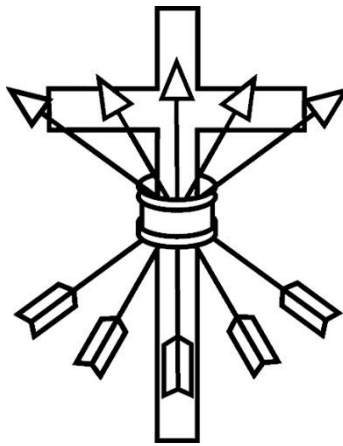


# WADDESDON CHURCH OF ENGLAND SCHOOL



## ATTENDANCE POLICY

<b>STATUS OF POLICY:</b>	Statutory
<b>BASED ON LA PROCEDURE DATED:</b>	-
<b>COMMITTEE RESPONSIBLE:</b>	Curriculum & Student Wellbeing
<b>GOVERNING BODY APPROVAL:</b>	CSWB 31.01.18
<b>REVIEW DATE:</b>	January 2020

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## 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 pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

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 in attending lessons.

Governors noted that successful schools:

- Treat attendance as a priority within the whole school community
- Have a clear policy on absence
- Use robust systems for monitoring attendance & punctuality
- Use data and other information to improve school and pupil performance
- Promote the importance of good attendance to pupils and their parents/carers
- Intervene early when individual pupil absence or lateness gives cause for concern
- Have support systems in place for vulnerable pupils
- Reward and celebrate good and improved attendance
- Make use of additional support for pupils and parents with greatest need

Every child has a right to access the education to which he/she is entitled. Parents and staff share the responsibility for ensuring that attendance rates at Waddesdon CE School are maximised and that rates of unjustified and unauthorised absenteeism are kept to a minimum.

### 1.1 Ethos

The following vision statement which has been agreed by the Governing Body sets down the ethos of the school and this policy needs to be viewed within this context:

*Waddesdon Church of England School welcomes young people into a safe and secure community where students are encouraged to succeed according to their unique abilities.*

*Standards and expectations are high and learning is developed through a wide range of engaging educational opportunities.*

*Our ethos is rooted and grounded in traditional Christian values which foster dignity and respect for all and compassion and sensitivity towards others. Self-confidence is nurtured through praise, encouragement, acknowledgement of success and celebration of achievement.*

*Our learning culture enables our students to fulfil their potential as responsible and productive citizens, to be keen lifelong learners and to be proud to claim they are part of the Waddesdon tradition, the 'Waddesdon Way'.*

### 1.2 Safeguarding

The governors at Waddesdon CE School view attendance as a safeguarding issue and in accordance with the school's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care.

The Attendance Policy identifies how individual cases are managed and how we work proactively with parents to ensure that they understand why attendance is important. In certain cases, this may form part of a Parenting Contract.

We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and taking off roll, and understand how important this practice is in safeguarding children and young people.

The school will only place young people in alternative educational provision which has been quality assured by the Local Authority. Young people who require access to alternative provision will have a personalised learning plan designed to meet their needs. Their attendance will be monitored by Waddesdon CE School in accordance with the School Register Regulations.

The designated Child Protection Officer will be informed when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently excluded a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

## 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 \(Pupil Registration\) \(England\) 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](#)
- [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.

## 3. School procedures

### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils 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 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 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.

Pupils must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 8.35am. The register for the second session will be taken at 11.45am and will be kept open until 11.50am

### **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 9.00am or as soon as practically possible (see also section 6).

Parents are able to notify the school by phone, email, letter or in person

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 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 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 pupil should be out of school for the minimum amount of time necessary.

Parents are able to notify the school by phone, email, letter or in person

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

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

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

When a student arrives late to school they should sign in at the designated student reception area, entering the time of arrival and reason for lateness. All lateness is regularly monitored by the school, recognising the disruption to lessons and learning. Recurring lateness will almost certainly result in the award of detentions or other sanctions.

### 3.5 Following up absence

The school will follow up 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.

Parents are responsible in law for ensuring the regular and punctual attendance of their children and risk prosecution if they fail in this duty. It is therefore very important for parents and school staff to work closely together to overcome any problems which may affect a student's attendance.

Waddesdon School places a high value on students' regular attendance and good punctuality and monitors this daily. School staff also work closely with the county attendance team where attendance or punctuality does not meet the school's rigorous expectations

Waddesdon School will write to parents if they have concerns for a child's attendance (Letter 1 Appendix 2). If attendance continues to cause concern a 1A letter will be sent to parents. (Letter 1A. Appendix 3)

### 3.6 Reporting to parents

This Attendance Policy will be communicated through:

- A précis in the parents' prospectus
- A summary in the Parent Handbook which is issued to all parents and students annually
- Assemblies
- Pupil review and guidance meetings
- On the school website

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

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

The fundamental principles for defining 'exceptional' are where requests are rare, significant, unavoidable and short.

