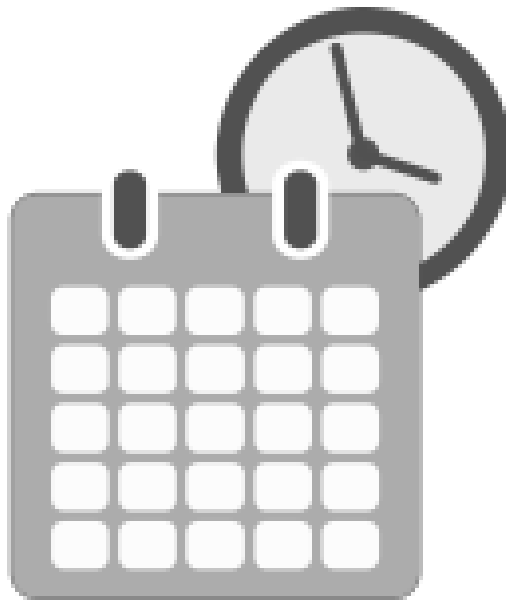


Attendance policy



Last reviewed on:	September 25
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Next review due by:	September 26
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Aims

We are committed to meeting our obligations about 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 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:

- 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.

Roles and responsibilities

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.

The Headteacher

The Headteacher 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

The Senior Leadership Team

The senior leadership team:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Headteacher
- Works with other agencies to tackle persistent absence
- Writes letters and arranges phone calls and meetings with parents to discuss attendance issues

- Applies for Fixed Penalty Notices when necessary
- Conducts unannounced home visits

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.

School admin/office staff

School admin/office 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

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 keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils are expected to arrive in school by 8:45 on each school day.

The register for the first session will be taken at 8:55am. The register for the second session will be taken at 12:30pm for EYFS, 1:00pm for Years 1,2 & 3 and 1:30pm for Years 4,5 &6.

Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 09.30am or as soon as practically possible (see also section 7).

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/carer 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. 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. Go to section 5 to find out which term-time absences the school can authorise.

Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L).
- After the register has closed (09.30am) will be marked as absent, using the appropriate code (U).

Fiddlers Lane Community Primary School identifies and responds to ongoing punctuality issues by meeting with parents to address concerns and implementing support. Where there are concerns, a late letter will be sent out by the headteacher and an informal meeting arranged to create a plan to support getting the pupils to school on time.

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/carer to ascertain the reason by telephone calls, emails and meetings.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use
- Refer to the Local Authority or other relevant agencies if necessary

Reporting to parents

Fiddlers Lane Community Primary School reports to parents on their child's attendance record annually in the written end-of-year report.

Authorised and unauthorised absence

Approval for term-time absence

Fiddlers Lane Community Primary School does not authorise leave of absence to pupils during term time. However, the Headteacher can grant an absence if it is considered an 'exceptional circumstance' and this is at the Headteacher's discretion.

We define exceptional circumstances as an instance where a health professional as part of a child's rehabilitation recommends absence from school from a medical procedure, social emotional mental health immediate leave due to family bereavement of an immediate family member (parent/sibling) or consideration of a request for children of Service personnel.

The school considers each application for term-time absence individually, taking into account the facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 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
- 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

Reducing persistent absence

Fiddlers Lane Community Primary School's follows a carefully planned procedure for targeting unauthorised absence This includes those that are considered persistently absent and those at risk of persistence absence. See Appendix 1.

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Legal sanctions

The school or local authority can issue a fixed penalty notice to parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, each parent/carer 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

Fiddlers Lane Community Primary School's strategies for rewarding and improving attendance.

- Attendance race, reward awarded at the end of each term to the winning class
- SAM School Attendance Mascot for best class each week and individual pupils.
- Signage re lateness
- Attendance hero signs.
- SLT on the gate regularly to remind parents of the impact of lateness

- Attendance certificates
- Regular updates on the school website and Facebook

Attendance monitoring

The Attendance leads at our school monitors pupil absence on a daily basis.

A pupil's parent/ carer is expected to inform the school in the morning if their child is going to be absent and keep us updated if they are likely to be off for a few days.

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. The Attendance team will monitor these pupils very closely. Parents/Carers will be notified at the end of each half term in writing and meetings organized and other agencies consulted if necessary.

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.

Fiddlers Lane Community Primary School collects and stores attendance data, and it may be used for internal purposes. For example, to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support
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Monitoring arrangements

This policy will be reviewed when guidance from the local authority or DfE is updated, and as a minimum every two years by the Head teacher and Inclusion Manager. 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 Procedures Flow Chart

