# Attendance Policy

| Approved by: | Full Governing Body |
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| Last reviewed on: | November 2021 |
| Next review due by: | November 2022 |

# Effective from 1ˢᵗ September 2021

**Purpose**

Attendance and punctuality are key life skills. This policy is intended to:

- Reduce the incidence of regular non-attendance in a small percentage of pupils.

- Ensure that all absences of pupils are notified by parents to the schools (and school to parents) and therefore reduce the occurrence of unauthorised absences.

- Reduce the incidence of casual lateness in a small percentage of pupils.

- Formalise procedures for parents/carers wishing to take leave of absence during term time.

**Agreed Procedure**

**Register times**

- Registers are opened at 8.50am and are completed on Arbor.

- The register closes at 9.20am.

- Children arriving after 9am are signed in a parent/carer at reception using the signing in machine (L in register).

- Children who arrive after the registration period closes at 9.20am will be marked as unauthorised. (U in register)

- The Admin Officers / Learning Mentor will check absences prior to 9.20am and endeavour to contact the parent/carer if no reason for absence has been communicated. Admin / Learning Mentor will also often use the School Spider messaging service (website based messaging similar to texts) to follow up absences. Admin will note in Arbor and CPOMS if no response has been received.

**Registration marks**

- Pupil attendance is recorded with a black line in Arbor

- Known pupil absences (either note from parent/carer or record of verbal "excuse") are recorded in the register with the appropriate code (see appendix on Attendance Codes).

- Written absence notes / emails provided by parent/carer will be uploaded onto CPOMS.

- A verbal "excuse" given to a member of staff is acceptable and will be recorded on CPOMS.

- Admin staff will note in Arbor reasons for absence from persistent absentees.

- Any member of staff taking a call from a parent regarding absence should record, the name of the caller, name of the child, reason for absence and their probable return date (if known). This will be recorded on CPOMS

- Any child whose reason for absence is unknown should be recorded as N until the reason is known. This will be updated by the Admin Staff.


Absence requests

- If parents wish to take their children out of school during term time (even for a day) they must complete a absence request form available from the school office.

- Parents/carers should be aware that requests are discretionary and there is no automatic right of parents/carers to take children away during term time. Revised guidance from the DfE states there are very few circumstances when Leave of absence during term time will be granted e.g. special requests relating to Service Personnel Leave. Repeated absence can have a detrimental impact on a child's education.

- All leave of absence taken without request will be recorded as an unauthorised absence

- Each request is considered by the Head Teacher who recognises that there may be a few specific circumstances to approve leave of absence during term time and these will be considered on a case by case a basis. Supporting documentation will be requested. eg family wedding of mother/father one day, funeral : very close family member, religious grounds, service family leave, members of close family members with life threatening illness

- Once signed by the Headteacher, a copy of the form will be placed on CPOMS, and the bottom portion detached and returned to the parents/carers:

- Authorised leave requests are recorded in Arbor by the Admin staff.

- Requests to attend medical appointments in advance should also be communicated to staff via letter/verbal request and noted in written form to go with the register to be passed to Admin staff.

- Any formal letters from hospital consultants/health care professionals should be given to admin and scanned onto CPOMS for pupil records.

- Teachers are not required to set work for absent pupils, and any requests by parents to do so will be considered on an individual basis e.g. Long Term absence

## Leave of absence during term time

As noted leave of absence during term time will not be authorised unless there are exceptional circumstances in line with DfE guidance (See reference to www.dfe.gov.uk). Holidays during term time are not authorised. Our Educational Welfare Officer monitors our rates of absence closely, and any absences higher than national would be challenged by external sources including Ofsted. Pupils with less than 90% attendance are now considered to be a persistent absentees.There is a duty on the school to reduce absence levels.

Please note that the school may also request evidence of medical appointments for sickness absence.

A request for absence for 5 or more consecutive days / 10 sessions WILL NOT be authorised. Exceptions to this will be made on an individual basis by the Headteacher. The Leave of Absence Form (Appendix 1) will note if an absence is authorised or unauthorised. If it is unathorised, a letter will be sent with the return slip (Appendix 2). The school will apply to CWAC for a Fixed Penalty Notice.

## Monitoring

- The Headteacher / Deputy Head Teacher/Assistant Headteacher monitor whole school attendance weekly and this is reported on the weekly newsletter.

- Parents are informed by letter when attendance falls and if no improvements are made then a meeting is arranged.

- Staff are encouraged to inform the SLT via CPOMS of any unusual or concerning patterns of attendance.

- If staff are concerned about absence, then the Learning Mentor liaises with the SLT and Admin to discuss reasons and support to families to improve attendance

- The school will seek advice / guidance from the Local Authority for children whose attendance falls below acceptable levels.

- Registers are available on Arbor

- The registers are also inspected annually by an EWO (Educational Welfare Officer) who provides feedback.

# Sutton Green Primary School

Armthorpe Drive, Little Sutton, Ellesmere Port, Cheshire. CH66 4NW

Tel:  (0151) 832 1290

Headteacher: Mr D. Armer

Email: head@suttongreenpri.cheshire.sch.uk
Website: www.suttongreen.org

*Together helping every child*

## Request for Leave of Absence

| Childs Name: | Class / Year Group: | | |
|---|---|---|---|
| From: | To: | | |
| Return to school on: | Number of school days: | | |
| Reason for request: | | | |
| | | | |
| | | | |
| | | | |
| Signed (Parent / Carer): | | Date:       /       / | |
| **For School only:** | | | |
| Attendance: | Approved:       Yes □       No □ | | |
| Signed (Headteacher): | Date: | | |

Please note: The Government discourages the taking of holidays in term time. Evidence shows that children who miss school do not achieve as well as those who attend regularly.

