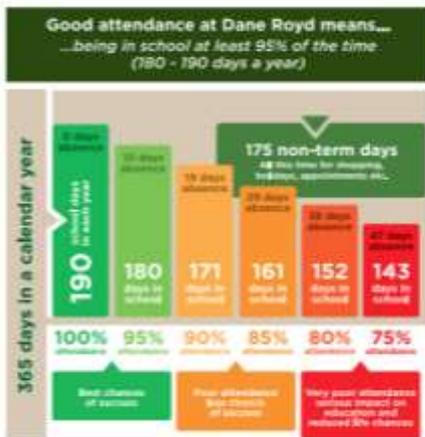




## Attendance Policy



**Review frequency:** Annually

**Approval by:** Governing Body

**Policy Date:** September 2022

**Review Date:** September 2023

**Lead Personnel:** Assistant Headteacher

**Version:** 3

## Aims which guide our policies and practice

*As a school, we seek to promote shared moral and ethical values to unite both local and global interests which enable children to become global citizens. Our agreed school aims are:*

- To create a happy and stimulating learning environment, in which each child will develop to their full potential, thereby achieving high educational standards.*
- To develop self-awareness, self-respect and tolerance of others by developing an understanding of the world in which they live.*
- To appreciate human achievements and aspirations; develop aesthetic sensitivity and appreciation; physical ability and co-ordination and a concern for the safety of themselves and others.*
- To prepare children to live and work with others, enabling them to be responsible and caring members of the community.*
- To give children, at the end of their period of primary education, an appetite for acquiring further knowledge, experience and skills, so ensuring they are prepared for the challenges of the next stage in their education.*

*We ensure that all of our policies and practices are guided by these aims and we seek to ensure that they are at the forefront of all that we do.*

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## 1. Aims

Our school aims to meet its 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.

To this end, we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

If you wish to discuss this policy then please contact the school office to speak to Mr Davison.

## 2. Legislation and 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:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 3. School procedures

### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day (8:55) and once during the second session (1:05). 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:50 on each school day.

The register for the first session will be taken at 8:55 and will be kept open until 9:05. The register for the second session will be taken at 1:05 and will be kept open until 1:10.

### **3.2 Unplanned absence**

Parents must notify the school office via the main contact number 01924 242917 on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9:15 or as soon as practically possible (see also section 6). If parents/guardians fail to contact school then the school will endeavor to contact parents as part of the ‘first day response’ measures.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents 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 school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

Notifying school can be made using a note via the class teacher or a phone call to the office (01924242917)

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

The school doors open at 8:40 and we encourage children to arrive at this time in order to settle and complete a morning work activity before registration closes. We believe that this prepares children more effectively for the day.

If children are late on a regular basis then the school will seek to meet parents/guardians in order to discuss how we can move to ensure that children arrive at the appropriate time.

If a parent/guardian fails to collect a child on time then the school will endeavor to make contact with the parent/guardian, should this happen regularly then will we seek to meet with parents/guardians to seek a solution. If a child is not collected by 6pm then we will refer to social services and follow any advice. The child will not be left unattended and there will always be 2 members of staff present.

### **3.5 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

This may be via communication from the class teacher via a note or conversation on the door. Failing this then the office will endeavor to make contact with parents/guardians in order to establish a reason for absence.

The school will use a phone call as a method of first response, if the absence continues without reason then we may call at the house and if there is no answer then we will leave a card stating that we attempted to call.

If no reasons are gained and if the situation does not improve, the school will then contact the LA support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

### **3.5.1 Children Missing in Education**

A child going missing from education, which includes within the school day, is a potential indicator of abuse and neglect, including sexual exploitation. Unauthorised absences will be monitored and followed up in line with procedures, particularly where children go missing on repeated occasions. All staff will be aware of the signs of risk and individual triggers including travelling to conflict zones, FGM and forced marriage.

