



Dream Believe Achieve

Attendance Policy

Signed by Chair of Governors

Kerry Scott

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1. Aims

We are committed to meeting our obligations about 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

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 Behavior and Attendance Children Missing in Education (BACME) to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues and Supporting staff with monitoring the attendance of individual pupils

3.4 Class teachers and form tutors

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

3.5 School admin and office staff

School [admin and 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 take our attendance register 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

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 **8:50 am** each school day.

The register for the first session will be taken at **8:55 am** and will be kept open until **9:45 am**.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence as soon as practically possible (see also section 7). A message can be left on the school answerphone before school is open. Once school is open. Parents/carers can speak to the Attendance Officer.

We will mark absence due to illness as authorized 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, prescription, appointment card or other appropriate form of evidence. We will not ask for medical validation unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorized and parents/carers will be notified.

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. Where possible this should be done at least 24 hours before the appointment and the appointment paperwork should be provided.

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/carers 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.
- › After the register has closed will be marked as absent.
- › Punctuality will be monitored and followed up by the Attendance officer. Where punctuality remains an issue the details will be passed on to BACME.

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/carers to ascertain the reason, by daily phoning and undertaking home visits.
- › Ensure the correct safeguarding action is taken where necessary and reported to the Designated Safeguarding Lead.

4.6 Reporting to parents

Alongside the regular phone calls to parents/carers the school will report student attendance weekly to all parents/carers.

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.

5.2 Reducing persistent absence

Absence will be closely monitored and daily contacts will be made to seek reasons for the absence. Formal processes will be followed, initiated by the Attendance officer and then with BACME.

5.3 Legal sanctions

The Local Authority can fine parents for the unauthorized absence of their child from school, where the child is of compulsory school age.

Parents are taken to court and a fine can be issued.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorized absences occurring within a rolling academic year or previous years.
- One-off instances of irregular attendance, such as unauthorized absences taken in term time.

6. Strategies for promoting attendance

There is an attendance board in the school reception showing students with the highest and most improved attendance certificates. Certificates and vouchers are given out every term in recognition of high and improved attendance. Letters and phone calls are also sent/made to parents to celebrate good attendance.

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).

If a pupil's absence continue to rise after contacting their parent/carer, we will consider involving BACME.

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.

We use SIMS to collect to and store attendance data and it is use 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.