

WESTFIELD PRIMARY SCHOOL

# Attendance Policy

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## **Attendance Policy**

This document is a statement of the philosophy and strategies for attendance at Westfield Primary School. It was reviewed through consultation with teaching staff and approved by the Local Advisory Committee.

### **1. Objectives**

- To ensure that every child is safeguarded and their right to education is protected.
- To promote good attendance.
- To reduce absence, including persistent and severe absence.
- To ensure every pupil has access to the full-time education to which they are entitled.
- To build strong relationships with families to ensure pupils have the support in place to attend school.
- To act promptly to address patterns of absence and work with external agencies, to overcome them.
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality.
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To promote and support punctuality in attending school.

### **2. Commitment to Attendance**

The staff of Westfield Primary School are committed, in partnership with the parents, pupils, Local Advisory Committee and the Local Education Authority (LEA), to building a school which serves the community commendably, and of which the community is proud. We expect that pupils attend 100% of the time, unless the absence is authorised by the Headteacher.

Regular attendance is key to achieving the five outcomes of Every Child Matters: staying healthy, enjoying and achieving, keeping safe, contributing to the community, and social and economic well-being.

Research clearly demonstrates the link between regular attendance and educational progress and attainment. We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

### **3. Legislation and guidance**

This policy meets the requirements of the working together to improve 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.

It also covers responsibilities referred to in:

- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

### **4. Parent Responsibility and The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable-

(a) To his/her age, ability and aptitude and

(b) To any special needs he/she may have

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act. Part VI Section 444 contains the details of when an offence is committed if a child fails to attend school.

Under the provision of the Education Act 1996 (Ss 434 and 458 ) and The Education (Pupil Registration) (England) Regulations 2006 (as amended) the school must keep an attendance register.

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher 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.

## **5. Recording attendance**

### **5.1 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 date on which the amendment was made .
- The name and position of the person who made the amendment.

We will also record:

- For pupils of compulsory school age 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.

## **5.2 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 10am or as soon as practically possible by calling the school office or complete an entry on Studybugs.

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.

## **5.3 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 and complete a Pupil Absence. 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 by completing a leave of absence application form.

## **6. Categorisation of Absence**

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

### **6.1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes:

- Parents/carers keeping children off school unnecessarily
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays
- Excessive illness without medical evidence

### **6.2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

### **6.3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

## **7. Registration & Lateness**

The school day begins at 8.35am with the opening of the school gates. Morning registration will take place by 8.50am and the registers will remain open in the office until 9.20am. Any pupil who arrives after the gates are shut at 8.50am and class teachers have taken registers and before the close of registers at 9.20am will need to sign in at the office and they will be marked present but recorded as late. Any pupil arriving after 9.20am should also sign in at the office and will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed. 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.

The afternoon registration for years R -2 will be taken at 1.00pm.

The afternoon registration for years 3 and 4 will be taken at 1.15pm.

The afternoon registration for year 5 will be taken at 12.45pm.

The afternoon registration for year 6 will be taken at 1.30pm.

Pupils arriving after the start of school but before 9.20am will be treated for statistical purposes, as present, but will be coded as late before registers close.

## **8. Following up unexplained absence**

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

- Send a text asking for the reason for absence.
- 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 carry out a home visit and call the police.
- 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 Inclusion Officer.

## **9. Children Missing Education**

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.

The school's Designated Safeguarding Lead ("DSL") will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day, in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities' (2016).

Staff are alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

## **10. Persistent and severe absence**

**10.1** 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. Absence at this level is considerably damaging to a child's educational prospects and we need parents' fullest support and co-operation to tackle this.

**10.2** 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.
- Support families with attendance issues via the Inclusion team.
- Provide access to wider support services to remove the barriers to attendance.
- Notify parents by a letter if their child becomes a persistent absentee and be invited to a meeting where an action plan will be drawn up to address the issues identified.

Children who are persistently absent are referred to the Surrey County Council Inclusion Officer.

### **10.3 Severe absence**

Particular focus will be given by all staff to pupils who are absent from school more than they are present (those missing 50% or more of school). These severely absent pupils may find it more difficult to be in school or face bigger barriers to their regular attendance and as such are likely to need more intensive support across a range of partners.

The school will monitor and target these children and work with these families. The school may also look at the needs of the children for example if they have an education, health and care plan or an alternative form of educational provision where necessary to overcome the barriers to being in school.



Children who are severely absent are referred to the Surrey County Council Inclusion Officer.

## 11. Grant for Exceptional Leave of 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 holiday dates are published a year in advance and to ensure child/ren do not miss out on their education during term. We ask parents to take due consideration of these prior to booking a holiday. Holidays during term-time will not be authorised. We expect that pupils attend 100% of the time as per Surrey CC's guidelines, unless the absence is authorised by the Head teacher.

