



***"Aiming high to achieve success!"***

# **Attendance Policy**

**Document Control:**

Document Name	Attendance Policy	
Document Author	Kate Stokes	
Document Ref.	ACPS-024	
Last Issued Date	April 2020	
Next Review Date	Head Teacher to determine	
Dissemination	This policy is stored on the staff shared area of the school network under 'policies' as well as posted on our website.	

**Version Control:**

<b>Date</b>	<b>Version</b>	<b>Updates / Changes</b>
2020	1	The Key model policy adopted

## **Contents:**

1. INTRODUCTION
2. AIMS
3. LEGISLATION AND GUIDANCE
4. SCHOOL PROCEDURES
5. AUTHORISED AND UNAUTHORISED ABSENCE
6. ATTENDANCE MONITORING
7. STRATEGIES FOR PROMOTING ATTENDANCE
8. ROLES AND RESPONSIBILITIES

APPENDIX A: Related Policies

APPENDIX B: Attendance Contract

APPENDIX C: Attendance Codes

## 1. INTRODUCTION

- 1.1 At **Abbott Community Primary School**, we recognise the clear link between the attendance and attainment of students. It has been proven that regular non-attendance can severely impede academic and social development.
- 1.2 All stakeholders work in partnership in making educational success and in ensuring that all children have full and equal access to all the school has to offer. All members of the school community have an important contribution to make.
- 1.3 For our children to gain the greatest benefit from their education, it is vital that they attend regularly and your child should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

## 2. AIMS AND OBJECTIVES

- 2.1 The aim of this policy is to encourage the highest possible levels of attendance for individuals, groups and the pupil body as a whole.
- 2.2 Our school aims to meet its obligations with regards to school attendance by:
  - Demonstrating a strong attendance ethos for all stakeholders
  - Promoting good attendance and reducing absence, including persistent absence
    - reward and celebrate good and improved attendance
    - use attendance data and other information to improve school and pupil performance
  - Ensuring every pupil has access to full-time education, to which they are entitled
    - promote the importance and legal requirements of good attendance to pupils and their parents/carers
    - make best use of additional support for pupils and parents/carers with greatest needs.
    - have support systems in place for vulnerable pupils
  - Acting early to address patterns of absence
    - demonstrate effective, non-bureaucratic systems for monitoring attendance
    - intervene early when individual pupil absence gives concern
    - clearly state procedures for parents/carers to follow
- 2.3 We will also actively 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.

## 3. LEGISLATION AND GUIDANCE

- 3.1 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 (Penalty Notices) (England) (Amendment) Regulations 2013

- 3.2 This policy also refers to the DfE's guidance on the **school census**, which explains the persistent absence threshold.
- 3.3 Section 7 of the 1996 Education Act states that parents must ensure children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude and respond to any special educational needs they may have, either by regular attendance at school, or otherwise.
- 3.4 A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school on the last Friday in June of the school year in which they reach the age of 16.

## **4. SCHOOL PROCEDURES**

### **4.1 Attendance Registers**

- 4.1.1 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.
- 4.1.2 Children are welcome to come into school from 08:45, when classroom doors are opened. They must arrive in school by **08:55** on each school day, ready to be registered.
- 4.1.3 The attendance register will be taken at the start of the first session at 08:55 and will remain open until 09:05; and it will be taken for the second session at either 13:00 (EYFS and KS1) or 13:15 (KS2).
- 4.1.4 Using the DfE attendance codes (Appendix C), the register will mark whether every pupil is:
- Present
  - Attending an approved off-site educational activity
  - Absent
  - Unable to attend due to exceptional circumstances
- 4.1.5 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

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

#### 4.1.7 **Deletions from the Register**

4.1.7.1 In accordance with Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school/academy on a School Attendance Order
- The pupil has ceased to be of compulsory age
- Permanent exclusion has occurred and the procedures have been completed
- The death of a pupil
- Transfer between schools or academies
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school- age
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- A pupil has left the school but it is not known where he/she has gone after both and the local authority have tried to locate the pupil.

4.1.8 The school will follow the Local Authority's Children Missing Education Protocol when a pupil's whereabouts is unknown.

#### 4.2 **Unplanned Absence**

4.2.1 Absence can only be authorised by the school and cannot be authorised by parents /carers. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

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

4.2.2.1 Unplanned absence must be reported directly to the Attendance Officer. A voicemail message can be left if they are unavailable.

4.2.3 Absence due to illness will be authorised, unless the school has a genuine concern about the authenticity of the illness.

- 4.2.4 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.
- 4.2.5 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.

#### **4.3 Medical or Dental appointments**

- 4.3.1 Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Parents/carers should show the appointment card to the Attendance Officer to confirm the appointment.
- 4.3.2 Parents/carers are advised, 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.

