



Wallisdean Federated Schools

Attendance Policy

1. Aims

We are committed to meeting our obligation with regard to school attendance through our whole-school culture and ethos that values good attendance.

As a Federation, we will take appropriate action when necessary in order to ensure full attendance for every child.

1. Promote good attendance and reduce absence, including persistent absence
2. Ensure every child has access to full-time education to which they are entitled; and,
3. Act early to address patterns of absence

Parents must perform their legal duty by ensuring children of compulsory school age who are registered to a school attend regularly and all pupils must be punctual to their lessons.

We are committed to meeting our obligations with regards to 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
- Monitoring and supporting children whose attendance is a cause for concern and working in partnership with parents and carers to resolve any difficulty
- Analysing attendance data regularly to inform future policy and practice
- Working closely and making full use of the support from the wider community including the Parent Support Worker and multi-agency teams

We will also support parents/carers 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

- By law, all children of compulsory school age must have a proper full-time education. However if your child is under compulsory school age, by enrolling them in our school your agreement to follow our attendance expectations is implied
- Parents are responsible for making sure this happens, either by registering the child at a school or by making other arrangements that provide an effective education. Failure to do this could result in prosecution
- If a child is registered as a pupil at a Wallisdean Federation school, their school must give permission for absence in exceptional circumstances and the education authority can take legal action against the parent(s) if the child does not attend or is late
- Children should attend school regularly to ensure full access to the curriculum.

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

The following people have key responsibilities in the pursuit of high levels of attendance and punctuality:

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 Executive Head Teacher to account for the implementation of this policy.

- To set and monitor progress towards annual targets for attendance
- To evaluate the effectiveness of the Attendance Policy
- To monitor the impact of contracts
- To attend meetings with parents to issue parent contract for attendance.

The link governor for attendance is: Barry Harwood.

3.2 The Executive Head Teacher and Attendance Champion

The Executive Head Teacher and Attendance Champion 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
- Issuing fixed-penalty notices, where necessary
- To ensure that effective systems are in place to accurately reflect individual pupil and group and whole school attendance patterns
- To monitor individual pupil, group and whole school attendance and punctuality
- To refer to parent support worker
- To work in partnership with key agencies if attendance and / or punctuality is an issue
- To provide Governors with information to enable them to evaluate the success of policy and practice
- To write to parents/carers regarding any concerns about their child's attendance
- To arrange meetings with parents/carers to discuss support and set targets for those experiencing attendance difficulties.

3.3 Admin officer

The admin officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Executive Head Teacher and Attendance Champion through regular meetings and monitoring individual children's attendance
- Works with school attendance support team to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Executive Head Teacher when to issue fixed-penalty notices.

School admin staff are expected to take calls from parents about absence and record it on the school system.

- To prepare, manage and co-ordinate the use of the school's Ed:gen attendance system
- To contact parents/carers on the first day of their child's absence to establish the reason
- To ensure that a satisfactory reason for every absence has been established for each child at the end of each week
- To make a judgement in conjunction with the Executive Head Teacher/Attendance Champion whether an absence is authorised or unauthorised
- To report any absences of vulnerable children to DSL/Social Worker.

3.4 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.

- Registers are a vital legal document and class teachers are required by their contractual duties to take an attendance register at the beginning of both the morning and the afternoon session
- To respond promptly to any issue raised in the weekly analysis of registers by office staff
- To check in with children returning from absence and record any concerns on CPOMS
- To organise work to be sent home for children in their class who are expected to be absent for an extended period through sickness.

3.5 Parent Support Worker

Initiate:

- Support meetings with parent(s) to improve attendance (issue Parent Plan)
- Referrals to Early Help Hub (EHH)
- Report to Attendance Champion
- Monitor impact of support
- Refer to other agencies.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register via Ed:Gen (Management Information System (MIS)).

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 keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school each day by:

Infants: 08:45 - The register for the first session will be taken at 08:45 and will be kept open until 09:00. The register for the second session will be taken at 13:15 and will be kept open until 13:30.

Juniors: 08:40 - The register for the first session will be taken at 08:40 and will be kept open until 09:00. The register for the second session will be taken at 13:15 and will be kept open until 13:30.

Registers must be completed carefully and accurately, as they provide a record of a pupil's attendance.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 09:15 or as soon as practically possible (see also section 7) by calling the school or registering the absence on ParentMail.

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 Federation 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 Federation 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.

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, by phone or email, of the appointment and provides medical evidence.

Siblings will not be authorised to attend a sibling's appointment and therefore should attend school as normal.

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 Federation can authorise.

4.4 Lateness and punctuality

The school day begins at 08:40am (Juniors) or 08:45am (Infants) and all **pupils are expected to be in school at this time.**

A pupil who arrives late:

- Morning registration is at 08:40am (Juniors) or 08:45am (Infants) and it closes at 09:00am
- Pupils arriving after 08:50am (Juniors) or 08:55am (Infants) must report to their school office so that their attendance (and lunch order) may be recorded. This will be coded **L** (late) in the attendance register in line with Hampshire County Council and Department of Education guidance
- Pupils arriving after 09:00am will be officially absent for the morning session. Arrival after the close of registration will be marked as unauthorised absence and coded **U** in line with Hampshire County Council and Department of Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence
- 10 sessions of unauthorised absence due to lateness will result in a penalty fine.

