



Attendance Policy

School Aim Statement:	<p>Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level.</p> <p>The Christian Faith, and its practical expression, form a major part of the whole school ethos. The school aims to give children both knowledge and understanding of the Christian Faith while respecting and understanding other religions and cultures.</p> <p>The school aims to: -</p> <ul style="list-style-type: none">• ensure that all children receive their entitlement to a broad, balanced National Curriculum, encouraging them to have high expectations in all areas of the curriculum and to reach their full potential.• provide a secure and relaxed environment in which the children are encouraged to have a healthy lifestyle, to be tolerant and to grow in confidence and self-esteem.• ensure that pupils develop an open and enquiring mind and are encouraged to be creative, imaginative and inventive.• work in partnership with parents and the wider community.
Review History:	<p>Reviewed by Governors: January 2014, January 2015, November 2016</p> <p>Next review date: November 2017</p>
Issue Date:	<p>November 2016</p>

1. Introduction

1.1 Regular school attendance is essential if children are to achieve their full potential.

1.2 Dunchurch Boughton C of E Junior school (DBJS) believe that regular school attendance is the key to enabling children to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

1.3 DBJS values all pupils. As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

1.4 DBJS recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, anti-bullying, behaviour and inclusive learning. This policy takes into account the Equality Act 2010.



2. Legal Framework

2.1 Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at school or otherwise.

2.2 A child is of Compulsory School Age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

2.3 Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

3. Contents of Admission register

3.1 The Admission register will contain the personal details of every pupil in school along with the date of admission or re admission to the school. It will also include information regarding parents and carers and details of the school last attended.

3.2 DBJS will enter pupils on the admission register and attendance register from the first day on which the DBJS has agreed that the pupil will attend school. If the pupil fails to attend on the agreed date the school must establish the reason for the absence and mark the register accordingly.

3.3 DBJS will notify the LA within five days of adding a pupils name to the admission register and will provide the local authority with all the information held within the admission register about the pupil.

3.4 Where the parent notifies the school that the pupil will live at another address DBJS will record in the admission register: a) the full name of the parent with whom the pupil will live. b) The new address and c) The date from when it is expected the pupil will live at this address. Where the parent notifies the school that the pupil is registered at another school or will be attending another school, DBJS will record in the admission register: a) the name of the destination school and b) the leaving date and notify the LA admissions service.

3.5 Every amendment made to the admission register and the attendance register must 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.

3.6 Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

4. Categorising absence

4.1 The Education (Pupil Registration) (England) Regulations 2006 as amended, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. A record will be made of whether the pupil was:

- present; / =am \ = pm



- 4.2 Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.
- 4.3 Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- 4.4 Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.
- 4.5 **Attendance codes**
- 4.5.1 **Illness (Code I)** Parents should advise the school on the first day if the child is unable to attend due to illness. This will usually be authorised absence unless there is a genuine cause for concern about the veracity of the illness. If the authenticity of illness is in doubt the school may request that medical evidence be provided to support the illness assertion. The school may record the absence as unauthorised if not satisfied of the authenticity of the illness and will advise parents of this. Medical evidence can take the form of prescriptions and appointment cards rather than doctors notes. In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness.
- 4.5.2 **Medical/Dental Appointments (Code M)** These are recorded as authorised absence. Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should be prepared to show proof of the appointment.
- 4.5.3 **Other Authorised Circumstances** include:
- Participating in a **Supervised sporting activity (Code P)**
 - Taking part in an **Educational visit (Code V)** or residential organised by the school.
- 4.5.4 **Excluded (Code E)(No alternative provision made)** Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home as appropriate.
- 4.5.5 **Leave of Absence (Code C)** Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request, for example, family bereavement, visiting a parent in prison or part time timetable agreed as part of a reintegration package or to obtain passport.
- 4.5.6 **Holiday authorised by the school (Code H)** Parents wishing to apply for a leave of absence in term time must send a written request to the head teacher before any arrangements are made. The head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant leave. When leave of absence is granted the head teacher will determine the number of



days a pupil can be away from school. Leave of absence is entirely at the head teacher's discretion. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised.

4.6 All requests for exceptional leave of absence will be responded to in writing. Parents are requested to give advance notice to the school if they intend their child to be absent. Where a request has been granted the letter should state:

- The expected date of return
- That parents must contact school should any delays occur
- That the child's place may be withdrawn if the family do not return as expected

4.6.1 If a pupil fails to return and contact with the parents has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

4.6.2 If the permission to take leave is not granted and the pupil is still absent from school, the absence will be **Unauthorised (Code G)**. In such cases the school may issue a Penalty Notice.

