

# GREAT OAKS SCHOOL ATTENDANCE POLICY



Lead Reviewer: **Deputy Headteacher**  
Who this is aimed at: **Whole School Community**

Version	Reason for Change	
3	Review	
Record of signatures and dates		
Reviewed agreed	Signature	Date

## Rationale

Parents/carers have a duty in law (Education Act 1996) to ensure that children of statutory school age receive an appropriate education, "by attendance at school or otherwise." The achievement and maintenance of high standards in pupil attendance is the shared responsibility of parent/carers, Great Oaks School and its Governing Body and the local education authority. The white paper (March 2016) ***Educational Excellence Everywhere*** outlines the need to ensure that the needs of vulnerable pupils are met, including the promotion of school attendance and tackling persistent absence. The school and the LA also have a responsibility to support pupils' attendance at school by providing advice and support to those pupils, and their parents/carers, who have difficulty in maintaining a satisfactory level of attendance. In supporting parents/carers to meet their responsibilities school and the LA may need to take action in order to enforce attendance. Great Oaks works very closely with the Education Welfare service whose work is central to raising standards of attendance across the city as a whole and within individual schools

## Aims and Objectives

Great Oaks School aims to secure the full time attendance of every pupil by:

- promoting good attendance and reducing absence, including persistent absence, for individuals and groups of individuals.
- expecting punctuality to all lessons
- ensuring that every pupil has access to full time education to which they are entitled
- acting early to address patterns of absence
- working co-operatively with parents/carers, outside agencies (health services, Jigsaw, EWO) to best support attendance for all pupils.
- recording attendance in accordance with current legislation (both government and Local Authority)
- Appointing a governor with responsibility for CLA

## **Implementation**

- Pupils will be registered at the beginning of the morning and the afternoon sessions.
- (*The Education (Pupil Registration) (England) Regulations 2006*), and marked as present or absent. In the case of absence the appropriate registration code must be used to denote the reason for absence. Attendance data will be submitted electronically to the local authority at the end of every week. Where full time attendance is not possible, absence may be authorised by the school based on information from a parent/carer who can account for legitimate absence of the pupil.
- Parents/carers have a duty to ensure that their children receive education of children of compulsory age, and that they arrive at school on time.
- They are requested to inform school on the first day of absence by a phone call, followed by a written note on the pupil's return. School should be notified of other absences/appointments in advance.
- Leave of absence may be requested by the parents in exceptional circumstances, this practice is discouraged by the school. These will be coded as an authorised absence or an agreed holiday.
- School will offer a safe and caring environment and build good relationships with students, parents and carers.
- School will create an environment where problems and issues can be shared in a supportive, trusting and confidential manner.
- School will offer close liaison and support for families for whom attendance is an issue
- The Head, Deputy Head and Welfare Officer will meet once per half term to audit attendance. Action for attendance less than 85% will be agreed. Where absence is not properly authorised, or a non-attendance is of concern, the school/LA will take swift and appropriate action to investigate and remedy the situation.
- Promoting excellent attendance is a whole school responsibility and attendance will be an agenda item (under safeguarding) at the first Governors' meeting each term.

The role of Great Oaks School and the Local Authority is to support parents/carers to meet their responsibilities and, where necessary, to take action to enforce attendance.

The school will follow SCC referral process – page 32 of SCC Schools Attendance Roles and Responsibilities – Guidance for Schools (September 2016) see Appendix 4

## **Monitoring and evaluation**

This policy is to be read in conjunction with the following policies; Anti-bullying; Behaviour; Safeguarding; Child Protection; Exclusions; Teaching and Learning; Admissions and SEN.

This policy will be monitored and reviewed annually and in accordance with statutory national and local regulations.

## **APPENDICES**

Appendix 1 – Statutory Instruments / DFE and SCC Guidance

Appendix 2 – School Procedures

Appendix 3 – Categorisation of attendance

Appendix 4 - SCC Schools Attendance Roles and Responsibilities – Guidance for Schools (September 2016) attached

## Appendix 1 Statutory Instruments

### DFE

Keeping Children Safe in Education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

Working Together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>

Supporting Pupils with Medical Conditions

<https://www.gov.uk/government/publications/supporting-children-at-school-with-medical-conditions-3>

School Attendance Guidance

<https://www.gov.uk/government/publications/school-attendance>

Exclusions Guidance

<https://www.gov.uk/government/publications/school-exclusions>

### Statutory Instruments

- *The Education (School Attendance Targets) (England) Regulations 2007*
- *The Education (Pupil Registration) (England) Regulations 2006*
- *The Education (School Leaving Date) Order 1997*
- *The Education (School Performance Information) (England) Regulations 2001*
- *The Education Development Plans (England) Regulation 2001*
- *The Education (Penalty Notices) ENG (Amendment) Regulations 2004*
- *The Education (Penalty Notices) Amendment 2005*
- *Memorandum - Education (Penalty Notices) (Amendment) 2005*
- *Acts*
- *Police and Criminal Evidence Act 1984 Schedules*
- *Police and Criminal Evidence Act 1984 Pt I-III*
- *Police and Criminal Evidence Act 1984 Pt IV*
- *Police and Criminal Evidence Act 1984 Pt V*
- *Police and Criminal Evidence Act 1984 PtVI-1II*
- *Police and Criminal Evidence Act 1984 Pt XI*
- *Children Act 1989*
- *The Education Act 1996*
- *The Education Act 2002*
- *Crime and Disorder Act 1998*

**1 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.

Register and Admission Roll keeping.

The legal requirements are found in:  
The Education [Pupil Registration] (England) Regulations 2006

Registers by law must be kept for at least 3 years.

Entries in paper registers must be in ink.  
All corrections must be visible (no correcting fluid)

## **Appendix 2**

### **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 9.00am. The registers will remain open for 30 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 authorized absence code will be entered.

The afternoon registration will be at 1.40pm. The registers will close at 1.45pm

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

### **First Day of Absence**

We expect parents to contact the school on a pupil's first day of school. This can be by phone, or a letter / note in a pupils diary on the previous day for known absences. School should be notified of an absence by 9.30am. If school is not notified the School's Welfare Officer will try to make contact with the parent/carer

### **Third Day Absence**

If a child is still away after three days and there has been no contact from the parent the Headteacher will attempt to contact the parent via email, text and letter to ask for an explanation for the absence.

### **Tenth Day of Absence**

Any pupil who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team. The school will include details of the action that they have taken.

### **Frequent Absence**

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. If this is unsuccessful the school will refer to the School Nurse if the problem appears to be a medical one. In other cases the school will seek advice from the school's Education welfare Officer (EWO)

### **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**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

### **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.

The Home/School agreement can be used in this way.

### **Request for Leave of Absence in term time**

Great Oaks School discourages parents from taking children out of school during the term for holidays although understands that sometimes this may be unavoidable. The school will consider authorising up to 10 days absence (or more in very exceptional circumstances) but parents must apply in advance for permission. Forms are available from the school office.

### **Attendance Awards**

End of Term certificates and end of year prizes will be awarded to children with the highest attendance and all pupils with 100% attendance.

### **Appendix 3**

#### **Categorisation of Absence**

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

1. Unauthorised Absence
2. Authorised Absence
3. 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

#### **The registration system**

The School will use manual registration system for keeping the school attendance records. The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence
<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
<b>Y</b>	Enforced closure	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils	Not counted in possible attendances

#### **Appendix 4 (see attached)**

School Attendance – Roles and Responsibilities Guidance for Schools SCC September 2016