

# Oakfield School

## 48. Attendance Policy



To be Reviewed:	November 2020
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**Oakfield School**  
**WHOLE SCHOOL ATTENDANCE POLICY**

**Statement of Policy**

Oakfield School is committed to the continuous journey of raising achievements of all our pupils, providing a full and efficient education to all pupils and embracing the concept of equal opportunities for all.

We will endeavor to provide an environment where all pupils feel valued and welcome.

Regular attendance is imperative for successful outcomes and is fundamental for the development in their social and emotional wellbeing. The pupils that attend Oakfield all have an Education Health Care Plan, which stipulates that the key to achievements and developmental progress is in attending school regularly.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

**Parents and Carers have a legal responsibility** to ensure that their child/ren attend school regularly and punctually. They should also ensure that their children are properly equipped and fit for a learning environment.

It is essential that parents work with the school for their child to attend regularly, as this is vital for meeting their child's developmental needs, which is key to a fulfilled future.

If their child does not attend regularly, this will have a massive detrimental effect not only to their academic achievements but to life skills, they will require.

Non - attendance can also place them at higher risk of being involved in anti-social behaviour, criminality and multiple safeguarding concerns.

It is a fundamental element that parents are aware of legal responsibilities they have – so clear understanding is vital.

School attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

Annually the school will examine its attendance figures and set attendance/absence targets. These will reflect national attendance targets.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the school will use to meet its attendance targets.

In order to develop operational efficiency and achieve a consistent approach in dealing with persistent unauthorised absences within the school, with a 10 step protocol /procedures scheme was introduced in January 2017. **(PLEASE REFER TO APPENDIX B).**

The school will encourage and value high attendance rates. The school will recognise the external factors, which influence pupil attendance and will work in partnership with parents, the Education Welfare Service and other relevant services to deal with any issues. The school will take a proactive approach to the promotion of good attendance by defining expectations with students and their parents, and will provide an effective and efficient system for monitoring attendance in accordance with legal requirements.

## **SCHOOL ETHOS ON ATTENDANCE**

A whole school approach/awareness is the key component to a success outcome for attendance. Staff need to be mindful and trained to realise how attendance can affect the pupils' lives and impact on parents. In a forever-changing social and economic climate, this can dramatically alter perceptions of parents and pupils, which can have a long lasting impact on their attitudes towards school.

By working more effectively with parents, we can identify challenges parents are facing in promoting their child's educational success. We as staff need to have a proactive attitude and avoid the "blame culture" which in turn creates negative feelings about attending school, but actively opens the channels of communications in order to find some resolution to the issues.

### **WHO FORMS THE ATTENDANCE TEAM?**

Mrs Leanne Smith - Deputy Headteacher  
Mrs Sarah Cockerline – Deputy Head of Care  
Mrs Jayne Oakley – Designated Safeguarding Lead  
Mrs Tracy Hunter – Administration Assistant  
Mrs Jayne Edwards – Quality Assurance Coordinator  
Miss Claire Platten – Off site provision Coordinator

### **WHO FORMS THE CHILD PROTECTION/SAFEGUARDING/ MULTI AGENCY TEAM?**

Mrs Jayne Oakley – Designated Safeguarding Lead  
Mrs Leanne Middleton – Designated Safeguarding Lead  
Mrs Joanne Jordan – Deputy safeguarding Coordinator

## **RESPONSIBILITIES FOR ATTENDANCE**

The school ethos is that all staff have a responsibility to monitor attendance and punctuality. The following includes identified responsibilities /key roles for each staff member.

**WHOS RESPONSIBILTY IS ATTENDANCE AND PUNCTUALITY. EVERYONES**

## SENIOR LEADER

- Set annual school attendance target with governors.
- Ensure that school attendance policy is implemented (and regularly reviewed)
- Ensure that the policy is communicated to pupils, staff, parents and Governors;
- Ensure detailed attendance data is regularly collected and used to inform strategic planning on attendance matters.
- Report to Governors on Attendance data
- Induct new staff on attendance procedures
- Monitor attendance on a regular basis, setting targets for improvements as appropriate
- Ensure that contact is made with parents of poor attendees

### **CLASS TUTORS/ LEARNING AND BEHAVIOUR MENTORS**

Class teachers/ Learning and Behaviour Mentors are responsible for:

- Tutor time - ensuring all registration of pupils are documented on the SIMS online System this **MUST** be completed in the allotted time scale for registration.
- If a pupil/s is/are absent from your tutor time the Learning and Behaviour Mentor will liaise with administration office to ascertain a reason for their absence. **It is essential all parties are aware of the reason for their absence.**
- A decision will be made as to who will make contact with parents/carers for a reason for their absence. This will be then documented in the pupil's electronic diary; **please ensure you tick the ATTENDANCE box.**
- Keeping an overview of class and individual attendance looking particularly at persistent absentees, patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers.
- Informing the Child Protection Co ordinator where there are concerns relating to safeguarding.
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their class the importance of good attendance and punctuality
- Discussing attendance issues during weekly telephone calls to parents – all conversations **MUST** be clearly documented in the pupil's **Electronic diary, please ensure you tick the attendance box and email to the attendance team.**
- Continued support and guidance in achieving a good level of attendance. Praise and encourage.
- Ensure visual aids/posters are used around the class room to promote attendance
- Displayed on the attendance posters in promoting attendance.
- Ensure the promotion of the attendance rewards, these are clearly detailed on the attendance poster

## KEYWORKERS

Keyworkers are responsible for:

- Each day key workers need to ensure they are up to date with their key pupil's attendance - this information will be provided by administration.

- Keyworkers will liaise with the Attendance Team to develop strategies to improve their key child's attendance i.e. new initiatives/creating rewards/incentives, and to ensure they are up to date with any attendance issues so these can be discussed with their key child.
- Keyworker to liaise closely with the residential child care team (if allocated pupil is a resident).
- Provide a good example by always being punctual to hubs and lessons.
- Ensure that all notes from parents are passed to the administration office
- Monitor patterns of absences and liaise with the Attendance Team
- Alert the attendance team when there is an attendance problem
- Offer praise to individual students whose attendance and/or punctuality improves.
- Discussing attendance issues during weekly telephone calls to parents – all conversations **MUST** be clearly documented in the pupil's **Electronic diary, please ensure you tick the attendance box and on an email to the attendance team.**
- Continued support and guidance in achieving a good level of attendance. Praise and encourage.
- If required, you may be asked to complete a Home Visit and collect the pupil from their home

## **RESIDENTIAL CHILD CARE TEAM**

Residential Child Care Team is responsible for:

Each member of the residential team is responsible for the attendance and punctuality of their pupils within their designated houses.

- If a pupil/s is/are absent from your house, you are expected to liaise with administration office to ascertain a reason for their absence.
- A decision will be made to who will make contact with parents/carers for a reason for their absence. If not already ready completed. This will be then documented in the pupil's electronic diary with the **please ensure you tick the attendance box and email to the attendance team. It is essential all parties are aware of the reason for their absence.**
- Liaise with the Class tutor/ Learning Behaviour Mentor inform them of what action has been taken and or agreed an action plan to ascertain reason for absence if not already know.
- Information the senior on duty
- Keeping an overview of individual attendance looking particularly at persistent absentees, patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers.
- If required, you may be asked to complete a Home Visit and collect the pupil from their home.
- Inform the Child Protection Co ordinator where there are concerns relating to safeguarding.
- Monitoring follow-up once actions have been taken to correct attendance concerns
- Emphasising with their house the importance of good attendance and punctuality
- Discussing attendance issues during weekly telephone calls to parents – all conversations **MUST** be clearly documented in the pupil's **Electronic diary, please ensure you tick the attendance box and on an email to the attendance team.**
- Continued support and guidance in achieving a good level of attendance. Praise and encourage.
- Residential Managers will liaise with the Attendance Team weekly to ascertain pupils who be monitored as a cause for concern relating to their attendance
- Ensure visual aids/posters are used around the residential house to promote attendance

- Ensure the promotion of the “PUPILS ATTENDANCE CHALLENGE” over the term.
- Promotion of attendance during the House meetings with the pupils.

## ADMINISTRATION OFFICE

School Office are responsible for:

### FIRST DAY RESPONSE TO ABSENCE

- Administration Office staff will contact parents/carers on the first day of absence; if reasons for absence cannot be identified then the absence will be recorded as unauthorised.
- If contact cannot be made a text message will be made asking parents/carers to contact the school.
- Administration Team will then email the attendance team alerting them of the absentees.
- If we are unable to make contact or ascertain a reason for non-attendance, inform the attendance team who may allocate a staff member to visit the family home. However, if you have reason to believe that there could be a safeguarding concern this must be immediately referred to the Child Protection Co ordinator, and a Home visit will take place if deemed necessary.

