

Attendance policy

MOORFIELD PRIMARY SCHOOL



Introduced

January 2024

Last reviewed on:

Approved by Full Governing Body 26th January 2024

Next review due by:

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

2. 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](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and responsibilities

3.1 The governing board

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.

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.
- › Supporting staff with monitoring the attendance of individual pupils.
- › Monitoring the impact of any implemented attendance strategies.
- › Issuing fixed-penalty notices, where necessary.
- › 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.
- › Building relationships with parents/carers to discuss and tackle attendance issues.
- › Creating intervention reintegration plans in partnership with pupils and their parents/carers.
- › Delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is Ian Bussey, Headteacher and can be contacted by emailing sue.hedges@taw.org.uk or calling 01952 386470.

3.4 The attendance officer

The school attendance officer is responsible for:

- › Monitoring and analysing attendance data (see section 7).
- › Benchmarking attendance data to identify areas of focus for improvement.
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.
- › Working with education welfare officers to tackle persistent absence.
- › Advising the headteacher. when to issue fixed-penalty notices.

The attendance officer is Bobby Kaur and can be contacted via 019523 85525.

3.5 Class teachers

[Class teachers/form tutors] are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office morning by 9am and afternoon by 1.30pm.

3.6 School admin staff

School admin staff:

- › Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- › Answer calls from parents/carers in order to provide them with more detailed support on attendance.

3.7 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 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.

3.8 Pupils

Pupils are expected to:

- Attend school every day on time.

4. Recording attendance

4.1 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 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.

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 8.55am on each school day.

The register for the first session will be taken at 8.55am and will be kept open until 9.25am. The register for the second session will be taken at 1.15pm and will be kept open until 1.30pm

4.2 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 on 01952 386470. If the phone is not answered parents/carers are asked to leave a message on the answerphone.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

We may ask parents/carers to provide evidence of illness and appointments in exceptional circumstances or if a child is classed as a persistent absentee.

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.

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.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code.
- After the register has closed will be marked as absent, using the appropriate code.

4.5 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 a child has a sibling known to be at another school, we may ring the other school to ascertain if the siblings have turned up for school.
- 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.

4.6 Reporting to parents/carers

The school will inform parents/carers about their child's attendance and absence levels at the end of every academic year unless there is cause to issue an absence letter prior to this date.

5. Authorised and unauthorised absence

5.1 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 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 one week before the absence, and in accordance with any leave of absence request form, accessible via the office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- › Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil’s parents/carers belong. If necessary, the school will seek advice from the parents’/carers’ religious body to confirm whether the day is set apart.
- › 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.

5.2 Legal sanctions

The school or local authority can fine parents/carers 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/carer 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.

6. Attendance monitoring

6.1 Monitoring attendance

The school will monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level.

A list of all pupils who are absent and the reasons for their absence are sent on a daily basis to the Headteacher and **all** class teachers. This sharing of information facilitates a joined-up approach between school staff. For example, teachers are aware of the given reason for a school absence and will be mindful if they receive information that differs from the stated reason.

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.

7.2 Analysing attendance.

We believe that first and foremost analysing the attendance of pupils on an individual basis and is important.

Beyond this in 2024, we are migrating over to the Bromcom School Information Service. This will be used to monitor the attendance of the specific cohort including boys and girls, class bases, pupils with SEND, any pupils with a social worker and those who receive pupil premium. This data is analysed in our half termly meeting with our attendance officer Bobby Kaur.

Targeted support is provided to families to improve attendance. For example, we encourage face to face meetings to explore reasons behind absence and will offer a range of support in order to improve it. Examples of this include

offering breakfast club to families and facilitating the collection of children in the morning from their homes where individual circumstances are making this challenging.

7.3 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/carers 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

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every three years by Ian Bussey, Headteacher. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

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
Authorised absence		
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
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	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