4.6.3 Only in **exceptional circumstances** will absence be agreed. In such cases, consideration will also be given to cultural needs and family circumstances, such as minority ethnic children returning to their country of origin. In these cases granting leave for longer periods than normal may be considered justified. In all cases though, parents will be required to justify why the leave needs to be taken during term time.

4.7 **Religious Observance (Code R)** Absence will be treated as Authorised when it is due to religious observation. The day must be set aside for religious observation by the religious body to which the parents belong. The school should check this with the parent's religious body.

4.7.1 It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

4.8 **Late Arrival (Code L)** Registration begins at 8.50am, pupils arriving after this time will be marked as present but arriving late. The register will close at 9.20am, pupils arriving after the close of register will be recorded as late (**Code U**), this will not be authorised and will count as an absence for that school session.

4.8.1 On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

4.8.2 The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment.

The absence will be recorded as **Unauthorised (Code O)** if the pupil has arrived late without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry.



4.9 Unauthorised absence (Code O) Absence will not be authorised unless parents have provided a satisfactory explanation and that it has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Leave of absence taken without the authorisation of school

5.0 Deletions from the Register

5.1 In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

6.0 Children at risk of Missing Education

DBJS will notify the LA when a pupils name is to be deleted from the admission register under any of the grounds listed in **Deletions from the Register** Section 5

In the event of a pupil's name being deleted from the register the following information will be provided to the LA.

- The full name of the pupil
- The full name and address of any parent with whom the pupil lives.
- At least one telephone number of any parent with whom the pupil lives.
- The full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there if applicable.
- The name of pupils other or future school and the pupils start date or expected start date there if applicable
- The ground prescribed in regulation 8 under which the pupil is to be deleted from the admission register.



7.0 Home educated children

On receipt of written notification to home educate DBJS will inform the pupil's LA that the pupil is to be deleted from the admission register. The LA home education form will be completed and forwarded to the LA.

8.0. Roles and Responsibilities

8.1 DBJS believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community. As such, the Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Ms W Aspinwall is the member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Mrs E Parsons is the administrator who leads on attendance.
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

8.2 The Head Teacher will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Report the school's attendance and related issues through termly reporting to the Governing Body.
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families.



8.3 Class teachers will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families

8.4 DBJS request that Parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, homework, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Where it is unavoidable taking leave of absence during the school term due to exceptional circumstances, send a written leave of request to the Head Teacher in advance.

9.0 Using Attendance Data

9.1 Pupil's attendance will be monitored and may be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

9.2 Each half term the Attendance Administrator will provide the Head teacher with attendance data for each pupil in the school. The list will be presented in numerical descending order with the lowest attenders at the top; every pupil will be colour coded as indicated below:

GREEN	pupils with attendance between 100% and 98%
AMBER - GREEN	pupils with attendance between 98% and 95%
RED - AMBER	pupils with attendance between 95% and 90%
RED	pupils with attendance below 90%

9.3 This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1).

9.4 Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.



9.5 All information shared will be done so in accordance with the Data Protection Act 1998.

10.0 Support Systems

10.1 DBJS recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

10.2 DBJS also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

10.3 The school will implement a range of strategies to support improved attendance. Strategies used may include:

- Discussion with parents and pupils
- Parenting contracts
- Attendance report cards
- Referrals to support agencies
- Learning mentors
- Pupil Voice Activities
- Friendship groups
- PSHE
- Social and Emotional Aspects of Learning (SEAL) materials
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Reintegration support packages

10.4 Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

10.5 Where parents fail or refuse to engage with the support offered and further unauthorised absence occurs, DBJS will consider the use of legal sanctions.

11.0 Legal Sanctions

11.1 **Prosecution** Where intervention fails to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

11.1.1 Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular



school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence.

11.1.2 A parent found guilty of this offence can be fined up to £2500 and or be imprisoned for a period of three months.

11.1.3 Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

11.2 **Parenting Contracts** (Anti Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

11.2.1 The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

11.2.2 The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

11.2.3 Parenting Contracts will be used in accordance with Warwickshire [LA's](#) Parenting Contract Protocol.

11.3 **Penalty Notices** (Anti-Social Behaviour Act 2003) Penalty Notices will be considered when:

- A pupil is absent from school for the purpose of a holiday in term time and the absence has not been authorised by the school
- A pupil has accumulated at least ten sessions of unauthorised absence and further unauthorised absence has occurred following written warning to improve

11.3.1 A Penalty Notice gives the parent the opportunity to discharge themselves of their legal responsibility if a £60 fine is paid within 28 days or £120 if paid within 42 days of the date the notice was issued.

11.3.2 Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996 for failing to ensure a pupil's attendance at school.

11.3.3 Penalty Notices will be used in accordance with the local Penalty Notice Protocol.

Nov 2016 Revision 1 include equality act 2010, include attendance codes, deletions and missing children



Appendix 1

Escalation of Attendance Interventions

GREEN Pupils with attendance between 98% to 100% No action.

AMBER - GREEN Pupils with attendance between 95% and 98%

Class teacher will speak to the pupil to:

- Welcome the pupil back to school.
- Update the pupil on other work they have missed and support any catch up required.

The Attendance administrator / Head teacher will monitor the effectiveness of interventions. This will be used to review and inform whole school strategies.

- Confirm with the pupil / parent the reason for absence and offer any support that may be required.
- For persistent unauthorised absence it may be appropriate to set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above.
- Agree a review date.
- In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the parents' responsibilities.

Where improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

The Attendance administrator will be responsible for all action at this level and will record all intervention and outcomes. Records will be copied to the Head teacher every three weeks.

RED - AMBER Pupils with attendance between 90% and 95%

The Head teacher / class teacher will speak to the pupil to:

- Identify underlying home/school issues that may be causing the pupil's absence
- Review the pupil's academic progress and make links to the pupil's attendance eg. If you attended all your classes you could achieve...
- Make arrangements for the pupil to catch up on work they have missed
- Implement a Pastoral Support Plan or review other existing pupil plan to include support to improve attendance
- Set an individual attendance target for the pupil using sessions rather than percentages that will see the pupil move to the band above
- Agree a review date



In addition, where unauthorised absence has occurred or attendance has not improved following the review with the pupil, a letter will be sent to parents advising of concern and outlining the parents' responsibilities

If improvement has not occurred following this intervention, parents will be invited to a meeting where the possible outcomes will be:

- All parties confident that issues have been resolved and the attendance will improve.
- Parenting contract agreed
- Penalty Notice 15 school day monitoring period commences
- Agree a review date

Where parents fail to attend the meeting without a satisfactory reason and unauthorised absence has occurred, the penalty notice monitoring period will automatically commence.

Where these interventions have already been implemented and have had unsatisfactory impact, the parent will be invited to an Attendance Panel where the possible outcomes will be:

- Complete a CAF leading to multi agency support
- Refer to the Local Authority to initiate legal proceedings

Where a parent fails to attend the meeting without providing a satisfactory reason, a minimum of two home visits with the purpose to engage with the parent will be carried out prior to referral to the Local Authority.

The Head teacher/ Attendance administrator will be responsible for all action at this level and will record all intervention and outcomes.

RED Pupils with attendance below 90%

Pupils who have attendance below 90% are considered to be persistently absent from school. To ensure that intervention is focused and meets the needs of individuals, pupils will be identified according to the following categories:

- Looked After Children and Children on the Child Protection Register
- Special Educational Needs
- Long term non attendance
- Parental support/needs e.g. parental drug use, young carers, domestic violence
- School issues e.g. bullying, poor teacher/pupil relationship, curriculum issues
- English as an Additional Language
- Ethnic minority
- Mid Year Admissions
- Gifted and Talented
- Other

The Headteacher will:

- Ensure that the pupil has already been spoken to at the stages preceding RED intervention (RED - AMBER intervention will occur in cases where the pupil has immediately fallen from GREEN into RED)
- Obtain records of previous contact and interventions as set out in RED - AMBER and escalate accordingly
- Ensure that weekly contact occurs with the pupil either individually or within a small group to address themed issues. This contact should also include the use of SEAL materials.

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JUNIOR SCHOOL

- Ensure that weekly contact with the parents to discuss any arising issues and to provide feedback on their child's attendance, behaviour and academic progress.
- Set an individual attendance target for the pupil that will see the pupil move to the band above.
- Review existing plans and co-ordinate school resources to support the pupil's attendance and any additional needs
- Be the key contact person for any external agency working with the pupil
- Input into whole school strategies to address the needs of pupils within their group

The Head Teacher will report termly to the Chair of Governors/Governor for Attendance.