



## Attendance Policy

Date of Policy:	Summer 2018
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Date of Next Review:	Summer 2021
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## Attendance Policy

This policy has been written in line with DfE Guidance 'School Attendance 2014'.

### **Aims of this Policy:**

- To promote good attendance and reduce absence, including persistent absence;
- To ensure every pupil has access to full-time education to which they are entitled; and;
- To act early to address patterns of absence.

### **The Legal Framework**

The government 'expects parents/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.'

The legal duty is outlined in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- 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

### **Registration Procedure**

Effective registration practices are the underpinning of the successful management of pupil absence. Registration is an important part of the school day and not just an administrative routine. The school will maintain registers in line with the DfE guidance 'School Attendance 2014'.

If a child is to be absent from school, parents/carers should inform the school office of this, including the reason for the absence, at the earliest opportunity and no later than 9.30am.

The school will follow up any unexplained absences to:

- ascertain the reason;
- ensure the proper safeguarding action is taken;
- identify whether the absence is approved or not;
- identify the correct code to use before entering it on to the school's electronic register.

If parents/carers do not notify school about absences and the school cannot ascertain the reason, this will be recorded as unauthorised absence. This will also be referred to the school's Safeguarding Team.

### **Registration Times:**

At Barrow Hall, all children will be registered twice daily at the following times:

- All Foundation Stage classes 9.05am and 12.45pm
- All Key Stage 1 classes (Year 1 and Year 2) 9.05am and 1.00pm
- All Key Stage 2 classes (Year 3 to Year 6) 9.00am and 1.00pm

At each registration, the school will record whether each pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances.

A list of the codes used to record lateness and non-attendance is included in Appendix 1.

### **Start of School Day**

Classroom doors are open to pupils ten minutes before morning registration time.

### **Authorised Absence**

The decision as to whether to authorise **any** absence, including for illness, rests solely with the head teacher.

### **Planned Absence**

The Headteacher may, at his/her discretion, authorise absence in exceptional circumstances.

Barrow Hall does not authorise any absence for family holiday. However, this is recorded with a different code to other unauthorised absence (See Appendix 1). Notification of Absence Forms (for planned absences) should be completed in advance by parents/carers and returned to the school office before the planned absence commences.

School has the right to ask for evidence of absence such as doctors' notes, appointment letters etc – particularly if the child is absent for these reasons. School has the right to record these absences as unauthorised if evidence cannot be provided.

### **Monitoring of Attendance**

In line with DfE guidance, pupils with attendance below 90% are classed as 'Persistent Absentees'. The school Safeguarding Team monitors attendance on a regular basis. Where attendance is close to/below the persistent absentee threshold, school may take actions aimed at supporting families to improve attendance. In cases where these actions are not successful, the school will take further action, including referral to the Local Authority Attendance Team. Please see Appendix 2 for the process we will follow in these cases.

Parents will be provided with termly copies of their child's attendance record.

### **Lateness:**

School is aware that, from time to time, pupils may be late for registration for unavoidable reasons. However, it is expected that parents/carers will make reasonable provision to ensure that their child(ren) is/are in school for the start of the school day.

Teachers are instructed to close classroom doors at the start of the school day. This is to ensure a prompt start and minimal disruption to learning. Pupils must not be marked present if they were not in school during registration. Where pupils arrive after the start of the school day (i.e. 9.05am in Foundation Stage/Key Stage 1; 9.00am in Key Stage 2) pupils will need to be registered at the school office.

If a pupil arrives in school within the 30 minutes following registration time, they should report to the school office. This will be recorded as: 'Late arrival before the register has closed'

A pupil arriving after the register has closed will be recorded as: 'Late after the register has closed'. This is classed as an absence for that registration session.

If a child is regularly late, parents/carers will be contacted in an effort to resolve the problem. If lateness persists, the Local Authority will be informed and appropriate action may be taken.

### Appendix 1: Registration Codes

/	Present am
\	Present pm
B	Educated off site
C	Other authorised circumstances
G	Family holiday (not agreed)
I	Illness
L	Late (Before registers close)
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Unauthorised absence
R	Religious observance
U	Late (After registers close)
V	Educational Visit
---	All should attend/No mark recorded

### Appendix 2: Processes

#### Attendance

<b>97% - 100% Attendance</b>	This is excellent attendance.
<b>90% - 96% Attendance</b>	This is below average attendance and parents/carers may be contacted by letter, telephone or asked to attend a meeting in school. Children's progress may be affected.
<b>Below 90% Attendance</b>	In line with Department for Education guidance, this is classed as 'Persistent Absence'. Parents/carers will be contacted and may be referred to the Local Authority Attendance Team. Legal action can be taken in a Magistrates' Court.

#### Punctuality

<b>0 - 1 late marks in a half-term</b>	This is excellent punctuality.
<b>2 - 3 late marks in a half-term</b>	This is below average punctuality.
<b>More than 3 late marks in a half-term</b>	This is punctuality that causes concern and may disrupt the learning of the child and/or his/her classmates. Parents/carers may be contacted by letter, telephone or asked to attend a meeting in school. The matter may be referred to the Local Authority Attendance Team.