



# **Wren Spinney Community School**

## **Attendance Policy**

**Approved by:** LGB

**Date:** Jan 2022

**Last reviewed on:** April 2023

**Next review due  
by:** LGB April 2024

## **Wellbeing in our Trust**

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health all employees seriously and are committed to supporting our staff. The Trustees ensure that support is available through:

- Effective line management
- Commitment to reducing workload
- Supportive and professional working environments
- Employee support programs
  - Health Assured (confidential counselling support available through Perkbox account).
  - Education Support: telephone number 08000 562561 or website [www.educationsupport.co.uk](http://www.educationsupport.co.uk)

### **1. Aims**

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Early intervention and support for families, working in partnership with other agencies.
- 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.

### **2. 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:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Student Registration) (England) Regulations 2006
- The Education (Student Registration) (England) (Amendment) Regulations 2010
- The Education (Student Registration) (England) (Amendment) Regulations 2011
- The Education (Student Registration) (England) (Amendment) Regulations 2013
- The Education (Student Registration) (England) (Amendment) Regulations 2016

- 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. This policy complies with our funding agreement and articles of association.

### **3. School procedures**

#### **3.1 Attendance register**

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every student 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made. The register for the first session will be taken at and will be kept open until 9.45

#### **3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.00 or as soon as practically possible. Absence due to illness will be 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 parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate forms of evidence. If the school is not satisfied with the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. Applications for other types of absence in term time must also be made in advance.

### **3.4 Lateness and punctuality**

A student who arrives late but before the register has closed will be marked as late, using the appropriate code.

A student who arrives after the register has closed will be marked as late – after the register closes, using the appropriate code.

### **3.5 Following up absence**

The school will follow up on any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. The school will always follow up on any absences to ascertain the reason for absence and identify whether it is authorised or unauthorised. We will do a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> day absence call, followed by a text message, and then a home visit will be carried out on day 10. All contact will be documented on our Arbor.

### **3.6 Reporting to parents**

Attendance figures will be sent to families each year.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

Headteachers may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

- Traveller students 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 on this with the school but it is not known
- Exceptional circumstances

#### **4.2 Legal sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may consider:

- A 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 student is found in a public place during school hours without a justifiable reason

### **5. Rewarding Good attendance**

Students will receive an award for 100% and most improved attendance.

### **6. Attendance monitoring**

The Student Administrator and Family Support Worker monitor the student absence on a daily basis and records the issues with actions in weekly identified meetings with the Headteacher. If after contacting parents a student's absence continues to rise, we will consider involving an education welfare officer. The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee. Student-level absence data is collected each term and published at the 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. We compare our attendance data to the national average and share this with governors.

### **7. Roles and responsibilities**

#### **7.1 The Governing Body**

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.

## 7.2 The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

Monitors attendance data at the school and individual student level

- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues

## 7.4 Teachers

Teachers are responsible for recording attendance daily, and the Family Support Worker and Student Administrator will update the register accordingly.

## 7.5 Office Staff

The office staff are expected to take calls from parents about absence and record them on the school system and alert the Family Support Worker and Student Administrator.

## 8. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, the policy will be shared with the governing board.

## 9. Links with other policies

This policy is linked to our child protection and safeguarding policy

## Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school

<b>D</b>	Dual registered	Student is attending a session at another setting where they are also registered
<b>J</b>	Interview	Student has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Student is participating in a supervised sporting activity approved by the school
<b>U</b>	Late	After Register Closes
<b>V</b>	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Student is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Student has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a student will be absent due to illness
<b>M</b>	Medical/dental appointment	Student is at a medical or dental appointment
<b>R</b>	Religious observance	Student is taking part in a day of religious

		observance
<b>S</b>	Study leave	Year 11 student is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveler absence	Student from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Student is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Student 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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for student's absence
<b>U</b>	Arrival after registration	Student arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Student of non-compulsory school age is not required to attend
<b>Y</b>	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 student is in custody
<b>Z</b>	Student not on admission	Register set up but student has not yet



	register	joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day