Parents are not entitled to leave of absence for their child/ren as a right and this will only be granted in exceptional circumstances, e.g. for compassionate reasons, and once the **Head Teacher has considered:**

- the child's record of attendance.
- *if leave of Absence is granted it shall not exceed five school days in any one year, as agreed by the school's governing body.*
- the time of the leave, ensuring that it would not prevent the child from missing any important examinations/assessments/school events.

**Leave of absence, for exceptional circumstances, will not be granted if additional leave is taken either side of this time without previous approval. Proof of flights or other documentation supporting the request must be produced if asked for.**

Any savings that you think you may make by taking a holiday in school time are offset by the cost to your child's education. It is widely known that the link between a pupil's attendance and attainment is irrefutable.

Where a parent wishes to request a leave of absence, a formal request must be made as far in advance as possible, in writing by completing a leave of absence application form, to the Head Teacher who will consider the application on behalf of the Local Advisory Committee.

If a leave of absence is taken without prior authorisation by the school, it will be recorded as an unauthorised absence and the Surrey County Council Inclusion Officer will be notified.

Absences during mock SATS and SATS examinations *will not be authorised*.

Any request should be submitted as soon as it is anticipated. The headteacher may require evidence to support any request for leave of absence.

## **12. Penalty Notices:**

The Inclusion Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and this requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 per parent per child (rising to £80 from August 2024) if paid within 21 days of receipt of the notice, rising to £120 (£160 from August 2024) if paid after 21 days but within 28 days. If the Penalty Notice is not paid within the time limit the Local Authority may prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996 or withdraw the notice. 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.

## **13. Circumstances when a Penalty Notices will be issued**

A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with supportive measures to improve attendance proposed by the school or Surrey County Council Inclusion Officer.

Penalty Notices will be issued for periods of unauthorised leave of absence in term time of 5 days or more within any three month period. This need not be consecutive days or sessions within this period. Each parent/carer is liable to receive a penalty notice for each child who is absent.

Penalty Notices may also be issued for unauthorised absences or late arrival after the close of registration, on 7 occasions in any six week period (not including school closures). Parents/carers will receive a written warning from the Inclusion Service of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. During this period the pupil is not expected to incur any further unauthorised absence.

Penalty Notices may also be issued in respect of pupils identified by police and Surrey County Council Inclusion Officers engaged on Truancy Patrols and who have incurred unauthorised absences. Parents/carers will receive a written warning from the Inclusion Service of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. During this period the pupil is not expected to incur any further unauthorised absence.

#### **14. Penalty Notice warnings**

Subject to the circumstances mentioned in the paragraph below, in all appropriate cases, before a Penalty Notice is issued a formal written warning will be issued to the parents/carers warning them of their liability to receive a Penalty Notice.

In the case of unauthorised leave of absence during term time, a specific Penalty Notice warning will not be given where it can be shown that parents/carers have previously been warned through school newsletters; parent mail; or booklets, policies etc. available on the school website, that such absences would not be authorised, and that they would be liable to receive a Penalty Notice if they persisted with any such unauthorised leave of absence.

Unauthorised absence will include late arrival after the close of registration without good reason.

## **15. Surrey County Council Inclusion Officer**

The Inclusion Service monitors the attendance of all children on a regular basis. The Surrey County Council Inclusion Officer will work with school staff and parents/carers to promote good attendance and investigate reasons for absence.

The Surrey County Council Inclusion Officer attends school half termly and conducts register checks. The Inclusion Officer may contact parents if children are consistently late or there are concerns about attendance.

If attendance problems cannot be resolved by the school then the school will make a referral to the Inclusion Service. The Surrey County Council Inclusion Officer will try to resolve the situation but if attempts to improve attendance have failed, but unauthorised absence persists, the Surrey County Council Inclusion Officer can use sanctions such as parenting contracts, penalty notices and prosecution.

Failure to ensure regular school attendance, under section 444 of the Education Act 1996, could, following prosecution, result in a community order, a fine not exceeding £2500 per parent/carer and/or imprisonment for up to three months.

## **16. Monthly Attendance Letters**

Monthly letters are automatically produced and sent to all parents whose children are late 4 times or more in a month. Monthly letters will also be sent to all parents whose children have an attendance below 90% and for those with attendance between 91% and 94

## **17. Rewards**

An attendance trophy is awarded to the class with the best attendance on a weekly basis. Certificates are given to pupils with 100% attendance for the term.