As of September 2013, the law has restricted a Head Teacher's ability to authorise holidays during term time.   The law does not give any entitlement to parents to take their child, who is of statutory school age, on holiday during term time and parents can be fined by the Local Authority if they do.

Head Teachers are now only able to approve a leave of absence when it is requested in advance and when the circumstances of the requested leave are 'exceptional', holidays cannot simply be given authorisation.

Any leave of absence will be marked as unauthorised if not approved by the Headteacher.

Many Thanks

Mr D Armer
Headteacher

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**Appendix 2**

**Date:**

**Dear**

**Thank you for your recent letter requesting authorisation for > (insert name of child) to be absent from school to go on holiday from the > (insert from date) to > (insert to date).**

**The Government discourages the taking of holidays in term time.  Evidence shows that children who miss school do not achieve as well as those who attend regularly.**

**As of September 2013, the law has restricted a Head Teacher's ability to authorise holidays during term time.   Head Teachers are now only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are 'exceptional'.**

**As this request does not meet the criterion of 'exceptional circumstances', I am unfortunately unable to authorise this absence.**

**Should you still choose to take a holiday with your child during this period the Local Authority will be informed as this will constitute an unauthorised absence.  A Fixed Penalty Notice will then be issued in accordance with section 444 of the Education Act 1996.**

**The law stipulates that the current penalties payable by parents are £60 when the penalty is paid within 21 days and £120 when the penalty is paid within 28 days.
This penalty is per parent/carer per child.**

**If the fixed penalty is not paid this could lead to you being prosecuted in the Magistrates' Court.**

**If you feel this decision has not taken into account any relevant exceptional circumstances, please contact the school immediately for further discussion.**

**Yours sincerely**
**Mr D Armer**
**Headteacher**

# Appendix 3

## Attendance Codes for Register (all from Arbor)

| e | Full name | Description |
|---|---|---|
| / or \ | Present am or pm | Present in school during registration. |
| L | Late | Late arrival before the register has closed |
| B | Educated off Site | The student is at an off-site supervised educational activity approved by the school. |
| J | Interview | At a job interview, or interviewing with another educational establishment. |
| P | Sporting Activity (Approved) | Pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school. |
| V | Educational trip | A residential trip organised by the school or a supervised strictly educational trip arranged by an approved organisation. |
| W | Work Experience | A student in the final two years of compulsory education is attending work experience. |
| C | Other Authorised Absence | Only exceptional circumstances warrant an authorised leave of absence. |
| E | Excluded | If a student is excluded but still on the admission register, they should be marked E, for up to the sixth consecutive day of any fixed period or permanent exclusion. |
| H | Family Holiday (Agreed) | A leave of absence for a family holiday is granted entirely at the head teacher's discretion. |
| M | Medical/Dental Appointments | The student is absent due to a medical or dental appointment that could not be made outside of school hours. |
| R | Religious Observance | The student is absent for religious observance on a day designated by the religious body. |
| S | Study Leave | Study leave should be used sparingly and only granted to Year 11 pupils for public exams. Students should still be able to come into school to revise. |

| T | Traveller Absence | Used when Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) or New Travellers are known to be travelling for occupational purposes and have agreed this with the school. |
|---|---|---|
| I | Illness | The student is ill (unless the truthfulness of the claim is in question). This code should not be used for medical or dental appointments. |
| Cov | Confirmed case of Covid-19 | This code maps to the statutory mark of I. Use this code if the student has received a positive coronavirus (COVID-19) test result. |
| G | Family Holiday (Not Agreed) | The Holiday was not authorised by the school or in excess of the period determined by the headteacher. |
| N | No Reason | The reason for the absence has not been provided. If no reason for an absence is provided after a reasonable amount of time, it should be changed to O. |
| O | Unauthorised Absence | If the school is not satisfied with the reason given for absence they should record it as unauthorised. |
| U | Late (After Register Closes) | Schools should keep registers open for a reasonable amount of time, after which the student should be marked with a U. |
| D | Dual Registration | The student is registered at another school and attends it during this lesson e.g. students at a pupil referral unit. Schools should only record attendance and absences for sessions the pupil is scheduled to attend at their school. |
| X | Not Required (Non-Compulsory School Age) | The child is of non-compulsory school age and is not required to be in school during this session. This code should only be used for students who have not yet passed the 1st January, 1st April or 1st September following their 5th birthday.

This code can also be used for any covid-related absences not covered by the codes below (after confirming with the DfE). |
| Y | Unable to attend due to exceptional circumstances | The school is closed due to an unavoidable cause or the student is unable to travel to the school. It can also be used where the pupil is in custody (for less than four months). This code is collected for statistical purposes but does not contribute to your attendance figures. |
| Z | Pupil Not On Roll | This code can be used when setting up registers in advance of pupils joining. Schools must take attendance for pupils from the first day the student should be attending the school. |

| # | School Closed To Pupils | This code should be used for whole or partial school closures that are known or planned in advance such as if the school is used as a polling station. |
|---|---|---|
| SII | Self-isolating internal exposure | This code maps to the statutory mark of X. Use this code if the student was exposed to Covid-19 in your educational setting and is self-isolating as a result |
| SIE | Self-isolating external exposure | This code maps to the statutory mark of X. Use this code if the student was exposed to Covid-19 outside of your educational setting and is self-isolating as a result. This includes self-isolation after travelling outside the UK, self-isolation due to a suspected case of coronavirus (COVID-19) in the household and self-isolating requested by the NHS Test and Trace service. |
| Sym | Suspected case of Covid-19 | This code maps to the statutory mark of X. Use this code if the student is displaying symptoms but has not yet received a test result. |