

Rosemary Works School

Attendance Policy

RATIONALE

Poor attendance disadvantages children.

We aim to ensure that all children attend school regularly and on time to enable them to take full advantage of the educational opportunities available.

Regular, punctual attendance is valued and positively encouraged for all our pupils.

Improved attendance and time keeping will be recognised.

Parents of registered pupils have a legal duty under the Education Act 1996 (section 444) to make sure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the education authority if problems cannot be resolved by agreement.

Attendance is a key whole-school improvement issue: it has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the school.

AIMS

- To improve the overall attendance of children at school.
- To improve children's attainment through good attendance.
- To encourage parents to ensure that children arrive at school on time.
- To make attendance a priority for all those associated with the school including parents, pupils, teachers, the head teacher and the board of directors.

Who is responsible for attendance issues in school?

- The head teacher has responsibility for attendance issues, who works closely with the designated safeguarding lead where there are attendance concerns.
- Members of school staff both teaching and non-teaching have responsibility for attendance issues in school.
- Attendance matters are reviewed by the head teacher and members of the senior management team.
- Attendance issues are reported at least termly to the board of directors.

School attendance, Safeguarding and Children Missing Education

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration) (England) Regulations 2006 regulation 12.

The head teacher and the Designated Safeguarding Lead should work closely to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend school regularly.

PROCEDURES

Registers

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions.

The register is a legal document and must be kept accurately.

Attendance registers will be kept in accordance with legal requirements, local authority guidelines and school regulations.

(insert school name) procedures to for maintaining registers including the procedures for marking registers:

Procedure	Person responsible
1. Registers must be taken at the start of the morning session and once during the afternoon session	Teachers
2. On each occasion a school must record whether a child was present, absent or present at approved educational activity.	Teachers or office admin team if a child is late.
3. Pupils should only be marked present if they are in the room when the register is called.	Teachers
3. Spaces must not be left in the register	Teachers
4. School to add additional requirements about times, school procedures etc.	Office admin team/teachers

Every half a day of absence from school must be classified by the school as either authorised or unauthorised. Authorised absence is where the head teacher has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the head teacher. [see The Education (Pupil Registration) (England) Regulations 2006 (SI No. 2006/1751) - Reg 7(1)].

School has procedures in place to resolve unexplained absences within two weeks.

Attendance registers may be kept manually or electronically.

School complies with and uses the DFE compulsory national attendance codes

Attendance Codes, Descriptions and Meanings

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
G	Family holiday (NOT agreed <u>or</u> 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	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Working in partnership with parents

Absence:

If a child is absent from school parents should contact the school on the first day of absence and maintain contact with the school throughout the absence.

If a child is absent without advance notice, the school will contact the parents and if necessary their emergency contact.

Illness:

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill can be accepted without question or concern. In exceptional circumstances further evidence of a child's illness may be requested.

However, schools can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

In fact it is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness.

The types of scenarios when medical evidence may be requested include:

- Attendance is less than 90%
- There are frequent odd days absences due to reported illness
- The same reasons for absence are frequently repeated
- Where there is particular medical problems and school may need evidence to seek additional support/provide support.

Requests for leave of absence (exceptional circumstances)

There is a degree of flexibility at Rosemary Works with taking holidays in term time. Parents must email the head teacher in advance of a leave of absence requesting permission stating the dates absent, the reason for the absence and who the child(ren) will be with. The head teacher will consider the frequency of the child's previous absence record before approval. Parents are discouraged to frequently take their children out of school during term time.

Parents can support regular school attendance by:

- Making sure their child leaves for school with plenty of time to arrive on time.
- Supporting and encouraging their child by attending parents evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working partnership with the school to resolve any issues that are impacting on their child's attendance.

Lateness

Children must attend on time to be given a present mark for the session.

Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

School registration will close at 09:45am for children attending school from Reception Class up to Year 6.

Children in our Nursery Class setting must not arrive later than 10:30 or their space in Nursery Class may well be refused on that day. In rare and exceptional circumstances with advance notification, we may allow children to attend later than 10:30, but never later than 11:45 in time for lunch.

Poor attendance

Those children whose attendance falls below national average will be closely monitored and further action considered. School will challenge the attitude of those pupils and parents who give a low priority to attendance

All registers will be checked, and absences monitored on a regular basis.

Schools will analyse individual pupil data to identify quickly patterns of absence which cause concern and parents will be informed by the school where their child's attendance causes concern.

School has a clear and escalating approach to intervention where there are concerns regarding school attendance.

Persistent Absences

Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and an action plan will be put in place to address the underlying reasons for the absence level.

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