



# Attendance Policy (Pupil)

## Faith Courage Love

**Faith** to move forward in confidence and succeed.  
**Courage** to make a difference in the world every day.  
**Love** one another as God loves us.

**Faith** - Roecliffe School will prioritise good relationships and will model respect for all in their policy implementation.

**Courage** - Roecliffe school commits to implementing this policy with integrity and in order to achieve the best possible outcomes for all stakeholders.

**Love** - All policies will be implemented in such a way as to ensure faith in fair process.

Policy Date	Review Date	Headteacher	Chair of Governors
March 2023	March 2024	Lesley Briggs	Nick Baird

## **Aims**

We are committed to meeting our obligation with regards to school attendance through our whole school approach that values good school attendance, including:

- Promoting good attendance
- Ensuring every child has access to full time education
- Building and maintaining a strong relationship with families to enable targeted support to better school attendance
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Promoting the importance of arriving to school and lessons on time to support punctuality

## **Roles and Responsibilities**

### **The Governing Board or Trustees**

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

### **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
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

### **The designated senior leader responsible for attendance**

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues

- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Lesley Briggs and can be contacted via 01423 322302 or [lesley.briggs@roecliffeschool.co.uk](mailto:lesley.briggs@roecliffeschool.co.uk)

### **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 by completing the class register on Arbor. This should be carried out accurately by 9am and 1pm prompt.

### **School admin staff**

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the class teacher/headteacher in order to provide them with more detailed support on attendance

### **Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **Pupils**

Pupils are expected to:

- Attend school every day on time

## **Recording attendance**

### **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 (9am) of each school day and once during the second session (1pm). 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 also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is 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 8.50am on each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9am. The register for the second session will be taken at 1pm.

### **Unplanned absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school admin staff on 01423 322302 or emailing [office@roeliffeschool.co.uk](mailto:office@roeliffeschool.co.uk) (see also section 7).

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.

### **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 should request leave of absence for their child by completing a leave of absence request form available on the school website or on request from the school office. Authorised leave of absence will be agreed only in exceptional circumstances.

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.

### **Lateness and punctuality**

A pupil who arrives late:

- When the register has closed at 9am will be marked as late, using the appropriate code

### **Following up unexplained absence**

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school will make a home visit. Please see Appendix 2 Pupil Absence protocol.
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

## Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels through termly attendance reported by our school MIS, Arbor. A yearly attendance report will also be issued with children's academic reports.

## Authorised and unauthorised absence

### Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided
- When a family needs to spend time together to support each other during or after a crisis

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school website or the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments.
- 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

### Extended Leave

When a child is absent from school for an extended period (i.e 15 school days or more) parent/carer should advise the school of the temporary address

## 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.

## Attendance monitoring

The school monitors attendance of pupils using the school's MIS, Arbor, and also the FFT attendance analysis tool.

### Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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.

### Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### Using data to improve attendance

The school will:

- Provide regular attendance reports to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

## Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum each year by Lesley Briggs (Headteacher). At every review, the policy will be approved by the full governing board.

## Support

The school will:

- Build relationships with students and families to encourage regular school attendance.
- Analyse and use data and relationship knowledge to prevent regular absence.
- Using resources (School based and external services) to intervene early with support.
- Use targeted support for persistent/severe absences.

## Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Relationships and Positive Behaviour policy

## Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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

- [Summary of responsibilities where a mental health issue is affecting attendance](#)
- [Support for pupils where mental health issue is affecting attendance \(Effective practice examples\)](#)

## 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



<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	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

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2 – Pupil Absence Protocol

### **Protocol for entering the school at the start of the day**

**At 8.45am** The single gate and double gates are unlocked and opened by staff members. Year 5 and 6 pupils may be left by parents to wait on the school playground until the whistle is blown at 8.50am. Parents of other children should remain with their child/ren until a staff member collects the class at 8.50am.

**At 8.50am** The whistle is blown to indicate that the children should line up and walk into school with a staff member. At 8.50am the pupils are the responsibility of the school. The single gate is closed and locked shortly after 8.50am. The double gate will be closed and locked after the nursery pupils have arrived at 9am.

Nursery children enter the double gate at 9am to start their day and are collected from the double gate at 3pm.

**The register closes at 9am.** The School Administrator prints off a daily attendance report showing pupil numbers in case of a fire emergency/evacuation. This is held for the day in the black signing in/out folder held in the office.

In addition to this, a staff member in each class records the number of pupils present on the classroom laminated poster. This shows clearly how many pupils are present at school in each class in the morning session and in the afternoon session.

### **If a child is not registered at 9am and is late**

Pupils who have no previously arranged appointments arriving after the school gates have been closed at 8.50 am and are not registered at 9am are considered to be late. Staff will record the pupil as arriving late on the school's MIS, Arbor. The number of minutes late will also be recorded.

### **If a child does not attend school without prior notification**

At 9.15 am the School Administrator will call the parent of any pupil who has not arrived at school if the school has not been given prior notification of a planned absence or if the school has not been notified that the child is absent and the reason for this.

The School Administrator will inform the Head Teacher if he/she is unable to make contact with the parent by phone or by email by 9.45am. At 9.45am two staff members will travel to the pupil's home address to check on the pupil's whereabouts. If the pupil is at their home address, the staff members will check on the child's welfare and remind the parent to notify the school of their child's absence in future. If there is no-one present at the child's home address, the local police will be contacted.

All pupils who leave the school site at times other than 3.30pm, must be signed out by a parent/relative and copies of letters for medical appointments should be shared by parents with the school. Pupils who arrive at school later than 9am should be signed in by the parent, whether this be due to a late arrival at school or due to a previous appointment. In the case of children leaving or arriving at school other than the usual dropoff and pickup times, the number of pupils present in that class should be altered on the classroom laminated poster. Staff members leaving or arriving at the school site earlier or later than their normal working hours should also sign in or out using the black folder in the office.

### **Children missing education**

In the case of children being absent from school because they are 'missing education', Roecliffe CE Primary School will follow the NYCC Children Missing Education policy.

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