



# Pupil Attendance Policy

<b>Date of Approval:</b>	<b>7 November 2023</b>
<b>Date of Next Review:</b>	<b>November 2024</b>
<b>Signed: Executive Headteacher</b>	<b>M Talbot</b>
<b>Signed: Chair of Governors</b>	<b>M Hall</b>

## Document History

Date	Change Reference	Summary of Change
		Re-write in line with new government guidance and the Key's policy for pupil attendance.
11.09.2023	Page 6 Appendix 3	Policy updated to reflect our new opening times.

## Context

Greenleys Junior is a successful junior school and your child plays their part in making it so. We create an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they are punctual and attend regularly. Your child should be at school every day the school is open, unless the reason for the absence is unavoidable. Therefore, it is very important that you make sure that your child attends regularly. This policy sets out how we will achieve this together.

## Aims

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

We will also promote and support punctuality in attending lessons.

## Legislation and guidance

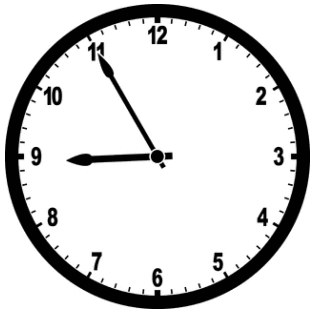
This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal 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](#)

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



# EXCELLENT ATTENDANCE MATTERS



**5 minutes late**  
**15 hours lost learning**  
**3 days lost**

**10 minutes late**  
**30 hours lost learning**  
**6 days lost**

**15 minutes late**  
**50 hours lost learning**  
**10 days lost**

**100%**

Your attendance  
is excellent

**97%**

**Well done**

**6 days absence**

**30 hours lost learning**

**You are on the right path to success**

**95%**

**We are  
concerned**

**10 days absence**

**50 hours lost learning**

**A poor attendance gives you less chance of success**

**90%**

**Serious  
concerns**

**19 days absence**

**95 hours lost learning**

**Very poor attendance has a serious impact on your education and  
may reduce your life chances**

## Roles and responsibilities

### The governing board

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 headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Authorising fixed-penalty notices, where necessary

### The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Monitoring school-level absence data and reporting it to governors
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Business Manager (Authorised by the headteacher) when to issue fixed-penalty notices

The designated Senior Lead is **Vicki Thurstance (Head of School)** and can be contacted via **01908 312551**

### 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 by 9:10am for morning registration and 1:15pm for afternoon registration.

### School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to a member of the pastoral team in order to provide them with more detailed support on attendance

### Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 9.15am on the day of the and each subsequent day of absence, and advise when they are expected to return
- 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

## **Pupils**

Pupils are expected to:

- Attend school every day on time

## **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

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 between **8:40am and 8.45am** on each school day.

The register for the first session will be taken at **8.45am** and will be kept open until **9.15am**. The register for the second session will be taken at **1:10pm** and will be kept open until **1:20pm**.

### **Unplanned absence**

The pupil's parent/carers must notify the school of the reason for the absence on the first day of an unplanned absence by **9.15am** or as soon as practically possible by calling the school office staff.

Contact the school office on 01908 312551 or email [office@greenleysjunior.org](mailto:office@greenleysjunior.org)

We will mark absence due to illness as 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 the pupil's parent/carers 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/carers will be notified of this in advance.

## Planned absence

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.

Parents/Carers should come into the school office to provide the evidence 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.

## Lateness and punctuality

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

## Ongoing lateness and punctuality

If a pupil continually arrives late to school, the school will make contact with the parent/carer to offer a meeting of support. If this meeting isn't attended and punctuality doesn't improve, then the school will offer another meeting of support. . If this meeting isn't attended and punctuality doesn't improve, then the school will begin proceedings for Local Authority intervention. See Appendix 3 for flow chart.

## Following up unexplained absence

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 conduct a home visit.
- 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. If a reason for absence cannot be ascertained then the absence will be deemed unauthorised.
- 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 the Local Authority Senior Attendance Officer.

## Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels through a termly attendance letter. If a pupil's attendance drops below 96% then a letter will be sent to the parents/carers offering a phone call with a member of the pastoral team for support. If the attendance continues to not improve then a meeting will be offered with the school's pastoral team. See appendix 3 for the flow chart.

## Authorised and unauthorised absence

### Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as **one off events which are unavoidable**, examples may include the death of a close relative, attendance at a funeral (only the day of the funeral and not travelling days), respite care of a looked after child, a housing crisis which prevents attendance. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, **at least 1 week before** the absence by contacting the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments, please visit <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> to identify whether your child will be granted their illness as authorised.
- 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

## **Legal sanctions**

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The 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 or withdraw the notice.

## **Strategies for promoting attendance**

Excellent attendance is promoted and celebrated at Greenleys Junior School.

- Weekly newsletter and assembly
- HEROES – whole class reward
- Class trophy – best attendance across the school each week
- Amazon voucher termly draw – pupils will be entered into a draw if they get 100% attendance for a term.
- Autumn, Spring and Summer Term certificates for pupils who have 97% or above and certificates and badges for those with 100%.
- Yearly medal for 100% attendance across the year

## **Attendance monitoring**

### **Monitoring attendance**

The school will:

- Monitor attendance and absence data weekly, monthly 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
- Follow the flow chart in appendix 2 when offering support to families, whose children are 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.



## **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

## **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

## **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
- Hold regular meetings with the parents 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

## **Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Head of School. At every review, the policy will be approved by the full governing board.

## **Links with other policies**

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1:

### Attendance codes:

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

## Appendix 2:

### Attendance flow chart:

Normal good attendance = 96% or above  
(No further action required)

#### Percentage falls below 95%

**1st attendance letter** – explaining the school is responsible for making the final decision about what constitutes an authorised absence. Attendance monitored during the regular attendance meetings. Letter offers a meeting or phone call with a member of the Pastoral Team to enable the school to offer additional support.

#### If no improvement during the next review period:

**2nd letter sent** – A meeting is required with the school to support families with attendance. Attendance monitored during the regular attendance meetings. **A support plan will be put in place to help improve attendance.** A review period of 2 months will be put into place to allow time for sustained improvement and continuing support. Failure to attend this meeting may result in the school obtaining external advice from the Local Authority or Children's Social Care.

If attendance during these periods does improve and is sustained then continued monitoring will be put into place and support from both the pastoral team and school will be ongoing.

If attendance during the review period does not improve then a PACE referral to the local authority will be made.

**PACE** - Only the Local Authority can prosecute parents and they must fund all associated costs. Local authorities must conduct its investigations in line with the **Police and Criminal Evidence Act 1984 (PACE)**.

If a registered pupil of compulsory school age fails to attend school regularly, the parent could be guilty of an offence under **section 444 Education Act 1996**

### Appendix 3: Punctuality flow chart

**Our FREE Breakfast Club is open to all pupils from 8:00am (gate shuts at 8:15).**

Normal attendance = **Gates open at 8:40am** - child in school before 8:45am (No further action required)

Child arrives after 8:45am = entrance via the school office who record lateness –

- 8.45am-9.15 am 'L' code
- 9.15am onwards 'U' code used and minutes late recorded. The 'u' code means that the late is recorded as absent for that session.

3 'L' or 'U' codes combined identified by registration computers during 1 month or cumulatively since September (i.e September and October 6 L or U codes) = 1st letter – polite reminder about timings of school day and indicating how many lates (and minutes late) the child has had during the month. Support offered by a member of the Pastoral Team via a meeting or phone call. Monitored during regular attendance meetings.

**If no improvement (continuing lates after the letter has been issued) = A support plan will be put in place to help improve attendance.** A review period of 2 months will be put into place to allow time for sustained improvement and continuing support. Failure to attend this meeting may result in the school obtaining external advice from the Local Authority or Children's Social Care.

**If punctuality and attendance during these periods does improve and is sustained then continued monitoring will be put into place and support from both the pastoral team and school will be ongoing.**

**If punctuality and attendance during the review period does not improve then an FPN request will be made to the Local Authority.**