



Attendance policy

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1. Aims

We are committed to meeting our 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

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.

3. Roles and responsibilities

3.1 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 Principal to account for the implementation of this policy.

The Curriculum, Learning and Teaching Governors Committee are responsible for monitoring attendance. The Deputy Principal (Pastoral) is responsible for reporting to this committee on a termly basis.

3.2 The Principal/Deputy Principal (Pastoral)

The Principal/Deputy Principal are responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 The attendance officer

The school attendance officer:

- Monitors attendance data across the College and at an individual pupil level
- Reports concerns about attendance to the Deputy Principal and Heads Of School
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Deputy Principal when to issue fixed-penalty notices

3.4 Heads of School and Assistant to Heads of School

The HOS /AtHOS working closely with the Attendance Officer:

- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Deputy Principal when to issue fixed-penalty notices

3.5 Class teachers & Form tutors

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

3.6 School Support staff

School Support Staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register 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.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by **8.50am** on each school day.

The register for the first session will be taken at **8.50am** and will be kept open until **9.10am**. The register for the second session will be taken at **2.20pm** and will be kept open until **2.40pm**.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by **8.50am** or as soon as practically possible (see also section 7).

For Years 7 – 11 Absences

Penni Ball (Attendance Officer)

Direct line: 01392 463911

Email: studentabsence@clystvale.org

For Year 12 – 13 Absences

Please ring:

Jassy Barrington (Post-16 PA)

Direct line: 01392 462697

Email: barringtonj@clystvale.org

We will mark absence due to illness as 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 the pupil's parent/carer 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/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

For Years 7 – 11 Absences

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For Year 12 – 13 Absences

Please ring:

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However, we encourage parents/carers 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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason.

On the first day of absence The Attendance Officer is responsible for contacting home as soon as is practicably possible.

Where there are ongoing attendance issues or a student stops attending The Attendance Officer will work with the Head of School to ensure appropriate actions are taken.

- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

Attendance is reported to parents

- Via the Parent Gateway App on a daily basis
- On Termly Progress Reports

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Principal/Deputy Principal will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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

5.2 Reducing persistent absence

A student is considered to be Persistently Absent if they are absent for more than 10% of all possible school sessions. Appendix 2 outlines the College's Escalation process for targeting unauthorised absence. See Next section for strategies to promote attendance.

5.3 Legal sanctions

The College is required by law to inform the local authority of students who are not regularly attending. This may result in the Local Authority instigating legal action. Devon County Council will 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.

The decision on whether or not 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 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 or withdraw the notice.

5.4 Children Missing Education (CME)

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days the pupil can be removed from the admission register when school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause

6. Strategies for promoting attendance

AS a College we will use the following strategies to promote attendance:

- > deliver clear messages about expectations, routines and consequences to new pupils and families through prospectus and admission/transition events
- > use physical presence to reinforce routines and expectations on arrival and departure
- > regularly communicate expectations for attendance and punctuality and school performance through regular channels of communication with staff, pupils and parents
- > establish and monitor implementation of rewards for attendance and punctuality and sanctions for absence and lateness
- > monitor whole school data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions
- > establish, implement and monitor robust arrangements to identify, report and support children missing education (CME)
- > develop good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND)
- > engage pupils in consultation on attendance policy, practice, rewards and sanctions
- > ensure that parents fully understand the demands and responsibilities of elective home education
- > establish robust escalation procedures which are initiated before absence becomes a problem, for example by:
 - sending letters to parents
 - having a weekly tutor review
 - creating attendance clinics
 - engaging with local authority attendance teams and/or independent attendance organisations
 - using fixed penalty notices
- > establish a range of evidence-based interventions to address barriers to attendance
- > monitor the implementation and quality of escalation procedures (and intervention), for example:
 - > .
 - > .
- > establish clear and effective service level agreements with external partners to support pupils with persistent absence, including:
 - local authority education welfare and attendance services
 - independent attendance organisations
 - alternative providers

- youth services
 - school nursing and mental health professionals
 - children's social care staff where appropriate
- establish good relationships with a network of voluntary organisations and charities to support vulnerable pupils including those with persistent absence, for example:
- mental health charities
 - mentoring organisations
 - young carers association

7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call/email the school in the morning if their child is going to be absent due to ill health (see section 4.2).

The Attendance Escalation Process Appendix 2 explains the actions the College will take if a pupil's absence goes above absence thresholds.

If a pupil's absence continues to rise after initially contacting their parent/carer, we will consider involving an education welfare 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 will be 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. The school will compare attendance data to the national average, and share this with the governing board.

The College uses SIMS to collect and store its attendance data. Data is analysed weekly by the Attendance Officer and termly using FFT and Babcock to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 2 Years by the Deputy Principal (Pastoral). At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour 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
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

Code	Definition	Scenario
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

Addendum: Not attending in circumstances relating to coronavirus (COVID-19)

For the school year 2020 to 2021, a new category has been added to record instances when a pupil is ‘not attending in circumstances relating to coronavirus (COVID-19)’. See [this addendum](#) for further information, including advice on the application of code X.Addendum to codes due to COVID 19 restrictions

Code X: not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census)

This code is used to record sessions where the pupil’s travel to or presence at school would conflict with:

- Guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care12 or
- Any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

Appendix 2: escalation process

Clyst Vale Attendance escalation Process

1. Tutor to have a “back to school” conversation with student the day that they return to school or as soon as possible after this date if exceptional circumstances mean that it cannot happen on the first day. Record of conversation recorded on comments section in register.

Aim of conversation:

- a. To find out whether there are any issues that need resolving
- b. To support child in catching up on any work missed
- c. To ensure student is aware of impact of missing school so that future absences might be minimised.
- d. Collect any medical evidence

Illness route

2. 8 days and or 3 bouts of illness – Initial medical evidence letter sent to parent. (1) Early help offered
3. Further illness – Medical evidence letter (2) sent explaining that all absence will be recorded as unauthorised unless suitable evidence provided.
4. 6 absences since the medical evidence letter sent – letter sent asking them to attend a meeting in school. (3) –
5. If parent does not attend meeting and absence is unauthorised - Letter sent to parent advising that school will be referring to the Education Welfare Service (4) if there are further unauthorised absences
6. 10 unauthorised absences – referral to EWO for Formal Meeting.

Unauthorised absences

7. 6 unauthorised absences – letter sent to parents (5) reminding them of their duties to ensure their child is in school and on time, to phone in every day their child is absent. Explaining that U's are unauthorised late marks. – Early Help offered
8. If further unauthorised absences following letter (5) is sent – parent sent letter (6) inviting parents to a meeting to discuss absences.
9. 10 unauthorised or more – case referred to EWO for formal meeting.

In order to ensure flexibility for individual students, when the escalation process is not being followed for a student, Paul Sutton should be notified and consulted.