

<p style="text-align: center;">ATTENDANCE POLICY ANSTEY FIRST SCHOOL</p>

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed on behalf of the Governing Body on 12/2/17. It is due for review on 12/2/20.

The review was completed by: Kate Oxley

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1. Introduction

Anstey School is committed to achieving excellent levels of attendance for individual children. Underpinning this commitment is the belief that if children attend school regularly and punctually they will be best able to take full advantage of the educational opportunities available to them.

Anstey School works closely together in partnership with parents in order to achieve excellent levels of school attendance and punctuality for all pupils.

2. Responsibilities – Parents and Carers

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special

educational needs that they may have. Parents are responsible for ensuring that their children attend and stay at school.

Parents should:-

- ensure that their children arrive at school on time, appropriately dressed and ready to learn
- instil in their children an appreciation of the importance of attending school regularly
- ensure that they are aware of the school's attendance policy
- impress upon their children the need to observe the school's code of conduct
- take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings
- work in partnership with the school to resolve issues which may lead to non-attendance
- notify the school if their child is absent. This should be done on the first day of absence. They should also provide an explanation for the absence. This explanation should be confirmed - preferably in writing - when the children return to school
- avoid arranging medical/dental appointments during school hours
- not book holidays during term time.

3. Responsibilities - School

The school is responsible for supporting the attendance of pupils and for dealing with problems that may lead to non-attendance. The headteacher has overall responsibility for attendance.

The school is required to call attendance registers at the start of the morning session and once during the afternoon session and to record whether pupils are present, absent or on an approved educational activity.

For pupils of compulsory school age, the school is required to differentiate in the registers between absence that is authorised and absence that is unauthorised.

The school will:-

- work actively to maximise attendance rates - both in relation to individual pupils and for the pupil body as a whole
- have clear policies in place to address persistent absence
- support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance

- be sensitive to the needs of individual parents. The school recognises that some parents have difficulty understanding written communications. They also recognise the reluctance of some parents to come into school.

Punctuality

The school takes steps to actively encourage excellent levels of punctuality. Lateness is monitored and followed up.

The school's policies, brochures and website clearly state the time at which each school session begins and finishes, including the time at which registers open and close. The school does not keep a register open for the whole session.

When a pupil arrives late and the register is still open he/she is marked as 'late' but counted as present for that session.

When a pupil arrives after the register has closed and the parent provides a satisfactory explanation, he/she is marked as 'authorised absent' for that session using the correct code.

When a pupil arrives after the register has closed and parent fails to provide a satisfactory explanation, he/she is marked as 'unauthorised absent' for that session. (Code U)

When a pupil arrives late having missed registration, his/her presence on site is noted in a book in the school office for purposes of emergency evacuation, etc.

4. Education Related Penalty Notices for Parents of Truants.

A penalty notice may be considered to be a suitable intervention in circumstances of parentally condoned truancy, where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so.

5. Admission & Attendance Registers

The school's admission register must be accurate and kept up to-date, and parents are asked to inform them of any changes whenever they occur. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a pupil will live at another address, the school is required to record in the admission register:

- a) the full name of the parent with whom the pupil will live;
- b) the new address; and

c) the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, the school must record in the admission register:

a) the name of the new school; and

b) the date when the pupil first attended or is due to start attending that school.

The school is required to notify the local authority **within five days** via school admissions - <http://www.intra.thegrid.org.uk/admissions/seam.shtml> when a pupil's name is added to the admissions register at a non-standard transition point, and provide the local authority with all the information held within the admission register about the pupil.

Attendance registers are legal documents that may be required as evidence in court cases. Registers are kept in a secure place for at least 3 years.

Registers must be taken at the beginning of each morning and once during the afternoon session. Registers record whether each pupil is present; attending an approved educational activity; absent; or unable to attend due to exceptional circumstances. In the case of a pupil of compulsory school age who is absent the register must also indicate whether the absence has been authorised by the school.

Registers should open and close at regular, set times and this information is publicised to parents.

When calling the register the appropriate mark and/or symbol should be placed against each pupil's name - gaps should not be left so that entries can be made later. In marking registers, the school uses the national set of symbols as advised by the Department for Education (see Appendix 1)

When the reason for a pupil's absence cannot be established at the beginning of a session, the absence should be recorded as unauthorised and any subsequent correction to the register made as soon as practicable after the reason for the absence has been established.

The school is required to notify the Local Authority of any pupil of compulsory school age who fails to attend school regularly, or who has been absent for a continuous period of more than 10 school days, without a legitimate reason.

Registers are available for inspection during school hours by an Attendance Improvement Officer when requested.

Removal from Roll

When the school has decided to delete a pupil's name from the admission roll the Local Authority is notified as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

If the pupil has left the school without explanation and there are concerns about the pupil's welfare the school must contact the local Attendance Team immediately.