Continued roles for Administration Office:

- Process registers/absence forms
- Late arrivals to ensure they have entered themselves on to the system Electronic signing in and out system (which located at the front of the school).
- Liaise with Learning and Behaviour Mentors – if a pupil is absent and parents have not called the school.
- Send a text to parents advising them that their child was late to school
- Record telephone absences via SIMS systems and the pupil’s electronic diary **please ensure you tick the attendance box and email to the attendance team**
- Weekly attendance figures for tutor groups are emailed
- Document via comment reports on SIMS and any correspondence must be filed accordingly.
- Produce weekly absence lists for senior leader
- Produce weekly summary attendance data for attendance meetings
- Produce weekly summary of attendance for SLT meetings
- Email the attendance team informing them of what pupils are absent that day, and action already taken.
- Informing the Child Protection Co ordinator where there are concerns relating to safeguarding.
- Informing the Attendance Team and SLT where there are any issues with attendance, so actions can be taken to find a resolution to the problem.
- Twice annually letters to be send out reminding parents/cares of the importance of attendance/punctuality.
- Twice annually Term Time Holiday letters will be sent out reminding parents/carers of the implications of taking pupils out during term time.
- At the start of each academic year a school holiday timetable is sent to parents/carers to keep them informed of dates and staff training days.
- Twice annually a reminder of the school Rewards/ Incentives for attendance leaflets are sent to parents/carers and pupils.
- Twice annually Attendance leaflets are sent out to all parents/carers:

- Pupils leaving school site ensuring they have entered/exited themselves on to the electronic signing in and out system (which is located at the front of the school).

## ATTENDANCE TEAM

The Attendance Team are responsible for:

- Overall monitoring of school attendance on weekly basis, and initiating further action if required.
- Trends in authorised and unauthorised absence
- Ensuring that staff are documenting all reasons for absences
- Attendance tracking data base for Persistent Absences
- Working with families where concerns are raised about their child attendance level this will include arranging home visits/meetings in school, unannounced visits and letters to discuss attendance issues, these actions are in accordance with the schools 10 step procedure to address persistent absences. However, if you have reason to believe that there could be a safeguarding concern this must be immediately referred to the Child Protection Team, and a Home visit will take place if deemed necessary.
- Monitoring individual attendance where concerns have been raised
- Providing reports and background information to inform discussion with the school's EWO
- Liaising with Child Protection Team where it is felt additional family support is requiring via access and assessment for Early Help
- Liaising with the Emotional Wellbeing Team – if pupil is requiring additional support within school, an Emotional Wellbeing referral will need to be made.
- Liaising with Keyworkers – ensuring all information relating to pupils absence is communicated.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Ensuring all channels of communication are open to address the issue of Attendance/Punctuality
- Weekly attendance for the class tutor/Learning and behaviour mentors and residential house are emailed out. This is also break down of each pupil's absence over that week.
- Ensure the promotion of the "PUPIL ATTENDANCE CHALLENGE" over the term.
- Making referrals to the Education Welfare Service

## PARENTS

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter)
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.

- Ensuring they have completed the leave of absence request/holiday forms (**Appendix C**)
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with

## **EDUCATION WELFARE SERVICES**

- Once all avenues have been exhausted by the school to support a pupil's attendance and no significant improvement has been made a referral for education welfare officer will be submitted.
- Produce absence letters to parents.
- Issuing a warning letter
- Issuing a fixed penalty notice.
- Complete aggravated/court paperwork
- Issue fines for holidays
- Home Visits
- Attend multi-agency meetings

## **FREQUENT ABSENCE**

It is the responsibility of staff to be aware of and bring attention to, any emerging attendance concerns. In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parents/carers.

During attendance meeting we will be identifying areas of concern through the tracking systems. If their attendance continues to fall and remains irregular or unsatisfactory then steps are taken by the school which may result in the Education Welfare Services been involved with the family.

The Education Welfare Services will have access to all registers and attendance data.