## **18. Roles and responsibilities, our expectations**

### **18.1 We expect that all pupils will attend school:**

- 100% of the time.
- Punctually.
- prepared for the day.

**18.2 We expect that all parents/carers/persons who have day to day responsibility for the children and young people will:**

- encourage regular school attendance and be aware of their legal responsibilities.
- ensure that the child/ren in their care arrive at school punctually, prepared for the school day.
- ensure that they contact the school whenever the child/ren are unable to attend school.
- **contact the school on the first day of the child's absence, before 10am, and on each subsequent day of absence,** and advise when they are expected to return.
- contact the school promptly whenever any problem that may keep the child away from school occurs.
- 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.

In order for the school's Attendance Policy to be successful, every member of our school community must make attendance a high priority and convey this to the pupils at all times. Parents/carers need to support these views in the home to ensure that children are receiving corresponding messages about the value of education. In addition to this, the school has the following responsibilities:

**18.3 Head Teacher, Local Advisory Committee and designated member of school staff (Inclusion Leader) with overall responsibility for attendance will:**

- Adopt the whole policy.
- Implement this policy at school.
- Monitor school-level absence data and report it to the Local Advisory Committee.
- Support staff with monitoring the attendance of individual pupils.
- Monitor the impact of any implemented attendance strategies.
- Issue fixed-penalty notices, where necessary.
- Ensure that the registration procedures are carried out efficiently and that appropriate resources are provided.
- Initiate a scheme for contacting parents/carers on the first day of absence.
- Appoint Key staff to:
  - liaise and follow-up with Surrey County Council Inclusion Officer and provide appropriate access to attendance data.

- consult and liaise closely with Surrey County Council Inclusion Officer on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay.
- work in close collaboration with Surrey County Council Inclusion Officer during their termly/half termly register analysis.
- set whole school attendance targets.
- monitor and evaluate attendance with Surrey County Council Inclusion Officer.
- Have a clear vision for attendance improvement.
- Evaluate and monitor expectations and processes.
- Have an oversight of data analysis.
- Devise specific strategies to address areas of poor attendance identified through data.
- Arrange calls and meetings with parents to discuss attendance issues.
- Deliver targeted intervention and support to pupils and families.

**The designated senior leader responsible for attendance is the Inclusion Leader who can be contacted via the school office.**

#### **18.4 Office Staff/Attendance Officer will:**

- oversee the registration process and ensure that registers are completed accurately and punctually.
- record all reasons for absences in the register.
- liaise with Inclusion Service regularly to tackle persistent absence.
- reinforce good practice .
- share the class teacher's concerns regarding the early identification of disaffection with the Surrey Inclusion Service.
- take calls from parents about absence on a day-to-day basis and record it on the school system and check Studybugs for absences
- transfer calls from parents to the Headteacher or DSL in order to provide them with more detailed support on attendance .
- monitor and analyse attendance data.
- Provide regular attendance reports to school staff.

The attendance officer can be contacted via the school office.

#### **18.5 We expect that school staff will:**

- complete registers accurately and punctually at least twice daily
- monitor every pupil's attendance.
- refer irregular or unjustified patterns of attendance to Surrey County Council Inclusion Officer through informing the Inclusion Leader of concerns.

- be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Inclusion Leader.
- encourage good attendance.
- provide a caring and welcoming atmosphere for children, provide a safe learning environment, provide a sympathetic response to any pupil concerns.
- make initial enquiries of parents/carers of pupils who are not attending regularly, express their concern and clarify the school and LA expectations with regard to regular school attendance.

#### **18.6 The Local Advisory Committee will be 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.

### **19. Encouraging Attendance**

**Westfield Primary School encourages regular attendance in the following ways:**

- by marking registers accurately and punctually during morning and afternoon registration. If pupils arrive at the school office after the morning bell, a late 'mark' will be recorded. If a child arrives late (after 9.20am) it will be recorded as late 'absence' and counted as an unauthorised absence, without a verbal or written explanation from the parent/ carer. Late pupils are recorded in the office Inventory system or 'late book' in case of a fire drill. *If you are phoning to inform the school that your child is going to be late, someone is collecting your child or he/she has been absent, you may be asked to identify yourself with a **unique password**.*
- by publishing attendance statistics and celebrating good attendance in newsletters.
- by celebrating good and improved attendance through weekly class trophy presentation for the best attending class, termly attendance certificates for those with 100% attendance, termly "Lucky Dip" for those with 100% attendance.

- by monitoring pupils, informing parents/carers, in writing, of irregular attendance, arranging meetings with them if necessary, and referring the family to the Surrey County Council Inclusion Officer if the irregular attendance continues.