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/carer to ascertain the reason, by phoning the priority contact list in the first instance
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use.

4.6 Reporting to parents

- Parents/carers are informed of their child's current attendance at parents' evenings by class teachers
- Parents/carers are informed of their child's current attendance at the end of the autumn and spring term
- All absences both authorised, unauthorised absence and lateness will be reported to the parent/carer at the end of the academic year within their child's report.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Executive Head Teacher 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 Executive Head Teacher's discretion.

We define 'exceptional circumstances' as rare, significant, or unavoidable.

There is no legal entitlement for time off in school term time to go on holiday, therefore holiday requests will not be authorised.

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

Valid reasons for **authorised absence** include:

- 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 belong. If necessary, the school will seek advice from the parents' 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.

Please be aware:

Key Stage One pupils undergo statutory tests and assessments during the Summer Term therefore no absences of leave will be authorised and it is strongly recommended that avoidable appointments/ time out of school are not scheduled during this period.

Key Stage Two pupils undergo Mock SATs in January and statutory SATs in May therefore no absences of leave will be authorised and it is strongly recommended that avoidable appointments/ time out of school are not scheduled during this period.

A school can change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

5.2 Reducing persistent absence

- Identify persistent absence concerns through half termly safeguarding and attendance meetings
- Unauthorised absences without medical evidence
- Parent support worker
- Parent contract
- Education supervision order
- Attendance prosecution
- Parenting orders
- Fixed penalty notices.

5.3 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 the Executive Head Teacher, 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. Strategies for promoting attendance

Whole school attendance will be reported to parents weekly via ParentMail and the half termly newsletter.

REWARDS – INFANT SCHOOL

- Children who achieve 100% attendance and no lates are presented with a certificate at the end of each term
- Where 100% attendance is achieved over consecutive terms, the children will progress from Bronze, onto Silver, then Gold certificates
- If a fourth consecutive term of 100% attendance is achieved, they will win an attendance medal along with a certificate
- If a fifth consecutive term of 100% attendance is achieved, the children are rewarded with a mystery prize
- An improved attendance postcard will be issued for improved persistent absences
- The class with the highest attendance is rewarded each week with a Weekly Attendance Cup and earns a place on the ½ termly Attendance League poster
- The class with 100% weekly attendance will be rewarded with a book token to then choose a book for their class library
- Each half term, the class at the top of the Attendance League wins the Governors' Attendance Cup and is rewarded with a non-school uniform day.

REWARDS – JUNIOR SCHOOL

- Children who achieve 100% attendance and no lates are presented with a certificate at the end of each term
- Where 100% attendance is achieved over consecutive terms, the children will progress from Bronze, onto Silver, then Gold certificates
- If a fourth consecutive term of 100% attendance is achieved, they will win an attendance medal along with a certificate
- If a fifth consecutive term of 100% attendance is achieved, the children are rewarded with a mystery prize
- An improved attendance postcard will be issued for improved persistent absences
- The class with the highest attendance is rewarded each week with a Weekly Attendance Cup and earns a place on the ½ termly Attendance League poster
- The class with 100% weekly attendance will be rewarded with a book token to then choose a book for their class library
- Each half term, the class at the top of the Attendance League wins the Governors' Attendance Cup and is rewarded with an extra playtime.

7. Attendance monitoring

The attendance/admin officer at our school monitors pupil absence on a daily basis.

A child'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).

Attendance data will be collected monthly to establish patterns of irregular attendance. This will include children with: incomplete weeks; Monday and Friday absences; lateness; periods of extended absence; periods of unauthorised; and all children with attendance

below 90%. This data will be discussed with the Executive Head Teacher and attendance panel as part of the regular half-termly meetings.

The persistent absence threshold is 10%. If a child's individual overall absence rate is greater than or equal to 10%, the child will be classified as a persistent absentee.

Child-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.

We collect and analyse attendance data, for example, to:

- Track the attendance of individual children
- Monitor and evaluate those children identified as being in need of intervention and support.

See also Attendance Flow Chart and Lateness Flow Chart.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Executive Head Teacher and Attendance Champion . At every review, the policy will be approved by the Governors Policy Working Group.

The Executive Head Teacher and attendance panel will discuss the impact of the Schools' Attendance Policy and the strategies used to promote good attendance annually and the Executive Head Teacher will recommend an attendance target to the Governors.

The Governors will set and review an annual target of attendance.

9. Links with other policies

This policy links to the following policies:

- Child protection Policy and Safeguarding Policy
- Behaviour Policy.

Approved by: Full Governing Body

Date: 18/05/2023

Last reviewed on: 18/05/2023

Next review due by: Summer 2 2024

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