

ROXETH PRIMARY SCHOOL



PUPIL ATTENDANCE POLICY

Revised: July 2023 Approved by the Governing Body 6th July 2023

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OUR MISSION STATEMENT

Learning together, making progress, achieving goals

Contents

1. Aims.....	2
2. Legislation and guidance	2
3. Roles and responsibilities	3
4. Recording attendance	4
5. Authorised and unauthorised absence.....	5 & 6
6. Strategies for promoting attendance	7
7. Attendance monitoring	8
8. Monitoring arrangements	9
9. Links with other policies	10
10. Appendix 1: attendance codes	10 & 11

1. 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.

2. 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.

3. Roles and responsibilities

3.1 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

3.2 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
- Monitoring the impact of any implemented attendance strategies
- Authorising the issue of fixed-penalty notices by the LA where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- 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

The designated senior leader responsible for attendance is Mrs Gibson and can be contacted via office @roxeth.harrow.sch.uk or telephone the school office 0208 422 1344

3.4 The Attendance Officer

The school Attendance Officer is responsible for:

- 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 Headteacher/Attendance Officer (authorised by the Headteacher) when to issue fixed-penalty notices

The attendance officer is Mrs Hempenstall and can be contacted via email office@roxeth.harrow.sch.uk or telephone the office 0208 422 1344.

3.5 Cass teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information Arbor by 9.00am and 1.15pm

School [admin/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 parent/carers to the class teacher in order to provide them with more detailed support on attendance

3.7 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 9am on the day of the absence as 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

3.8 Pupils

Pupils are expected to:

- Attend school every day on time
- Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register on our Arbor system.

We will take our attendance register at the start of the first session of each school day and once during the second session pm. 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 by 8.50am on each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9.00am. The register for the second session will be taken at infants 1.00pm & juniors 1.15pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible by calling or emailing the school Welfare Officer (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 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.

4.3 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 via email or calling in to the school office with the evidence of the appointment. Details on the procedure is published in our monthly newsletter.

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 parents/carers 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.

4.4 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

There are two negative results caused by pupils who constantly arrive late. These are:

- The loss of education suffered by the pupils themselves which over a year can add up to a significant proportion of their time in school
- The disruption to other children in their class as the teacher's attention is taken from the task in hand

Parents will be informed when a pupil is persistently late by text message from the Attendance Officer then a letter from the Headteacher.

Persistent lateness picking up at the end of the school day will be monitored half termly. Letters will be sent if a child meets a certain threshold of 20 minutes late on a regular basis. This may incur a charge by the school for late pick up or the issue of an Educational Penalty Notice Fine for late arrivals on a regular basis.

Afterschool club late picking up triggers a meeting with the ASC Supervisor initially and then the Headteacher. A letter will be sent home and if it continues the child will be taken off the Afterschool Club register.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Text or 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(e.g. contact police if there is any Safeguarding concern]
- 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
- 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 LA attendance team.
- If school absence exceeds 10 days, and there is no contact from parents to explain why this is, the school should refer to the LA's Children Missing from Education team

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via termly written reports with accompanying attendance certificates. A concern letter will also be included for any child that hits a trigger point of below 90% attendance as this is classed as persistent absence.

Reporting on whole school attendance and class attendance in the schools monthly newsletter.

Attendance will be reported to the DfE every term on the School Census.

5. Authorised and unauthorised absence

5.1 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.

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

Any request should be submitted as soon as it is anticipated before the absence, and in accordance with any leave of absence request form, accessible via 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 (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
- Other valid reasons for authorised absence can be found in the School Attendance Guidance [School attendance guidance May 2022 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/school-attendance-guidance-may-2022.pdf)

5.2 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 will be issued by the local authority, when requested by the Headteacher

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 will proceed to prosecution.

Information regarding penalty notices can be found on Harrow Council's website [Education Penalty Notices – Harrow Council](https://www.harrow.gov.uk/education/education-penalty-notices/)

6. Strategies for promoting attendance

Attendance Awards

The school will use the following system to reward pupils who have good or improving attendance:

- Class of the Week....'On time Tiger' 'Raring to Go Rabbit' (rewards for winning class) and details added to the monthly
- Monthly Newsletter reporting of the best class weekly attendance
- All the children who have 100 per cent attendance in any one term will receive an attendance pencil/award
- Pupils with 100% attendance at the end of the summer term will receive a certificate

7. Attendance monitoring

Attendance Targets

The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The attendance targets are then agreed with the School Improvement Partner (SIP) as well. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other

similar schools when setting its own targets. Government DfES targets are set at 95%. Our school target is presently 96%. Monitoring interventions are triggered during half termly checks when attendance falls below 90%.

7.1 Monitoring attendance

- Monitor attendance and absence data half-termly, termly 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

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.

7.2 Analysing attendance

- 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

7.3 Using data to improve attendance

- 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

7.4 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

➤ Harrow's Attendance Intervention Model – to be used for irregular attendance and unauthorised absences.

Phase	School actions	LA Attendance Team Services	LA Children's Services
Phase 1	<p>First day response – log of texts/calls</p> <p>1st school warning letter – after either 10 unauthorised days or attendance drops below 90%. School to set monitoring period to review attendance.</p> <p>If no improvement during monitoring period – Second school warning letter to be issued.</p> <p>EPN to be issued when threshold for unauthorised absence is met</p>	Issue EPN if required	
Phase 2	<p>Meeting / School Attendance panel with parents</p> <ul style="list-style-type: none"> - Complete CAF with parental agreement for Early Support or refer to other services - School and parents to sign attendance contract - School to inform parents about possible referral to LA pre-court panel and specify monitoring period 		MASH Team receive CAF and consider for Early Support, worker allocated
Phase 3	<p>If no progress has happened and further unauthorised absences have occurred, school to send Pre-Court Panel referral form to LA with chronology.</p> <p>School to attend pre-court panel meeting with LA.</p>	Review chronology, arrange pre-court panel if appropriate.	
Phase 4		If no progress or engagement at Pre-Court Panel after monitoring period, LA to pursue court action.	

8. Monitoring arrangements

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

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behavior policy
- Absence request form

Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made

H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

