

Craneswater Junior School

Attendance Policy

Ready, Respectful, Safe

Aims

The school will strive to provide a welcoming, caring environment, whereby each member of the school community feels valued and secure. All school staff will work with pupils and their families to ensure each student attends school regularly and punctually.

Attendance team

- The senior lead for attendance is Mr. D. Jones headteacher
- The attendance officer is Mrs. M. Organ

Expectations

Our attendance expectations are that children:

- Attend school daily
- Attend school on time
- Arrive ready to learn

Routines

Our routines are:

- Staff will be on the playground from 8.30am to meet and greet the children
- Children will line up in their classes when they arrive
- Registers open at 8.40 am and close at 9.10 am
- Teachers will complete registers up until 8.50am
- Gates will be locked by 8.50am. Children who arrive after this time must enter school via the school reception. These children will be recorded as late
- Children arriving after 9.10 am will be marked as an "Unauthorised Absence". If 10 sessions in a term are marked as 'Unauthorised Absence' a Fixed Penalty Notice may be issued
- Lunch break is from 12.15 until 1pm. Teachers will take the afternoon register before 1.10pm. Any pupil who goes home for lunch must return to school via reception
- The school day finishes at 3pm

Reporting absence

- Parents should report any absence as soon as possible and no later than 9.10am ideally via the Studybugs app or if not by telephoning the school on 02392 734787
- If parents do not contact the school we will follow up through texts and/or telephone calls.

Monitoring

- Teachers will receive fortnightly updates through our Management Information System

- The attendance officer will meet with the headteacher half-termly to examine attendance data and decide on any actions. All pupils whose attendance is below 92% will be discussed
- The attendance officer will highlight concerns to the headteacher and pastoral team
- The attendance officer will produce half-termly updates to the headteacher and governing body. This will include data for different groups and actions being taken
- The attendance officer will report half termly to the local authority attendance team
- Persistent absence is where a pupil misses 10% or more of school and severe absence is where a pupil misses 50% or more of school

Promotion

Good attendance at school is a vital part of ensuring that children are safe and achieve well both academically and socially. To promote and celebrate this we will:

- Have class attendance awards weekly with an upper and lower school trophy and a non-uniform day each half term for the overall winners. These will be displayed on an attendance board
- Have individual termly and annual awards for 100% attendance
- Take part in local authority attendance campaigns through our newsletter and website

Support and challenge

We also recognise that there may be challenges to pupils attending regularly. Through our monitoring we will identify appropriate responses which will include communication, support and challenge. These may include

- Letters informing parents of attendance causing concern with the offer of support
- Support from our pastoral team
- Individual targets
- Signposting to useful support agencies

If attendance still does not improve then we will communicate with the LA attendance team who may direct us to:

- Ask for medical evidence for absences
- Convene an attendance panel with the school, parents and local authority
- Issue a Fixed Penalty Notice (FPN)

Legal sanctions

The school through the local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

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

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without authorisation

- Where an excluded pupil is found in a public place during school hours without a justifiable reason
- If the payment has not made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Authorising term time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be '**exceptional circumstances**'. A leave of absence during term time is granted only at the headteacher's discretion. Leave of Absence forms are available from the school office. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. This must be applied for in advance. A leave of absence would not be granted for year 6 pupils during SATS week. Unless authorised by the Headteacher of the school, all absences must be treated as unauthorised. Where the explanation given is not felt to be satisfactory the absence should remain as unauthorised

Authorised reasons for Absence:

- Illness of child (in accordance with Health Protection Agency guidance and advice via school administrative staff)
- Religious Observance (reasonable amount of time)
- Medical Appointment
- Exceptional Circumstances such as visa applications, service families' events (agreed in advance through a Leave of Absence Form at discretion of the Headteacher)

Unauthorised reasons for Absence:

- Illness of Parent or sibling
- Birthday
- No Uniform
- Holidays
- Oversleeping
- Head Lice
- 'School Phobia' (or generally unwilling to come to school). This should be addressed immediately with school staff and solutions sought.
- Domestic tasks and shopping
- Moving house

RESPONSIBILITIES

The head teacher will:

- Be responsible for the safety and security of all members of the school community
- Monitor the attendance and punctuality of all children through meetings with the Attendance Officer
- Report to governors termly through the attendance officer report

The School Attendance Officer will:

- Promote attendance through newsletters, reward systems and local authority campaigns

- Follow missing children procedures, informing Head teacher and Attendance monitoring service of any concerns
- Report to Governors termly through Governors report
- Produce an annual attendance report
- Monitor attendance records once a week to identify unauthorised absence
- Determine the code of absences, referring any uncertainties to the head teacher
- Implement texts to parents on first day of absence, do phone calls to parents where there is cause for concern and has been no explanation from parents and SIMS (School Information Management System) electronically generated letters following an unexplained absence report being raised at the end of the week
- Liaise with the head teacher over continued absence or lateness and provide a print out of those children with attendance below 92% (prior to the half termly meetings)
- Contact parents to follow up attendance and punctuality
- Generate individual letters to parents indicating concerns when necessary
- Maintain a record of all communication
- Ensure the lateness file and withdrawal slips are completed and a record kept in the office. Children arriving after registration has closed will receive an unauthorised mark for that session.
- Follow procedures for FPNs (see appendix) and escalation grid Unauthorised absence could result in a referral to the SAT for consideration for a Fixed Penalty Notice
- School Attendance Team will audit procedures

Class teachers will:

- Maintain accurate and clear registers
- Notify the Attendance Officer of any concerns about attendance and punctuality

Parents have a responsibility to:

- Ensure their children attend school regularly and punctually
- Inform school of the reasons for absence in advance by text or phone call or on return in writing
- Request permission to take leave of absence in school time – forms are available from the office

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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [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.

Review and monitoring

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every two years by the headteacher. At every review, the policy will be approved by the curriculum committee.

Reviewed by Curriculum committee 21.9.22

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
Authorised absence		
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
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)

O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed
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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day