Attendance Policy

Reviewed by:	Chris Hancock – Deputy Head Pastoral	September 2024
Approved by:	Trish Watt -Headmistress	September 2024
Governor Approval:	Professor Mark Bailey	September 2024
Next Review Date:	September 2025	

Aims

The School is 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

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Legislation & Guidance

This policy meets the requirements of the school attendance guidance 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)

Roles & Responsibilities

The Governors

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head to account for the implementation of this policy.

The Head

The Head 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
- Issuing fixed-penalty notices, where necessary

The Deputy Head Pastoral

The Deputy Head Pastoral:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Head
- Arranges calls and meetings with parents to discuss attendance issues

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.

Reception Team

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

Recording Attendance

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

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.

Daily Recording Process

- Class Teachers will set an example by having good attendance and arriving on time to registration – and should be in the Classroom by 8:25am.
- Registration is at 8:30am and the register needs to be completed by 8:45am. Pupils who arrive after 8:45am will be marked as late by the School Secretary and given a late slip to show the Class Teacher. Teachers should check that any children arriving after 8:45am have a late slip. If not, a message should be sent to the School Secretary to confirm their attendance.
- Pupils will only be marked present if seen by the Class Teacher.
- At 9am the School Secretary will check the whole school register on iSAMS for any absences alongside checking emails that have been sent. All unexplained absences will be noted.
- Class Teachers will notify the School Secretary on prep.absences@eatonsquareschools.com if there are any updates for to the register or if there are still any unexplained absences by 9:15am. After this, the parents, or guardians, of any pupil who is not accounted for, will be contacted by the School Secretary.
- Where there is no response from the parents or guardians, the relevant Head of Year or Deputy Head Pastoral will then take the appropriate action.
- A record of all interventions will be kept on CPOMS/ISAMS.
- Attendance will be recorded electronically at the start of each session.
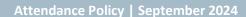
Unplanned Absence

Parents/guardians to complete the relevant form on My School Portal if their son or daughter is to be absent from school on that day, and every subsequent day until the child returns to School.

We will mark absence due to illness as authorised unless the School has a genuine concern about the authenticity of the illness.

If a child is absent due to illness for more than 3 days in a row, a medical note from a doctor will need to be provided for our records. If the School is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/guardians will be notified of this in advance. The School must inform the Westmister council when a pupil is unable to attend, or is expected to be unable to attend, for 15 days because of sickness (whether consecutive or not).

Planned Absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/guardian notifies the school in advance of the appointment. Parent/guardian must complete the relevant form on My School Portal. This will be authorised by the Head. Parents must not plan

absence during the school term for anything other than medical appointments or other extenuating circumstances. Family travel **will not** be authorised.

Any pupil leaving the premises during the school day must check out with the reception team.

However, we encourage parents/guardians 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/guardian must also apply for other types of term-time absence as far in advance as possible of the requested absence using the absence request Class provided by the school. Go to section 5 to find out which term-time absences the school can authorise.

Lateness and Punctuality

School documentation will clearly state the time at which each School day begins - 8:30am (and ends – which varies per year group), including the time at which registers open (8:30am) and close (8:45am).

- Pupils who arrive late should report to the School Reception.
- In the event of an unexplained absence, the School will contact the parent/guardian.
- In the event of persistent lateness Class Teachers will contact the parent/guardian.

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/guardian to ascertain the reason, by calling and emailing.
- Ensure proper safeguarding action is taken where necessary.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use.

Reporting to Parents

Parents/guardians are notified of attendance figures within ISAMS Parent Portal.

Authorised & Unauthorised Absence

Approval for term-time absence

The Head 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 Head's discretion.

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 4.3 and 4.4 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
- Study Leave
- Flexi-schooling requests

Reducing persistent absence

The School has consistently high expectations regarding attendance, this is conveyed via the website and relevant policies, all parents and pupils are made aware of these.

Following any unauthorised absence the School Secretary will contact home on the initial day, the Deputy Head will be notified and will inform the Head as necessary.

Heads of Year monitor attendance on a weekly basis, where there is a concern the Class Teacher will communicate by email to the parent/guardian.

If attendance is not improved the parent/guardian will attend a meeting with the Deputy Head Pastoral and/or the Head.

Attendance Monitoring

The Deputy Head Pastoral monitors pupil absence on a weekly basis. Class Teachers monitor on a daily basis

A pupil's parent/guardian is expected to call the school in the morning and each day thereafter if their child is going to be absent due to ill health (see above).

If a pupil's absence goes above 2 days, the school will contact the parent/guardian of the pupil to discuss the reasons for this.

The School uses iSAMS to register and monitor attendance

Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Deputy Head Pastoral. At every review, the policy will be approved by the governing board.
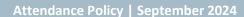
Links with Other Policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Anti Bullying and Behaviour policy

Appendix 1 – Attendance Codes

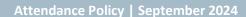The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration

/	Late arrival	Pupil arrived late
B	Educated Off Site	Pupil is at a supervised off-site educational activity approved by the school
D	Dual Registration	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

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

Code	Definition	Scenario
		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
Code	**Definition**	**Scenario**
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	Traveling absence	Pupil absent due to travel issues
F	Extended Family Holiday Agreed	Approved extension to school holiday
U	Arriving later in the school day	Pupil expected in school after registration
Unauthorised absence		
G	Family Holiday not Agreed	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
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