## **Penalty Notices Proceedings for Poor Attendance – Penalty Notices are issued in accordance with Hull City Council – Local authority Penalty Notices Code of Conduct.**

### **Penalty Notice Protocol**

#### **1. Legal Basis:**

This code of conduct is made by Kingston upon Hull City Council in pursuant of Section 444A and Section 444B of the Education Act 1996 and the education (Penalty Notice) (England) Regulation 2004.

Section 23 of the Anti-Social Behaviour Act 2003 empowers designated LA officers, Head Teachers (& Deputy and Assistant Headteachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school.

The Education (Penalty Notices) (England) Regulations 2004 came into force on 27<sup>th</sup> February 2004.

The issuing of Penalty Notices must conform with all requirements of the Human Rights Act and all Equal Opportunities legislation.



The LA has the prime responsibility for developing the protocol, within which all partners named in the Act will operate.

## **2. Rationale:**

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities.

In law an offence occurs if a parent/carer fails to secure a child's attendance at a school at which they are a registered pupil and that absence is not authorised by the school. Penalty Notices supplement the existing sanctions currently available under Sec 444, Education Act 1996 or Sec 36 of the Children Act 1989 to enforce attendance at school where appropriate.

The Education Welfare Service (EWS) delivers this LA responsibility.

Parents and pupils are supported at school and LA level to overcome barriers to regular attendance through a wide continuum of assessment and intervention strategies. Sanctions of any nature are for use only where parental co-operation in this process is either absent or deemed insufficient to resolve the presenting problem.

Sanctions are never used as a punishment, only as a means of enforcing attendance where there is a reasonable expectation that their use will secure an improvement.

## **3. Circumstances where a Penalty Notice may be issued:**

A Penalty Notice can only be issued in cases of unauthorised absence. Use of Penalty Notices will be restricted to one per pupil per academic year. In cases where families contain more than one poor-attending pupil multiple issues may occur but this will be the subject of careful consideration and co-ordination.

There will be no restrictions on the number of times a parent/carer may receive a formal warning of a possible issue of a Penalty Notice.

The issuing of a Penalty Notice is considered appropriate in the following circumstances:

- unauthorised absences
- truancy sweeps (where appropriate)
- holidays in term time
- persistent late arrival at school (after the Register has closed)

To ensure consistent delivery of Penalty Notices the following criteria will apply:

- 20 or more unauthorised absences by the pupil during the current term.

- other than in specific circumstances\* the liable parent/carer will receive a formal warning of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement.

*\*the deliberate taking of a holiday in term time without / against school permission (where it can be clearly demonstrated that the parent/carer understood that permission had not/would not be given) and where this has created a period of unauthorised absence in the current term of at least 10 sessions.*

#### **4. Procedure for issuing Penalty Notices:**

The Education Welfare Service will issue Penalty Notices in Kingston upon Hull. This will ensure consistent and equitable delivery, retain school-home relationships and allow cohesion with other enforcement sanctions.

Penalty Notices will only be issued by post and never as an on the spot action; this to satisfy that all evidential requirements are in place and to meet Health and Safety requirements.

The EWS will receive requests to issue Penalty Notices from schools, Humberside Police and neighbouring LA's. These requests will be actioned provided that:

- all relevant information is supplied in the specified manner
- the circumstances of the pupil's absence meet all the requirements of this Protocol
- the issue of a Penalty Notice does not conflict with other intervention strategies in place or other enforcement sanctions already being processed.

The EWS will respond to all requests within 10 school days of receipt and where all criteria are met may:

- issue a formal written warning to the parent/carer of the possibility of a Penalty Notice being issued
- in the same letter set a period of 15 school days within which the pupil must have no unauthorised absence
- issue a Penalty Notice through the post at the end of the 15-day period if the required level of improvement has not been achieved.

#### **5. Procedure for withdrawing Penalty Notices:**

Once issued, a Penalty Notice will only be withdrawn in the following circumstances.

- It not ought to have been issued to the person named in it
- the use of the Penalty Notice did not conform to the terms of this Protocol

#### **6. Payment of Penalty Notices:**

Arrangements for payment will be detailed on the Penalty Notice.

Payment of a Penalty Notice discharges the parent/carer liability for the period in question and they cannot subsequently be prosecuted under other enforcement powers for the period covered by the penalty Notice.

