However, we encourage parents 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.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### 3.4 Lateness and punctuality

A pupil who arrives after the doors have closed will be marked as late, using the appropriate code.

On-going issues with lateness will be brought to the HT's attention and he will highlight this with parents offering support in the first instance to try to improve the situation. Further discussions may follow if the situation does not improve and advice may be sought from the Local Authority.

### 3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

A first day response is in place to ensure absences which are not reported directly to the school are followed up.

In the case of persistent absentees, a daily contact is made for on-going absences.

### 3.6 Reporting to parents

Annual attendance information is included in the end of year report. For parents where pupil attendance is causing a concern, attendance data will be provided as part of the on-going discussions about the situation.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

'Exceptional circumstances' are considered on a case by case base and are agreed in discussion with the HT, who at times will take advice from other relevant agencies.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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
- Term-time holiday will not be approved
- Special or significant family events – e.g. wedding of parents
- Flexi-schooling requests – a local authority process is followed around flexi-school agreements.
- Extended overseas visits need to be discussed with the HT.

## 4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 the parent or withdraw the notice.

## 5. Strategies for promoting attendance

Good attendance is celebrated through the school's achievement assemblies. Excellent attenders are praised and receive a termly certificate. Class attendance is also praised and displayed in school. Full attenders may benefit from other privileges either in school or in association with some external organisations – e.g. NUFC tickets, book tokens, visits etc.

## 6. Attendance monitoring

The attendance officer monitors pupil absence on a weekly basis.

**The attendance officer monitors attendance through the SIMS system and pays particular attention to vulnerable groups.** Reviews are shared with the HT and for specific children with the class teacher.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's attendance drops below 93% we monitor pupils in line with the flowchart in appendix 2 and pupils will be RAG rated as Amber. We will write to parents to highlight concerns.

If attendance falls to below 92% (where there are no extenuating circumstances) we RAG rate pupils Red and a warning letter is sent to parents highlighting that we will consider involving an education welfare officer.

The persistent absence threshold is 10%. They are automatically Red RAG rated. The pupil will be classified as a persistent absentee, parents will be invited to meet with HT to discuss a plan to improve attendance and a referral may be made to EWO.

Legal sanction may be sought with regards to pupils who remain PA with no sign of improvement.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

## 7. Roles and responsibilities

### 7.1 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 sub-committee oversees the school's attendance and this is a termly agenda item. They will hold the HT to account for attendance and pay particular regard to vulnerable groups.

## **7.2 The headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

## **7.3 The attendance officer**

The attendance officer – who also has other office based roles:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with the HT to tackle persistent absence
- Arranges calls and meetings for the HT with parents to discuss attendance issues

## **7.4 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.

## **7.5 Office staff**

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

## **8. Monitoring arrangements**

This policy will be reviewed every two years by the Headteacher and attendance officer. At every review, the policy will be shared with the governing board.

## **9. Links with other policies**

This policy is linked to our child protection and safeguarding policy

## Appendix 1: attendance codes

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

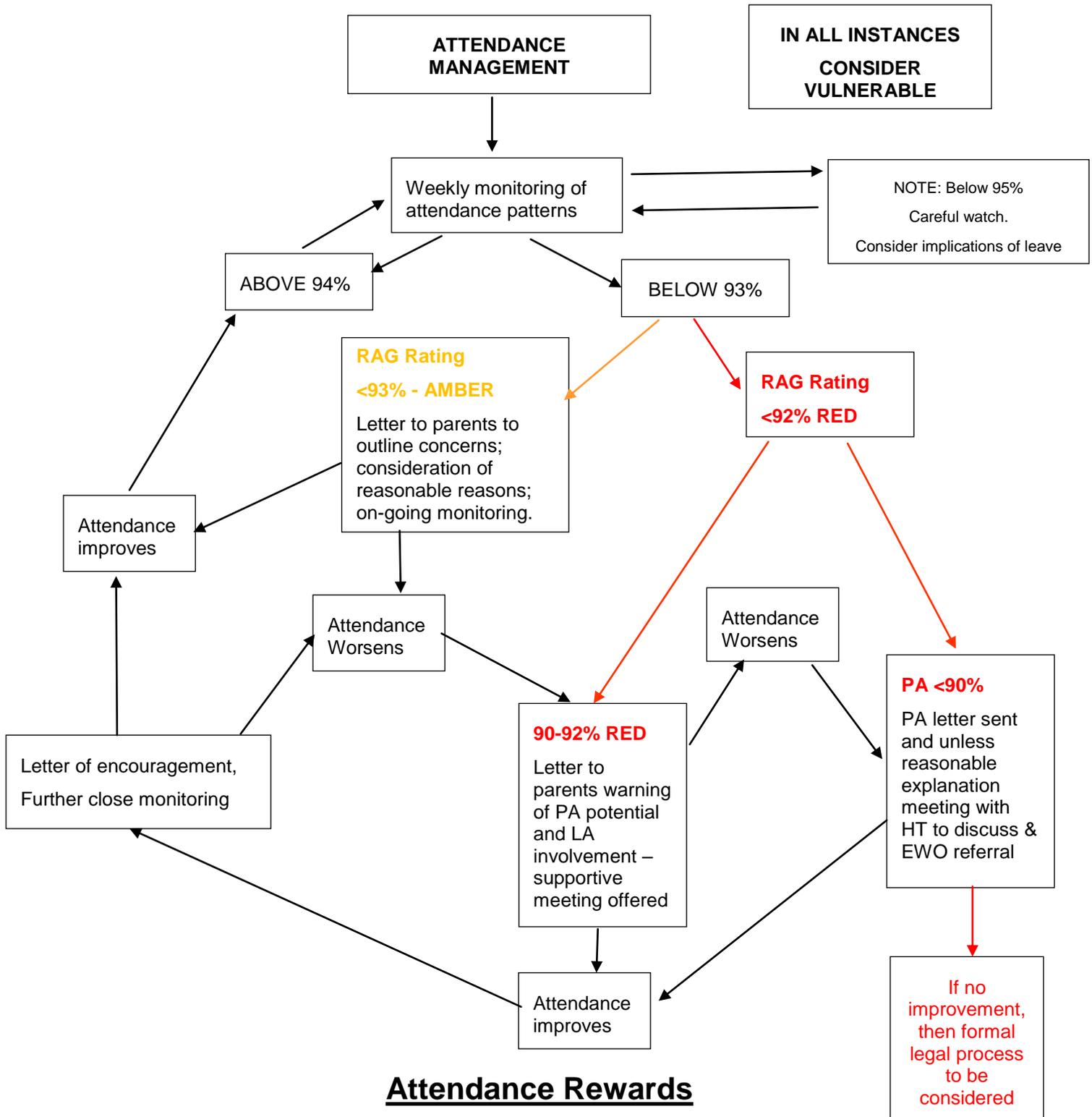
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the 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
<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
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

<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
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

# Appendix 1: attendance management flowchart



- Weekly**
- Newsletter
  - Class Trophy
  - Extra Golden Time

- Termly**
- Special Assembly
  - House attendance awards
  - Certificates for 100%
  - Prizes
  - Postcard to parents

- Annually**
- Assembly celebrating 100%
  - House attendance rewards
  - Certificates
  - Prizes
  - Golden postcard for parents