#### **4.4 Other Authorised Circumstances**

- 4.4.1 Applications for other types of absence in term time must also be made in advance. This relates to occasions where there is a cause for absence due to exceptional circumstances, for example family bereavement or part-time timetable agreed as part of a reintegration package.

#### **4.5 Lateness and punctuality**

- 4.5.1 A pupil who arrives late, after the register has closed, will be marked by class teachers as N.
- 4.5.2 The Attendance Officer will follow up on all noted absences to ascertain the reason, ensuring proper safeguarding action is taken where necessary. They will identify whether the absence is approved and update registers with the correct attendance code.
- 4.5.2.1 The Attendance Officer will check all voicemail messages, visit every classroom and check for late attendees and will also make calls to all parents/carers where a child is absent.
- 4.5.3 Lateness is monitored on a half-termly basis and any concerns are raised with parents directly.

### **5. AUTHORISED AND UNAUTHORISED ABSENCE**

#### **5.1 Granting approval for term-time absence**

- 5.1.1 Head Teachers may not grant any leave of absence to pupils during term time, unless they consider there to be 'exceptional circumstances'.

5.1.1.1 We define 'exceptional circumstances' as events or problems which are unexpected and which stop parents/carers getting a child to school and/or children being able to attend school. For example, bereavement, unexpected personal or family problems or illness might be considered as an **exceptional circumstance**.

5.1.2 A request for leave of absence is preferably made in writing to the Head Teacher, who will consider 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 Head Teacher's discretion.

5.1.3 Valid reasons for authorised absence could include:

- Illness and medical/dental appointments – as explained in sections 4.3
- 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

#### 5.1.4 **Religious observance**

5.1.4.1 Abbott Community Primary School acknowledges the multi-faith nature of British Society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends.

5.1.4.2 Where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong, the school will seek advice and consideration will be given to authorising absence or special leave for religious observance.

5.1.4.3 Parents/carers are requested to give advance notice to the school if they intend their child to be absent.

5.1.4.4 It is reasonable that no more than one day be designated for any individual occasion of religious observance or festival, and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised. In such cases the school may request that a penalty notice is issued.

#### 5.2 **Legal sanctions (Penalty Notices - Anti-Social Behaviour Act 2013)**

5.2.1 Penalty Notices will be considered, for children of compulsory school age, when:

- A number of unauthorised absences have occurred within a rolling academic year
- A pupil has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve.
- One-off instances of irregular attendance, such as holidays have been taken in term time without permission

- An excluded pupil is found in a public place during school hours without a justifiable reason

5.2.2 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.

5.2.3 The decision on whether or not to issue a penalty notice ultimately rests with the Head Teacher, following the Local Authority's protocol for issuing penalty notices.

5.2.4 If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute the parent or withdraw the notice

## **6. ATTENDANCE MONITORING**

6.1 The attendance officer monitors pupil absence on a daily basis.

6.2 Parents are expected to call the school on the morning of the first day if their child is going to be absent due to ill health (see section 4.2). They are also expected to give an anticipated return date.

6.3 If a pupil's absence goes above 5 days we will contact the parents to discuss the reasons for this.

6.4 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.

6.4.1 When there are serious concerns over attendance at this level and/or a pupil is at risk of becoming persistently absent (PA), the Attendance officer will take the lead role in working with parents/carers to ensure they support their child's attendance.

6.4.1.1 Preventative measures will include:

- Parenting contract with targets
- warning letters sent home
- support from school nurse
- Attendance meetings
- Completion of an EHA (Early Help Assessment)
- issuing of a Penalty Notice.

6.4.1.2 Supportive measures will include:

- Offer of free Early Bird Breakfast club provision
- Staff pick up of children

6.5 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.

6.5.1 We compare our attendance data to the national average, and share this with governors.

## **7. STRATEGIES FOR PROMOTING ATTENDANCE**

7.1 At **Abbott Community Primary School**, all children are encouraged to strive to achieve 100% attendance.

7.2 Pupils whose attendance is within these parameters will be congratulated and receive positive encouragement to maintain high levels of attendance.

7.2.1 Certificates and prizes for 100% attendance will be given at the end of the year.

7.3 Whole Class attendance and punctuality will be celebrated in weekly celebration assemblies.

7.3.1 The class with the best overall attendance % will receive £10, and the class with the lowest number of overall late marks will receive £10, which will go towards their class 'money jar'.

7.3.2 Each class has the opportunity to save and then spend their money on a chosen activity.

7.4 Actions at this level are the responsibility of the Head Teacher and the Attendance officer.

## **8. ROLES AND RESPONSIBILITIES**

### **8.1 The Governing Board**

8.1.1 The Governing Board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head Teacher to account for the implementation of this policy.