Payment of a Penalty Notice within 21 days is £60 and payment after this time but within 28 days is £120.

The LA retains any revenue from Penalty Notices to cover enforcement costs (collection or prosecuting in the event of non-payment).

## **7. Non-payment of Penalty Notices:**

Non-payment of a Penalty notice may result in prosecution under the provisions of Sec 444(1) of the Education Act 1996.

## **8. Policy and Publicity**

All school Attendance Policies will include information on the deployment of Penalty Notices and this will be brought to the attention of all parents.

The LA will include information on the use of Penalty Notices and other attendance enforcement sanctions in promotional/public information material

**PLEASE REFER TO APPENDIX A – 10 STEP ATTENDANCE PROTOCOL**

### **STRATEGIES FOR DEALING WITH ATTENDANCE**

- A statement of attendance will appear on each pupil's annual review
- Electronic and first day response calling and visiting will be used
- Text message if unable to make contact with parents/carers
- Termly reminders to parents/carers of the importance of attendance and punctuality
- SIMS attendance figures will be issued to analyse weekly
- Persistent absence (PA) figures will be monitored.
- Attendance Team will begin the attendance protocol once a pupils' attendance drops below 95%
- A whole school approach, with additional support systems in place
- Residential Child Care staffs – manage the residential attendance and will follow up all absences when informed and will offer additional support to parents/carers.
- Home visits to ascertain reasons for poor attendance – see Home Visit format – **PLEASE REFER TO APPENDIX B**

### **THE REGISTRATION SYSTEM**

The School will use the SIMS programme to document all attendance  
The following national codes will be used to record attendance information.

**PLEASE REFER ABSENCES AND CODE**

## SCHOOL PROCEDURES

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.

## LATENESS

**Morning registration will take place at the start of school at 8.50 am. The registers will remain open at the start of the school day for 40 minutes.** Any pupil arriving after this time 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 will be at 1.30pm.**

**The registers will close at 1.40pm.**

Class teachers complete a register at the beginning of each morning and once during the afternoon session. Marking the attendance registers twice daily is a legal requirement. The Education (Pupil Registration) (England) (Regulations 2006).

Pupils arriving after the registers have closed will be treated for statistical purposes, as present, but will be coded as late.

If pupils do not return after a Fixed Term Exclusion, then Reception staff or Head of Keystage will contact the parents/carers to ascertain the reason for non-attendance and the procedure as for First Day Absence will be followed.

## PUPIL MISSING FROM EDUCATION FOR MORE THAN 10 DAYS

If any pupils are absent without an explanation for 10 consecutive days, the school will notify to the Local Authority, by submitting a referral to the Education Welfare Services. The school will include details of the actions that they have taken to ascertain reasons for their absence from school.

No child should be removed from the school roll without consultation between the Headteacher and the Education Welfare Services when appropriate.

Please see circumstances below:

- Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education referral for the following circumstances:
- If the whereabouts of the child is unknown and the school have failed to locate him/her.

## A WELCOME BACK

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## ABSENCE NOTES/CORRESPONDENCE

Any correspondence received from parents explaining absence should be kept for the current 3 years. If there is an attendance concern about the pupil, that may require further investigation, then the notes may need to be retained for a longer period. All documents with a retention period will be archived.

## PROMOTING ATTENDANCE

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education.

- Twice annually letters to be send out reminding parents/cares of the importance of attendance/punctuality, along with the school's attendance leaflet.
- Twice annually Term Time Holiday letters will be sent out reminding parents/carers of the implications of taking pupils out during term time.
- At the start of each academic year a school holiday timetable is sent to parents/carers to keep them informed of dates and staff training days.
- Twice annually a reminder of the school Rewards/ Incentives for attendance leaflets are sent to parents/carers and pupils.
- Twice annually Attendance leaflets are sent out to all parents/carers:
  - The aims of the school
  - Powers of the Law
  - How parents can help preventing absences
  - School Day
  - Support from the school
  - The amount of absences, and how this effects the levels of attendance
- New admissions - Home/School agreement.
- School web site promotes attendance.
- The Head of Curriculum works with the staff in promoting Attendance through the Personal Social Education (PSE). Learning of objectives of these sessions are:
  - To understand pupil's attitudes towards attendance
  - To achieve understanding from pupils about the importance of attendance
  - To develop pupil's understanding on reasons for non-attendance
  - To be able to demonstrate and evaluate pupil's knowledge.
  - To understand who to approach to ask for help and support if needed.
  - Pupil Attendance Challenge – receive a day trip out of their choice.