## 20. Responding to Non-Attendance

**When a pupil does not attend school we will respond in the following manner:**

- On the first day of absence, if no note or telephone call is received from the parent/carer by 10.00am, the school will endeavour to contact them that day by telephone, email or text. If the family are not on the telephone and have not provided an email address, a letter will be sent.
- If there is no response, the school will continue to try to contact the parent/carer. If, by the end of the third day, there has still been no contact made, (third day if waiting for a response to a letter), the school will send a letter of concern to parent/carer or invite them in to school to discuss the child's absence. The school will inform parents that, if the absence persists, that a referral will be made to Surrey County Council Inclusion Officer
- **Ten Days Absence-** Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to Inclusion Service. This is a legal requirement. The school will include details of the action that they have taken.
- **Twenty Days Absence** - If your child is missing from school for twenty school days, your child may be taken off the school role and it will be necessary to reapply for a school place through Surrey County Council.
- Failure to comply with the expectations set by the Surrey County Council Inclusion Officer may result in further action, an application for an Education Supervision Order, or court prosecution.

## 21. Changing Schools

It is important that, if families decide to send the child/ren in their care to a different school, that they inform Westfield Primary School office staff as soon as possible. A pupil will not be removed from the school roll until the following information has been received in writing and investigated:

- The date the pupil will be leaving this school and starting the next



- The address of the new school
- The new home address, if it is known

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the family will be referred to Inclusion Service.

## **22. Monitoring attendance**

The school will:

- 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 Local Advisory Committee.

## **23. 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 using Scholar pack, 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.

## 24. We work hard with our parent / carer community to put in place strategies and support in place to ensure good attendance:

### 24.1 Strategies

- ✓ If the school have not been informed of a child's absence via
- ✓ parents will receive a phone call before 10am
- ✓ The school may carry out home door stop visits, make a C-SPA referral and/ or Police Welfare checks if parent uncontactable
- ✓ Attendance letters are generated automatically and sent monthly for:
  - a. Persistent Absentees - PAs- (below 90%) regardless of reasons behind absenteeism,
  - b. 91-94% attendance warning letter
  - c. If there are more than 4 "lates" in a month.
- ✓ The Local Authority Inclusion Officer (LAIO) works with the school, monitoring registers in  $\frac{1}{2}$  termly meetings and carrying out a "late gate" discussion with parents; referrals are made to the LAIO for PAs
- ✓ The school liaises with other services for support such as Traveller Services/ Refuge / Social Care/ Family Support to provide Early Help.
- ✓ We track where pupils go who leave us (We know where pupils go onto before taking them off role.)
- ✓ we offer support to parents to discuss any concerns, supporting them through signposting and referrals. Members of the Inclusion Team are on both gates in the morning for parents to arrange a convenient time to talk.
- ✓ Parenting courses are offered to support specific "blockers" for children's attendance e.g. Active Surrey (e.g. appropriate screen time/ food / sleep); managing your child's anxiety; 4-week parenting course, ASD/ ADHD courses & Emotional Coaching for parents; cooking on- a budget (parent/ parent and child).
- ✓ Bespoke activities for reluctant children are provided with the Inclusion Team / an allocated LSA on entry to school
- ✓ Alternative access arrangements
- ✓ Breakfast provided for those who need it
- ✓ Inclusion Leader can offer specific family support
- ✓ Alarm clocks have been provided for families.

- ✓ Our monthly newsletter highlights online safety considerations for parents and parenting courses (school based and local community)
- ✓ Signage around school
- ✓ Attendance raffle - for children to put into a raffle every day they are in school before registration.
- ✓ 100% attendance certificate termly
- ✓ Weekly celebration in assembly of class attendance
- ✓ Attendance trophy
- ✓ Children with SEMH anxieties receive targeted support at lunch/ break times/ transition times e.g. use of Dragons Lair, Tranquillity Cove and Zen Den and drop in art group at lunch time.
- ✓ Holidays during term time are not authorised

**24.2** We have thorough systems in place to ensure high attendance is encouraged and we have procedures and policies in place to manage the absence of children. Off-rolling of children does not take place at our school. Any child that leaves the school outside the normal times is reviewed by the inclusion team and with the local authority, if required.

## **25. Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Headteacher. The policy will be approved by the Local Advisory Committee.

## Appendix - Attendance Codes

All pupils must be given a registration mark each day. There are two sessions that require a registration mark. Registration will be taken by subject teachers during period 1 (am registration) and period 5 (pm registration).

The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>G</b>	Family holiday (NOT agreed )	Unauthorised absence
<b>H</b>	Authorised holiday	Holiday authorised in exceptional circumstances
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity

<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

If you would like an application for leave of absence, please contact the office or download the form from the website.