



*Together we shine*

**TEMPLE** *Grafton*  
C of E Primary School

# Attendance policy



**Reviewed: September 2023**

**Next Review: September 2024**

**Temple Grafton C of E Primary School**

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## 1. Aims

- 1.1 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

- 2.1 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 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 attendance governor is: Cathy Barron

3.2 The headteacher is responsible for:

- Offering a clear vision for attendance improvement
- Implementation of this policy at the school
- Evaluating and monitoring expectations and processes and school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Benchmarking attendance data to identify areas of focus for improvement
- Devising specific strategies to address areas of poor attendance identified through data
- Monitoring the impact of any implemented attendance strategies
- Ensure intervention reintegration plans are in place in partnership with pupils and their parents/carers
- Building relationships with parents/carers to discuss and tackle attendance issues
- make referrals to Warwickshire Attendance Service

3.3 Class teachers (including supply or cover supervision) are responsible for recording attendance on a daily basis, using the correct codes, onto the school's attendance system by the close of registration each morning and afternoon.

3.4 School admin staff will:

- Monitor the school attendance reporting system (Study Bugs) and enquire into reasons for absence where none has been given (N code). Take calls from parents/carers about absence on a day-to-day basis and record it on the school system and/or
- Transfer calls from parents/carers to the appropriate member of staff in order to provide them with more detailed support on attendance

3.5 Parents/carers are expected to:

- Make sure their child attends every day on time
- Contact the school (either through the school's reporting system or a phone call) to report their child's absence before 9am on the first day of absence and each subsequent day.
- 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

3.6 Pupils are expected to:

- Attend school every day on time

## 4. Recording attendance

4.1 The school will keep an attendance register, and place all pupils onto this register. The school will take the attendance register at the start of the morning session of each school day and once during the afternoon 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 **9:00 am** on each school day (see section 5).

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

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for 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.

4.3 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 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 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 may take other reasonable steps:
  - Contact with other schools where siblings may be registered
  - Possible home visit
  - Enquiries to friends, neighbours etc. through school contacts
  - Enquiries with any other Service known to be involved with the pupil/family
- 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 The school will regularly inform parents/carers about their child's attendance and absence levels at parents evenings and through written reports.

## 5. Punctuality and Lateness

5.1 The school day starts after the gates close at 9:00 a.m. for all year groups. Pupils who arrive after these times will be recorded as late to school (L code). The Registers close at 9.20 a.m. and after this, lateness is recorded as an unauthorised absence (U code). The Afternoon begins at 1:00 p.m. for Reception and Key Stage One, and 1.15 p.m. for Key Stage 2. Pupils who arrive after this will be recorded as late to school (L code). Registers close at 1:20 p.m. and 1:35 p.m. respectively. After this, lateness is recorded as an unauthorised absence (U code).

5.2 Where there are concerns about punctuality, the school will make verbal contact with parents/carers. If the concerns persist, headteacher/Head of School will write to the parents/carers using the appended letter about punctuality, including a copy of the child's registration certificate, and stating the total minutes late over a determined period.

5.3 If there is no improvement, the school will arrange a meeting with the parent/carer. In the event of persistent lateness, the school may make a formal referral to WAS

## 6. Leave of Absence

6.1 The regulations regarding Leave of Absence (The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.) advise:

- Head teachers **shall not grant any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- 6.2 Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- 6.3 Head teachers will determine how many school days a child may be absent from school if the leave is granted.
- 6.4 The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.
- 6.5 Applications for Leave of Absence must be made in advance.
- 6.6 When making an application for Leave of Absence in advance parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is their responsibility to ascertain if the leave is authorised prior to the start of the leave.
- 6.7 Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- 6.8 Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence and could result in a Fixed Penalty Notice being issued to the parent(s).
- 6.9 Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as ‘unauthorised’. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- 6.10 All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service of Warwickshire County Council.
- The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- 6.11 **It is important to note**, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 each child if paid within 21 days).
- 6.12 If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council’s Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.
- 6.13 Each application for a Leave of Absence will be considered on a case-by-case basis and on its own merits.

## 7. Strategies for promoting attendance and punctuality

The School is committed to provide children with the 'tools' they need to confidently attend school. The school will support families through a number of strategies including:

- The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.
- It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the School and to build and support their children's enthusiasm for attending school.
- All staff make children aware of the importance of good attendance and children are praised.
- Each child's attendance record is shared with the parents as part of annual written reports and at Parent Consultations, attendance is discussed. It follows that individual records of attendance are kept and are passed onto subsequent schools.

## 8. Attendance

### 8.1 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.

### 8.2 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

### 8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, 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

### 8.4 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
- Follow the flowchart in appendix 2.
- 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

## **9. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Headteacher. Following the review, the policy will be approved by the local governing board.

## **10. 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  |
|----------|-------------------------------|---|
| <b>I</b> | Present (am)                  | Pupil is present at morning registration  |
| <b>\</b> | Present (pm)                  | Pupil is present at afternoon registration                                      |
| <b>L</b> | Late arrival                  | Pupil arrives late before register has closed                                   |
| <b>B</b> | Off-site educational activity | Pupil is at a supervised off-site educational activity approved by the school   |
| <b>D</b> | Dual registered               | Pupil is attending a session at another setting where they are also registered  |
| <b>J</b> | Interview                     | Pupil has an interview with a prospective employer/educational establishment    |
| <b>P</b> | Sporting activity             | Pupil is participating in a supervised sporting activity approved by the school |
| <b>V</b> | Educational trip or visit     | Pupil is on an educational visit/trip organised, or approved, by the school     |
| <b>W</b> | Work experience               | Pupil is on a work experience placement   |

| Code                      | Definition                  | Scenario   |
|---------------------------|-----------------------------|--|
| <b>Authorised absence</b> |                             |  |
| <b>C</b>                  | Authorised leave of absence | Pupil has been granted a leave of absence due to exceptional circumstances |
| <b>E</b>                  | 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   |

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

**Appendix 2: Flowchart for attendance monitoring (escalation process)**

