

Attendance Policy

This policy applies to all pupils in school, including Early Years Foundation Stage

This policy takes account of the following documents/guidance/legislation:

- The Education (Independent School Standards) Regulations 2014
- The Independent School Standards Commentary on the Regulatory Requirements January 2017
- The Education Act 2002
- The Education (Pupils Attendance Records) Regulations 1991
- 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 (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- School Attendance (DfE 2014)
- Keeping Children Safe in Education September 2016
- Children Missing Education 2016

This policy is to be read in conjunction with all other school policies. Please particularly cross refer to the following policies:

- Child Protection & Safeguarding Children
- Critical Incident
- Fire Evacuation Procedure
- Missing Child
- Supervision

1. INTRODUCTION

All school staff will work with the children and their families to ensure that every pupil attends school regularly and punctually and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality. Parents and pupils will be well informed about the importance of regular attendance and good time keeping.

2. AIMS

1. To maintain regular attendance once at school.
2. To make attendance and punctuality a priority for all those associated with the school including, pupils, parents and all staff.
3. To establish a framework which defines agreed roles and responsibilities of the staff, pupils and parents and ensures that everyone within the school community understands the issues and procedures for attendance.
4. To ensure that the pupils attend regularly, punctually and in a state of readiness for learning.
5. To fulfil the statutory duties in relation to school attendance and comply with Government policy on Attendance.

6. To provide appropriate support, advice and guidance to parents and pupils, to help them maintain good attendance and punctuality.
7. To recognise the needs and circumstances of the individual pupil and parents in dealing with all attendance and punctuality matters, particularly those who travel a long way or have a difficult journey to and from school.
8. To monitor the attendance of individual pupils and ensure that any absences are followed up.
9. To respond swiftly, yet appropriately, to patterns of absence and lateness relating to pupils and to make contact with parents/carers on the first day of absence.
10. To maintain clear procedures for statutory registration.

3. ATTENDANCE REGISTRATION

Attendance Registers are legal documents which may be required as evidence in court should there be poor attendance from any pupil. We are required to take the attendance register in accordance with the Education (Pupil Registration) (England) Regulations 2006 at the start of the morning session and once during the afternoon session and all pupils (regardless of age) must be placed on the register.

Procedures:

Taking the register is a key part of the school day and should be seen as such by both the staff and the pupils, it also forms part of school evacuation procedures.

1. A record is made on each occasion of whether a pupil is:
 - Present
 - Attending an approved educational activity
 - Absent
 - Unable to attend due to exceptional circumstances
2. Any absences are followed up to:
 - Ascertain the reason
 - Ensure the proper safeguarding action is taken
 - Identify whether the absence is approved or not
 - Identify the correct code to use
3. Consistent and accurate use of register codes within school will allow teachers and EWO's (Education Welfare Officers) to determine quickly the basis of the unauthorised absence in question. (see appendix A)
4. Absences not agreed in advance will be recorded as unauthorised unless and until a satisfactory explanation is forthcoming (see attendance codes list attached to register).
5. Parents must be informed that a 'first day response' to pupil absence is required (telephone call or email from the parent).
6. Registers should be marked using a black pen. Care should be taken to record attendance neatly and daily totals should be entered in the appropriate boxes.
7. Particular attention must be paid to accurate registration. Blanks should NOT be left in registers as this impedes the school's monitoring procedures and the work of EWO'S. A pupil is either marked present or absent at the time of registration while the register remains 'open'.
8. All attendance registers should be returned to the front desk 30 minutes after the start of both the morning and afternoon sessions. If a telephone call notifying school of a child's absence has not been received by 9.15am the administration staff will call the Parent or Guardian, mark the register accordingly and inform the class teacher.

9. In the event of fire evacuation, the Attendance Registers (except Nursery) will be collected by the administration staff and taken to the assembly areas. Each class teacher will then use their class register for roll call at their evacuation assembly positions.
10. Requests for absence must be made in writing. Letters requesting holiday leave should be addressed to the Headteacher who will use her discretion as to whether such leave should be authorised. All letters from parents should be seen by the class teacher and then filed at the Front Desk. If a pupil fails to bring a letter from their parents and no telephone message has been received then the pupil must be reminded that a letter is required.
11. If a pupil is regularly absent or late for school then the parent will be contacted by the Headteacher in an effort to resolve the problem. Where pupils are absent for more than 10 days without any explanation from a parent then the EWO (Education Welfare Officer) will be informed.
12. Every amendment made to the attendance register must include; the original entry; the amended entry; the reason for the amendment, the date on which the amendment was made, and the name and position of the person who made the amendment.
13. Attendance registers (except Nursery) must be held by the administration staff in a secure place when they are not in use. At the end of the school year the registers must be checked to ensure they are complete and stored as 'historical' copies for at least three years. There should be no unauthorised or improper access to our school registers.
14. Attendance figures are very good therefore there will be no set targets to improve attendance. However, the school continues to make a firm commitment to maintaining good attendance and punctuality.
15. In accordance with KCSIE and Children Missing Education, the local authority will be informed of any pupil who is added to or removed from the register at a non-standard transition point.
16. The local authority will also be informed of any pupil who is removed from the register for any of the reasons as set out in Appendix B.

This policy was reviewed in February 2017

Signed

Headteacher

Next review date: February 2019

Attendance registers: National Absence and Attendance Codes

Present in school during registration

- **Registration Code / \ : Present in school i.e. / = am \ = pm**
- **Code L: Late arrival before the register has closed**

At The Gleddings the attendance register remains 'open' for up to 30 minutes. Any pupil arriving 30 minutes after the commencement of the session will be marked as **Late**.

Authorised Absence from School

Authorised absence means that approval has been given in advance for the pupil to be absent or that an explanation offered afterwards has been accepted as satisfactory justification. The decision as to whether an absence is authorised rests solely with the school, not with the parents

The following national codes must be used:

- Code C: Leave of Absence authorised by the school - e.g. bereavement, agreed special occasions, performances other approved absences not covered by other codes.
- Code E: excluded
- Code H: family holiday (agreed)
- Code I: illness (not medical/dental appointments)
- Code M: medical or dental appointments
- Code R: religious observance
- Code S: study leave
- Code T: traveller absence

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6 (4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance Codes for when pupils are present at approved education activity:

- Code B: off-site educational activity
- Code D: dual registered (i.e. pupil attending another establishment)
- Code J: interview
- Code P: participating in a supervised sporting activity
- Code V: educational visit or trip
- Code W: work experience

Unauthorised Absence

- Code G: family holiday (not agreed or days in excess of agreement)
- Code N: no reason yet provided for absence (to be amended within 2 weeks)
- Code O: unauthorised absence
- Code U: after the register is closed and returned to the desk.

Grounds for deleting a pupil from the school admission register

	Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended
1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.
4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that – (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and – 21 Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.

9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy; (ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

APPENDIX C

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Children Missing Education Referral

Name of Child	DOB	UPN	Last School Attended
Ethnicity:	Gender:	Year Group:	
Date last attended:		Removed from roll:	
Reason removed from roll:			
Parent/carer:		Contact no:	
Last known address			
New address			
Are there any known concerns related to staff safely visiting this family/address:			
Is this child currently: please tick			
Looked after?		Refugee/Asylum seeker	Temp accommodation
Child protection		From a travelling family	Other:
Please provide details of any siblings below if known:			
Name	DOB	School (if different)	
Additional Comments			