## PUPILS INCENTIVES

The VIVOS system is for extra recognition for achievement the pupils have made, again these are points achieved and are converted into prizes. The pupil can achieve by excelling in positive behaviour around the school and it is also linked with school attendance incentives.

Vivo Miles is the national school rewards platform. "Vivos" are awarded in line with a school's rewards policy and redeemed against relevant rewards. A unique and innovative solution, designed to support student recognition, increase student engagement and drive positive learning outcomes.

- The pupils will receive 1,000 vivo points per term for 100% attendance and 5,000 vivo points for a full academic year of 100%
- Pupils with 95% plus attendance will receive 500 vivos
- Oakfield School very much recognises/appreciates the complexity of some of our pupils and that certain individuals make every effort to attend school, however due to vital medical circumstances /or critical exceptional circumstances their attendance unfortunately suffers, we feel within these circumstances pupils have a right to be praised and awarded for their Attendance and will be offered 500 vivo per term.
- In addition to this, pupils are also recognised for the most improved attendance over the term and full academic year, these pupils will receive 250 vivo points per term and 500 vivo per full academic year for their attendance.

## CERTIFICATE AWARD PRESENTATION

At the end of each term we celebrate all our pupils' achievements over the term. Pupils are awarded with a certificate for their attendance.

- 100% attendance
- 95% plus attendance
- Effort to attend when faced with of extreme difficult situations
- Most improved attendance
- Certificates for Best Tutor and Residential Houses

## PUPIL ATTENDANCE CHALLENGE

Throughout each term the Pupil Attendance Challenge is in full swing, with Tutor, Learning Behaviour Mentors and Residential Staff promoting our pupils attendance.

At the end of the term the announcements are made as to who has won the Pupil Attendance Challenge:

- Pupils with the highest percentage of attendance over the term will be grouped together and awarded with a trip out of their choice.
- Posters to promote attendance will placed on the Onelan television system, which is visible for all to see.

## HOLIDAYS IN TERM TIME

Holidays during term time are to be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. Absence because of holidays will be unauthorised, unless it is deemed an exceptional case by the Headteacher and Governing Body.

Parents/ Carers should make requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised. Parents need to request a Holiday form **this needs to be completed 4 weeks prior to leave of absence dates been requested.**

Parents and Carers are reminded that leave of absence taken from school without permission may result in the issuing of fixed penalty fines by the local authority.

Parents are also reminded that leave of absence for the purpose of holidays in term time cannot be an authorised absence unless in exceptional circumstances then the school would register absence with a relevant code.

There are a small number of very exceptional circumstances when a holiday absence may be granted. These are defined as:

- Service personnel and other employees who are prevented from taking holidays outside term time.
- Acute crisis within the family, where the family needs to spend time together to support each other.
- Court order/formal agreement where parents have separated.

## SEE APPENDIX C – HOLIDAY REQUEST FORM –

## ATTENDANCE TARGETS

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a member of the Senior Leadership Team will be responsible for overseeing this work.

## CONTENTS OF ADMISSIONS REGISTER

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

## PUPILS MOVING TO A NEW ADDRESS AND/OR SCHOOL

**Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register:**

- the full name of the parent with whom the pupil will live,
- the new address,
- the date from when it is expected the pupil will live at this address.

**WHERE A PARENT NOTIFIES THE SCHOOL THAT THE PUPIL IS REGISTERED AT ANOTHER SCHOOL OR WILL BE ATTENDING A DIFFERENT SCHOOL, SCHOOLS MUST RECORD IN THE ADMISSION REGISTER:**

- the name of the other school,
- the date of when the pupil first attended, or is due to start attending, that school