If there are concerns that a pupil may be at risk of Child Sexual Exploitation or radicalisation the school must contact the local Attendance Team immediately.

If the school is told that a pupil is leaving to attend another school, staff must establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school. When this information has been obtained, the school must complete a Removal from Roll form and return it to the local Attendance Team office. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If the school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be drawn without delay to the attention of the Local Attendance Team.

6. Authorising Absence

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered - or when no explanation is forthcoming at all - the absence will be treated as unauthorised and the parent informed.

The school communicates to parents the procedures for the notification and categorisation of absence. The school keeps all absence notes for at least a term and when a pupil's absence is a cause for concern, will retain the notes until there is no longer a concern.

Absence will be authorised if:

- the pupil is absent with leave (defined as 'leave granted by any person authorised to do so by the governing body')
- the pupil is ill or prevented from attending by any unavoidable cause
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs
- the school is not within walking distance of the child's home; and no suitable arrangements have been made by the LA for any of the following: the child's transport to and from school or enabling the child to become a registered pupil at a school nearer to his/her home

- the pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school, but it is not known whether the pupil is attending alternative provision
- there is a close family bereavement
- leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application. (Parents should be reminded that they cannot expect, as of right, that the school will grant leave of absence)
- leave of absence is granted to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 (c) for which a child performance licence has been issued. Before granting a licence the local authority must be satisfied that the child's education will not suffer. A school letter is requested as part of the licence application as confirmation of this. If the school believes a child's education will suffer as a result of taking part in a performance the school should provide reasons to the local authority in writing. The information must be specific to the child (saying for example that it is against school policy is not sufficient). If the school does not provide such information the local authority will issue the licence. The absence should be recorded as code C.
- Absence should be unauthorised if no explanation is forthcoming from the parents or if the school is dissatisfied with the explanation

7. Administrative Codes

There are a number of administrative codes which are not counted as a possible attendance in the school census. They must only be used in the circumstances described:

- Unable to attend due to exceptional circumstances (Code Y)

This code is collected in the school census for statistical purposes but is not counted as a possible attendance It may be used when:

the school site, or part of it is closed due to unavoidable cause; or

the transport provided by the school or the local authority is not available *and* where the pupil's home is not within walking distance; or

a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

- Not required to be in school (Code X)

is used to record sessions that non –compulsory school age children are not expected to attend.

- Pupil not on admission register (Code Z)

enables schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

- Planned whole or partial school closure (Code #)

should be used for closures that are planned or known in advance eg holidays, curriculum planning/training days (up to five per year) or the use of the school as a polling station.

- Different Term Dates for Different Pupils (Code #)

can also be used to record staggered starts or induction days. This is only acceptable where the school ensures that pupils not attending on that day are still offered a full education over the school year.

8. Approved Off-Site Educational Activity

Pupils who are engaged in off-site educational activities are recorded as attending (or absent from) an approved educational activity using the appropriate code.

The key features of approved educational activity are that they must be:

- educational *and*
- approved by the school *and*
- supervised by the school or someone authorised by the school

A pupil will be recorded as approved educational activity if he/she is attending:

- a field trip or educational visit (Code V)
- an approved sporting activity approved by and supervised by someone authorised by the school (Code P)
- the pupil is attending an interview with another educational establishment (Code J)
- an off site educational activity (Code B) Note: The B code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. By using code B, the school is certifying that the education is supervised and measures have been taken to safeguard pupils.
- Dual Registered – at another educational establishment (Code D)

Note: This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. This code is not counted as a possible attendance in the school census. This code should be used where pupils are attending an ESC, hospital or special school on a temporary basis or for Gypsy, Roma and Traveller children where they are known to be registered at another school for the session in question. The school should only record the attendance/absence for those sessions where the pupil is expected to attend. The school must ensure that they follow up all absence in a timely manner.

The school must ensure that in the event of a fire drill or other emergency evacuation they are able to carry out an immediate headcount as to the number of pupils physically present on-site.

9. Flexi-schooling

The headteacher can agree to flexi-schooling arrangements where the parents take on the responsibility for their child's education for part of the school week. The headteacher will consider any such requests from parents very carefully before agreeing to them and draw up a written agreement with the parent. Where agreement has been reached, pupils will be marked authorised absent from school during periods when they are receiving home education. (Code C).

10. Part-time time-tables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil's needs. A part time timetable must be time limited and must not be treated as a long term solution and can only be made with parental agreement. The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

11. Requests for Family Holidays During Term time

The headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the headteacher to determine what constitutes exceptional circumstances and for them to determine the number of school days a child can be away from school if the leave is granted.

The local authority has provided a standard letter to be handed to parents and carers to support the governing body and headteacher in communicating their decision making regarding individual requests for leave of absence for holidays in term time. This is available on <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Appendix 1

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence

G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances