



Calstock and Stoke Climsland Federation

Attendance Policy

Approved by: Ben Towe

Date: September 2023

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.

2. Legislation and guidance

Parent/carers, schools and local authority have legal responsibilities in ensuring that children attend school.

Parent/carers of children of compulsory school age must ensure that their children receive an efficient and full-time education, either at school or otherwise (Education Act 1944 S.36).

Schools must maintain an attendance register in which each pupil is marked present or absent at the beginning of each morning and afternoon session (Pupils' Registration Regulation 1956).

Schools must publish attendance data showing the number of unauthorized absences in each term of the preceding school year, expressed in a percentage of the total number of possible attendances that term (The Education (Pupils' Attendance Records) Regulations 1991).

3. School procedures

Procedures in this policy take into consideration statutory and non-statutory guidance from the Department for Education, (DfE) and LA.

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

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 8.55am on each school day.

The register will be taken at 9.05am and will be kept open until 9.30am.

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 9.30am or as soon as practically possible.

School staff will attempt to contact the parent/carers if there has been no contact with school regarding the absence.

If a pupil has been absent and school have not been able to find out any reason for the absence, a home visit may be made.

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.

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.

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.

3.6 Reporting to parents

Attendance will be reported annually to parent/carers through the end of school report.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

The Headteacher may not grant absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. An 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
- Pupils participating in an approved public performance.

- Permission has been granted by the Headteacher through the absence request procedure.
- Pupil is absent following the death of a close family member.
- Pupil has a medical or dental appointment, confirmed with an appointment card/letter. The child is expected to attend school prior to the appointment or return to school after the appointment – where possible medical or dental appointments should be booked outside of school hours.

4.2 In-Term Holiday Requests

Parents wishing to apply for term-time holidays must fill in an application form well in advance of the holiday. Please ask the school office for a form, the Headteacher will consider your request and advise you of his decision. If the request is unauthorised and you take your child on holiday, the absence will be recorded as unauthorised.

The Education (Pupil Registration) (England) Regulations 2006 currently allow Headteachers to grant leave of absence for the purpose of a family holiday during term time in “special circumstances” of up to ten school days leave per year. Headteachers can also grant extended leave for more than ten school days in exceptional circumstances.

5. Attendance monitoring

The attendance is monitored regularly and the school is required to provide the DfE and Education Welfare Service with attendance data.

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).

If a pupil’s absence falls below 90% we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil’s absence continues to be low, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence is less than or equal to 90%, the pupil will be classified as a persistent absentee.

6. Roles and responsibilities

6.1 The governing board

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.

6.2 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 pupils and issues fixed-penalty notices, where necessary.

6.3 Class Teachers

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

6.4 Office staff

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

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
B	Educated off site (not dual reg.)	Pupil is at a supervised off-site educational activity approved by the school
C	Other authorized circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
D	Dual registered	Pupil is attending a session at another setting where they are also registered
E	Excluded (no alternative provision made)	Pupil has been excluded but no alternative provision has been made
G	Family holiday (not authorized)	Pupil is on a holiday that was not approved by the school
H	Family holiday (agreed)	Pupil has been allowed to go on holiday due to exceptional circumstances
J	Interview	Pupil has an interview with a prospective employer/educational establishment
L	Late (before reg closed)	Pupil arrives after 8.55am but before 9.30pm
M	Medical/Dental appointment	Pupil is at a medical or dental appointment
N	No reason yet provided for absence	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)
O	Unauthorised Absence	School is not satisfied with reason for pupil's absence
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and traveler absence	Pupil from a traveler community is travelling, as agreed with the school

U	Late (after registration closed)	Pupil arrived at school after the register closed at 9.30am
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
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	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