## Absence and Attendance Codes

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present at time of registration
\	Present (PM)	Present at time of registration
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils.
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	If a pupil is dual registered, we as a school only mark attendance for the sessions they are due to attend.
<b>E</b>	Excluded (no alternative provision made)	Authorised absence If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be



		marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
<b>H</b>	Holiday authorised by the school	Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
<b>J</b>	Interview	Approved interview with prospective employer or

		another educational establishment.
<b>L</b>	Late (before registers closed)	Present -Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U.
<b>M</b>	Medical/Dental appointments	Authorised absence Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.
<b>N</b>	No reason yet provided for absence	Unauthorised absence Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence If the school is not satisfied with the reason given for absence they should record it as unauthorised.
<b>P</b>	Approved sporting activity	Approved Education Activity, in which a pupil is taking part in a sporting activity that has been approved by the school and supervised someone authorised by the school.
<b>R</b>	Religious observance	Authorised absence Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.
<b>S</b>	Study leave	Authorised absence Schools must record study leave as authorised

		absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
<b>T</b>	Traveller absence	<p>Authorised absence</p> <p>This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.</p>
<b>U</b>	Late (after registers closed)	<p>Unauthorised absence</p> <p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.</p>
<b>V</b>	Educational visit or trip	<p>Approved Education Activity</p> <p>This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.</p>
<b>W</b>	Work experience	<p>Approved Education Activity</p> <p>Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.</p>
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	<p>Not counted in possible attendances</p> <p><b>Not required to be in school</b></p> <p>This code is used to record sessions that non-compulsory school age children are not expected to attend.</p>
<b>Y</b>	Enforced closure	<p>Not counted in possible attendances</p> <p>This code can be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> <li>• The school site, or part of it, is closed due to an unavoidable cause; or</li> <li>• The transport provided by the school or a local authority is not available and where the pupil's</li> </ul>

		<p>home is not within walking distance; or</p> <ul style="list-style-type: none"> <li>• A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school. This code can also be used where a pupil is unable to attend because: <ul style="list-style-type: none"> <li>• The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities, then they can record those sessions as code B (present at approved educational activity).</li> </ul> </li> </ul> <p>This code is collected in the School Census for statistical purposes.</p>
<b>Z</b>	Pupil not yet on roll	<p>Not counted in possible attendances</p> <p>This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.</p>
<b>#</b>	School closed to pupils	<p>Not counted in possible attendances up to five non-educational days to be used for curriculum planning/training; and use of schools.</p>

## RETENTION LAWS

Admission and Attendance Register - In accordance with Education Pupil Registration Regulations 1995, these documents must/be kept for period of 3 years.

## THE LAW

The Education Act 1996 Part 1, Section 7 states:

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

[a] To his age, ability and aptitude and

[b] To any special needs he 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 V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Section 444 has two separate but linked offences: Section 444(1): where a parent fails to secure the child's regular attendance;

Section 444(1A) where a parent knows that the child is failing to attend school regularly, and fails to ensure the child does so.

Section 444ZA7 applies the offence to where parents fail to secure the regular attendance of their child at a place where the local authority or governing body has arranged alternative provision.

The legal requirements link below:

**The Education [Pupil Registration] (England) Regulations 2006**  
<http://www.legislation.gov.uk/uksi/2006/1751/contents/made>

**Parental responsibly measures**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/581539/School\\_attendance\\_parental\\_responsibility\\_measures\\_statutory\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/581539/School_attendance_parental_responsibility_measures_statutory_guidance.pdf)

## CATEGORISATION OF ABSENCE

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

- Unauthorised Absence
- Authorised Absence
- Approved Educational Activity

### **1. UNAUTHORISED ABSENCE**

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

### **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.

### **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

## **MONITORING AND REVIEW**

Next Review November 2020 unless guidance changes then this policy will be amended according to statutory guidance from the Department of Education and amended linked legislation

**This Policy was reviewed by Governors November 2019.**

Signed: ..... Date.....  
Mr Lee Morfitt (Chair of Governors)

### **Links to Attendance**

School Attendance parental responsibility measure – statutory guidance - update 5<sup>th</sup> January 2017  
<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

School Attendance – September 2018  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/739764/Guidance\\_on\\_school\\_attendance\\_Sept\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739764/Guidance_on_school_attendance_Sept_2018.pdf)

Children Missing in Education – September 2016  
<https://www.gov.uk/government/publications/children-missing-education>

Keeping Children Safe in Education – October 2019  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/835733/Keeping\\_children\\_safe\\_in\\_education\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf)

Working together to safeguard children – February 2019  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/779401/Working\\_Together\\_to\\_Safeguard-Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf)

Education and Inspections Act 2006 – Sections 97 – 111

<http://www.legislation.gov.uk/ukpga/2006/40/contents>

Education Act 1996 – Part 1 Section 7

## **Further sources of information**

Relevant legislation on [www.legislation.gov.uk](http://www.legislation.gov.uk)

## **What does the law say and what do I have to do?**

This guidance summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, head teachers, school staff, governing bodies, pupils and parents.