All pupils will be placed and removed from admission and attendance registers as required by law.

We will collect, where possible, more than one emergency contact number for each pupil.

We will inform the local authority of any child removed from our admission register. We will inform the local authority of any pupil who fails to attend for a continuous period in line with local Wakefield procedures.

### **3.6 Reporting to parents**

Parents will be notified of their child's attendance as a minimum termly via the 'Steps to Success' report cards and parent consultation evenings. Class attendance data will also be made available via Twitter on a Friday so parents can see how their child's class is performing against others.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances' which will be considered on their own merits on a case by case basis.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- 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

Although the school recognizes the many benefits of holidays for children and the challenges parents/guardians face when taking out of term holidays, we will not authorise term-time holidays as we believe it is essential that children attend school if they are healthy enough to do so. Any holiday requests should be made using the school specific form which can be found in appendix 2.

## 4.2 Legal sanctions

School will always endeavor to work with parents/guardians to improve attendance and punctuality but as a last resort parents/guardians should be aware that the school can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 the parent or withdraw the notice.

## 5. Strategies for promoting attendance

At Dane Royd J & I we believe the best way to get children to want to attend school is to enjoy their education. To this end, we seek to implement a diverse and varied curriculum that offers challenge and interest to all learners.

As part of our positive approach to behaviour and attendance we will reward children with half-termly certificates for 100% attendance or those who are significantly improving their attendance. Children with 100% attendance each term will automatically get entered into the raffle to win one of 5 prizes worth £20. The class with the highest % attendance each term will also get £10 from Vision for Education and £10 from the PTA in order to throw a party at the end of term to celebrate their collective effort.

Parents/guardians are actively encouraged to talk to their children about the benefits of attending school regularly and should let the school know at their earliest convenience of any potential issues that may prevent a child from attending and vice versa. It is also important that contact details are kept up to date in order for the school to follow up on any attendance issues that may arise.

## 6. Attendance monitoring

The attendance officer monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If after contacting parents a pupil's absence continues to rise, we will consider involving an education welfare officer.

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

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

The school collects and stores attendance data as a requirement set out by the local authority and in line with our GDPR policy. The data collected will be used to internally track individual and groups of pupils.

## 7. Roles and responsibilities

### 7.1 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 headteacher to account for the implementation of this policy.

## **7.2 The headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

## **7.3 The attendance officer**

The attendance officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

## **7.4 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.

## **7.5 Office staff**

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

## **8. Links with other policies**

This policy is linked to our child protection, safeguarding policy, behaviour and GDPR policies.

## Appendix 1: attendance codes

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

| Code     | Definition                    | Scenario                                                                        |
|----------|-------------------------------|---------------------------------------------------------------------------------|
| <b>/</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: holiday request form

### Request for Holiday during school term time

If you wish to request a period of leave for your child please use this form and return it to the school office.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Child's Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Child's Class Teacher:    |
| Absence request:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                           |
| Continue overleaf if necessary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |
| Date of first day of absence:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Date of return to school: |
| <p>Before a school can use its limited discretionary power to authorise leave in <u>exceptional circumstances</u>, we must take into account:</p> <ol style="list-style-type: none"> <li>1. The effect the absence will have on his/her education and ability to achieve;</li> <li>2. Your child's previous attendance record, previous holidays taken during term time;</li> </ol> <p>If a period of leave is granted and your child is not be able to return on the date agreed, it is important that you contact us and tell us why. A decision will then be made whether to authorise any further days absence.</p> <p>If your child does not return to School on the dates above, without good reason, any subsequent absence will be unauthorised absences.</p> |                           |
| Name of parent:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Parent Signature:         |
| Office use<br>% attendance to date<br>% authorised attendance<br>% unauthorised attendance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                           |
| Decision with regards to absence request:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                           |
| Authorised:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Unauthorised:             |
| Signed:<br>Headteacher/Attendance Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Date:                     |