### **8.2 The Head Teacher and Senior Leadership Team**

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

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

8.2.3 **The Senior Leadership Team** also aim to ensure that there is a whole school approach, which reinforces good attendance. They will ensure this by:

- annually monitoring and reviewing the Attendance Policy and making certain all staff are aware of it.

- ensuring the school maintains the strategies in place for collecting and analysing attendance data.
- reporting attendance to the local Authority, DFE and the school's Governing Board as required.
- promoting the importance of good attendance to parents/carers and pupils through regular letters and information sent home, and by issuing a parent friendly copy of the attendance policy and attendance contract.
- seeking to promote the importance of good attendance to pupils and parents/carers during assemblies and at parent/ carers events

### 8.3 **The Attendance Officer**

8.3.1 The Attendance Officer is responsible for:

- monitoring attendance data at the school and individual pupil level
- reporting concerns about attendance to the Head Teacher
- working with education welfare officers to tackle persistent absence
- arranging calls and meetings with parents to discuss attendance issues
- advising the Head Teacher when to issue fixed-penalty notices

### 8.4 **Class Teachers**

8.4.1 Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

8.4.2 Class teachers are also responsible for raising any concerns around attendance or punctuality with the Attendance Officer.

### 8.5 **Parents/Carers**

8.5.1 The Parents/Carers of our pupils are asked to support the school and instil the value of education progress by:

- Talking to their child about school life and taking a positive interest in their child's educational progress.
- Contacting the school before 9.00am if their child is absent, to let us know the reason why and the expected date of return.
- Trying to avoid unnecessary absences- wherever possible making medical appointments outside of the school hours.
- Asking the school for help if their child is experiencing difficulties and informing the school of any circumstances that may impact on their child's attendance.

## **APPENDIX A: Related Policies and Documents**

### **School Policies:**

ACPS-001 Child Protection and Safeguarding Policy

### **DFE Guidelines:**

- 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

## APPENDIX B: Attendance Contract



**Abbott Community Primary School**

"Aiming high to achieve success!"

Head Teacher: Miss P. Wilson

Livesey Street  
Collyhurst  
MANCHESTER  
M40 7PR

Telephone (0161) 834 9529

Fax (0161) 839 4355

Email: [admin@abbott-manchester.sch.uk](mailto:admin@abbott-manchester.sch.uk)

Website: [www.abbott-manchester.sch.uk](http://www.abbott-manchester.sch.uk)

## Attendance Agreement

Abbott Community Primary School recognises the positive impact that good attendance and punctuality have on the educational attainment of children. School starts at 08:55 each day, when learning begins promptly. Any time missed is impacting negatively on your child's learning.

In line with current legislation, there is no entitlement for parents/carers to take their child on holiday during term time and this will not be authorised under any circumstances. Children have to attend school for 190 days per year; this leaves 175 days (including weekends) free for families to take holidays. Action may be taken against parent/carers who fail to ensure that their child is properly educated. The action may result in a formal warning, a fine, or an appearance at court.

Head Teachers have the discretion to grant leave for other events, in **exceptional circumstances**. If a Head Teacher grants a leave request, it will be for them to determine the length of time the child can be absent from school.

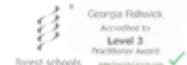
As parents are an essential part in children's learning, we need to work together to enable them to achieve their potential.

This signed document will be relevant for the duration of your child's time at Abbott Community Primary School.

- **Head Teachers may not grant any leave of absence during term time, unless there are exceptional circumstances.**
- **Parents/carers are legally required to request exceptional term time leave from the Head Teacher.**
- **If parents/carers take their children on holiday during term time, for 5 or more consecutive days, and this is not authorised by the School, they can be issued with a Fixed Penalty Notice (Holiday Fine) of £60 (if paid in 21 days) or £120 (if paid between 21 and 28 days).**
- **Each parent/carer can be issued with a notice, one per parent per family, i.e. one fine per parent/carer per family, regardless of the number of children in the family.**
- **There is no right of appeal against the issuing of a Penalty Notice because the authorisation of absence is the sole responsibility of the Head Teacher.**
- **Where Penalty Notice(s) are unpaid, the Local Authority may consider taking legal action under Section 444(1) Education Act 1996, for failure to ensure a child's regular attendance at school.**
- **If this happens, the case will take place before magistrates, who could issue the maximum fine of £1000 per parent per child for this offence.**
- **Parents/carers who regularly take their child out of school during term time may be prosecuted via the Magistrates Court.**

Head Teacher: \_\_\_\_\_ Attendance Officer: \_\_\_\_\_

Parent/Carer of: \_\_\_\_\_ Signed: \_\_\_\_\_



## APPENDIX C: 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