These requirements are contained in:

- The Education Act 1996 - sections 434(1)(3)(4) & (6) and 458(4) & (5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

# Attendance Procedure

## STEP 1

Send 1 under 95% letter  
Or letter 1b punctuality

## STEP 2

Send letter 2 under 90%  
Send letter 2b 2<sup>nd</sup> under 90%

## STEP 3

Still **NO** improvement to attendance  
**NO** response from parents relating to letter 1  
and letter 2

## STEP 4

Home visit form to be completed and filed in  
Leanne's attendance file.

## STEP 5

If no response from Home Visit letter, do an  
unannounced visit  
If **NOT** home - drop notification note and  
attendance leaflet.

## STEP 6

Wait 48 hours – if they have not contacted the  
school to make an appointment for a Home Visit.  
**Send letter 4** – with a date and time we are  
going visit their home.

## STEP 7

If they were not home when visited – **Send  
Letter 5** – Re:  
meeting at school with Leanne to set Attendance  
targets.

## STEP 8

If attended complete **Letter 6 (Action Plan)** and  
send with **Letter 7**  
If parents **do not attend** meeting – send **Action  
Plan with Letter 8**

## STEP 9

If improved within 4 weeks, **send letter 9**  
Well done  
If not improved new targets to be set.  
Letter to parents re: new targets. **Letter 10 (2<sup>nd</sup>  
Action Plan) + Letter 11 (letter to be amended if  
parents attended or did not attend review)  
meeting**

## STEP 10

If no improvement after set targets - **Referral to  
Education Welfare Services**  
**Send Letter 12 to parents informing them and  
complete 12b referral EWO**



Home Visit – Attendance		
Date of Home Visit:	Name of pupil:	
Parent/Carer Present :)	Percentage of Attendance:	
Actions already initiated by school:		
Identified areas from parents/carers that have impacted on their child's attendance		
Area of discussions with parents/carers:		
Agreed action to be taken by school:		
Agreed action to be taken by parent/carers:		
Parent/Carers Name:	Sign:	Date:
Staff conducting Home Visit:	Sign	Date:



**APPENDIX C**

**OAKFIELD SCHOOL**

**HOLIDAY/LEAVE OF ABSENCE REQUEST APPLICATION FROM SCHOOL DURING TERM TIME**

**Name of Pupil:** .....

**Tutor Group / Residential House:** .....

**Home Address:** .....

**I would like to request permission for my child to be absent from school during the following dates:**

.....

**Date of last attendance at school:** .....

**Date of return to School:** .....

**Number of school days missed from School:** .....

**Reasons for absence from school:**

.....  
.....  
.....  
.....  
.....  
.....

**Please consider the above request for my child to receive an authorised absence from school during the time and reason for the absence.**

**I understand that if this is not agreed then any absence will be treated as unauthorised.**

**Name of Parent/Carer:** .....

**Signed:** .....

**Date:** .....

**PLEASE RETURN COMPLETED APPLICATION FORM GIVING AT LEAST 4 WEEKS NOTICE.**

PARENTS AND CARERS ARE REMINDED THAT LEAVE OF ABSENCE TAKEN FROM SCHOOL WITHOUT PERMISSION MAY RESULT IN THE ISSUING OF FIXED PENALTY FINES BY THE LOCAL AUTHORITY.



PARENTS ARE ALSO REMINDED THAT LEAVE OF ABSENCE FOR THE PURPOSE OF HOLIDAYS IN TERM TIME CANNOT BE AN AUTHORISED ABSENCE UNLESS IN EXCEPTIONAL CIRCUMSTANCES THEN THE SCHOOL WOULD REGISTER ABSENCE WITH A RELEVANT CODE.

**FOR SCHOOL USE ONLY**

<b>Date of Application received:</b>	
<b>Attendance to Date: %</b>	

<b>Reason for Granting/ Not Granting Authorised Absence:</b>	
<b>Signature of Headteacher:</b>	<b>Date:</b>

**\* A letter will be sent to parents in response to their request of leave of absence for their child's.**