The school considers each application for term-time absence individually, taking into account 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 pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils 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 this with the school but it is not known whether the pupil is attending educational provision

There is **no** automatic entitlement in law to time off in school time to go on holiday.

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Leave of absence may not be granted unless there are exceptional circumstances, in which case the Headteacher determines the number of school days that a child can be away from school.

If holiday leave is taken without the school's prior approval, this may be viewed as undermining the good order and discipline of the school and could be referred to the County Attendance Team.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

## **4.2 Legal sanctions**

In the event of persistent non-attendance, the school works closely with the County attendance team to help remove any barriers which may be preventing a student from fully accessing the education to which he/she is entitled.

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

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

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 take into account:

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

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Waddesdon will send parents an attendance letter, if pupils are causing attendance concerns. (Appendix 2) If these concerns continue parents will receive a 1A letter (Appendix 3) which explains the role of the Attendance Team and the parental attendance contract.

## **5. Strategies for promoting attendance**

Good attendance improves peer relationships, allows students to achieve their potential and therefore contributes positively to the school community

Students with good and improved attendance receive letters of congratulation. Students' attendance is included on all school references and is requested by prospective colleges and employers and used as part of their admissions and interview procedure.

## **6. Attendance monitoring**

The attendance officer monitors pupil absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). Parents are expected to contact the school each day their child is ill.

If after contacting parents a pupil's absence continue to rise, we will consider involving an attendance officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

The school regularly monitors patterns of attendance and lateness. Students with attendance or lateness concerns are regularly reviewed and decisions are taken about additional support that may be required or sanctions that should be applied. Additionally, such concerns will also be shared with the county attendance team, who may decide to take action against parents.

Information about patterns of attendance and lateness is also shared with Governors. Additionally, data is collected directly from the school system by the LA and the DCSF.

### **6.1 Children Missing in Education (CME)**

The school follows the Local Education Authorities policy regarding the protocol for children missing education. (Protocol for children missing education. September 2017 Version 9) The purpose of this document is to make sure that children not receiving a suitable education are identified quickly, and effective tracking systems and support arrangements are put in place.

Children missing education are:

“Children of compulsory school age who are not on a school roll, and who are not receiving a suitable education otherwise than being at school, for example, at home, privately, or in alternative provision.”

Children not receiving a suitable education are at increased risk of a range of negative outcomes that could have long term damaging consequences for their life chances.

## **7. Roles and responsibilities**

### **7.1 The Governing Body**

The Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the head teacher to account for the implementation of this policy. The Curriculum and Student Wellbeing committee are responsible for monitoring this policy.

### **7.2 The head teacher and assistant head teacher responsible for attendance**

The head teacher 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 head teacher also supports other staff in monitoring the attendance of individual pupils

### **7.3 The attendance officer**

The attendance officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the head teacher
- Works with the county attendance team to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues

### **7.4 Class teachers and form tutors**

Class teachers and form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### **7.5 Office staff**

Office staff are expected to take calls from parents about absence and record it on the school system.



## **8. Monitoring arrangements**

This policy will be reviewed every two years by the assistant head teacher responsible for attendance. At every review, the policy will be shared with the Governing Body.

## **9. Links with other policies**

This policy is linked to our Safeguarding and Child Protection Policy.

## Appendix 1: attendance codes

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

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

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

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil 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 pupil's absence
<b>U</b>	Arrival after registration	Pupil 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	Pupil 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 pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Appendix 2: Attendance concern letter.

Mr and Mrs

Dear Mr and Mrs

### **Attendance concern**

I am writing with reference to..... attendance during the term. Our records show that ..... attendance to week ending .....2018 was .....%. Whilst we understand ..... has had some illness, good attendance in lessons is crucial to success in academic studies. We are keen to encourage ..... in his studies and would welcome your support in ensuring his good attendance in school. Please do not hesitate to contact me if there are any further ways in which we can support ..... in his studies.

Yours sincerely

James Sturla  
Assistant Headteacher

R: Attendance, 2017-18,

### Appendix 3: 1A attendance letter.

2018

**Re:     DOB:**

By law parents are responsible for ensuring their child's regular school attendance. I am writing to you as your son's attendance at school is currently irregular and therefore a cause for concern.

His/Her attendance at this stage, from the start of the academic year is %.

Every effort will be made to support ....., if you feel he/she is experiencing significant difficulties that may impact upon his/her attendance. Should this be the case, please contact me to discuss the matter further. In the meantime I will continue to monitor ..... attendance for a further three weeks, during which time I expect to see a significant improvement.

Only the Headteacher has the authority to authorise absence; further absences may not be authorised without supporting evidence that your child was unable to attend school with good reason.

Should ..... attendance remain irregular during this time I will have no choice but to consider more formal action, which may involve referring the matter to the County Attendance Team for statutory intervention.

Yours sincerely

Mr James Sturla  
Assistant Headteacher

R: Attendance, 2017-18,