Attendance Policy

Academy Name: Haywood Village Academy

Implementation Date: September 2018

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
1.9.17	Page 4	4.6 Monitoring	Amendment to detail changing the arrangement for monitoring attendance to include the CLF.
1.9.17	Page 4 - 5	4.6.2 Monitoring	Amendment and clarification on process for persistent absence.
5.4.18	Whole document	Clarifications and wording amendments: 4.2 Change to 'Absence in Term Time Request' (label) 4.23 – remove of reasons 4.24 – remove 4.25 – add a link to North Somerset Council https://www.n-somerset.gov.uk/my-services/schools-learning/local-schools/school-attendance/term-time-holidays/ 4.27 – Amendment of terms: 'Absence in Term Time Request forms' 4.28 – Removal: schools are not obliged to set work in these circumstances. 4.3 – Clarification: Pupils under the compulsory school age 4.3.1 – clarification: For pupils under the compulsory school age … 4.4 – Amendment: On the first day of a child's absence from school, parents are asked to contact the school before.	Guidance from North Somerset Council and Education Welfare Officer following policy review.
20.5.20	Section 5 7 6	Inclusion of supporting pupils with diagnosed health conditions	Update and additional section to clarify school policy to support pupils with diagnosed health conditions.

Attendance Policy

1. Rationale

1.1 The school's attendance policy is subject to various laws and guidance produced by the UK government and Department of Education (DfE).

1.2 To make our school vision a reality, every pupil should have a high level of school attendance.

1.3 Research shows children and young people who attend school at least 95% of the time are more likely to achieve at least good results.

1.4 Good attendance develops the essential life skills necessary for young people to be responsible and successful citizens and is important for personal, social and emotional development and self-esteem. Patterns of attendance tend to be set in early years.

1.5 The school recognises the important role parents have as partners in ensuring the high level of their child's attendance.

1.6 This policy identifies the expectations for pupil attendance our teaching team will adhere to. The school recognises the importance in providing an attendance policy to support school staff and parents with the processes and practises that will meet the expectations of the Academy Council, CLF Board and government (DfE).

2. Roles & Responsibilities

2.1 Parents have a responsibility to ensure their children attend school regularly.

2.2 The Principal has a responsibility to ensure that the daily register of pupils attending the school is taken and attendance is monitored.

2.3 The Principal has a duty to ensure that parents meet this responsibility and services can seek legal redress to secure a pupil's attendance if a parent fails in their duty.

2.4 The office staff have a responsibility to clarify reasons for absences and record the codes accurately on the central attendance register.

2.5 The Academy Council are also responsible for ensuring that pupil's names are recorded on the school admissions and daily registers.

3. Working with the Cabot Learning Federation

3.1 The school's team frequently monitors and reviews attendance progress of all children. Our Education Welfare Officer will visit the school to advise the Principal on managing absences, making appropriate referrals and to meet with parents.

3.2 We also address attendance through school reviews led by the Executive Primary Principal.

4. Absence Procedures

4.1 Any child who is absent from school at the morning or afternoon registration period must have their absence recorded using the appropriate codes.

4.2 Absence in Term Time Request

4.2.1 Only the Principal or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

4.2.2 The regulations specify that Principal may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. If the Principal grants leave, he or she should determine the number of days the child can be away from school.

4.2.3 Before authorising absence, the Principal will consider the impact on the pupil's progress, considering their current attendance to date.

4.2.4 Parents can be fined for taking their children on holiday during term time. This is detailed on the North Somerset Council website: https://www.n-somerset.gov.uk/my-services/schools-learning/local-schools/school-attendance/term-time-holidays/

4.2.5 Absence in Term Time Request forms must be completed at least 10 days prior to the intended leave of absence.

4.2.6 Schools are not obliged to set work in these circumstances.

4.2.7 The school adheres to North Somerset's Code of Conduct for Penalty Notices.

4.3   Pupils under compulsory school age:

4.3.1 For pupils under compulsory school age (5), the school cannot refuse to approve leave in this instance, given that such children are not yet legally required to be in full-time education. Nonetheless, the school encourages parents of four-year-olds to follow the attendance policy where possible. This is to establish good patterns of attendance before children reach compulsory school age, and avoid absence becoming a problem later on in their school life.

4.4   Daily Procedures:

4.4.1 On the first day of a child's absence from school, parents are asked to contact the school before 10am.

4.4.2 If no message is received, the school office contacts the parents to ascertain the reason for the absence. This is then recorded on the register using the appropriate codes and an absence slip is enclosed in the class register.

4.4.3 If no message is received, then emergency contacts provided by the family will be contacted. Should no response nor satisfactory response be provided by 12 noon on the first day of absence, the school will undertake a home visit to check on the well-being and safety of the child and family.

4.4.4 If a child returns to school but no reason has been given for the absence, a phone call or standard letter is sent home requesting details as to why the child was absent.

4.5   It is the responsibility of the Class Teacher to be aware of and bring attention to, any emerging attendance concerns for frequent absence. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents. If this is unsuccessful the school will refer to an Educational Welfare Officer.

4.6   The CLF records and monitors attendance using the SIMS Attendance system.

4.6.1 At the end of each term, the Inclusion Team, including the Family Support Worker and the Principal will analyse the absence records for all pupils with the school administration.

4.6.2 Following analysis of each term's absences, alongside the inclusion team, the Principal will proceed to take the following action appropriate to the individuals and families involved:
- Engage in dialogue with the family to clarify the attendance concerns and seek reasons.
- Monitor the attendance and set a review date, with or without family involvement.
- At the review date, review attendance, meet the family and consider various support services that can assist improving attendance, including letter of absence notification.
- Repeat review process if necessary and set targets for improving attendance.
- Failure to meet targets may result in a letter to notify a warning for persistent absence and subsequently resulting in fixed term penalty notification.

4.7 Should a child be absent for more than 5 days and the school has been unable to make contact with the parents, the school is to follow the Children Missing in Education Policy as provided by the Local Authority.

5. **Supporting attendance for pupils with diagnosed medical conditions**:
5.1 The school will consider arrangements to support all pupils with diagnosed medical conditions with educational materials should health professionals and or parents determine that despite absence, the child may be able to receive education.
5.2 Children with underlying medical health conditions, which are confirmed by medical consultants, will have their attendance viewed on an individual basis in line with this policy. *Please see the Medical Health Needs Policy'.*

6. **Registration**
6.1 Morning registration takes place at the start of school at 8.50 am. Any pupil arriving after at 9:05 am they will be marked using the appropriate codes. In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered.
6.2 The afternoon registration will be 12:50 pm and will close at 1:10 pm.
6.3 Pupils arriving after the start of school but before the end of the registration period are treated for statistical purposes, as present, but are coded as late before registers close.

7. **Register codes**
7.1 The table within Appendix 1 details the registration codes that are used by the school.

8. **Policy Review**
8.1 This policy will be reviewed in September 2021.

Appendix 1: Registration

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory	Not counted in possible attendances