



Attendance Policy

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Summerbank Primary Academy Attendance Policy

Good attendance at Summerbank Primary Academy

Good attendance and punctuality (being in school on time) are vital to pupils reaching their full potential. Summerbank Primary Academy define good attendance as 96% or above. This means having no more than 1 day per half term off school where possible. The aim for all pupils and parents should be 100%.

At Summerbank, our vision is to develop pupils both academically and personally in order to give the best possible start we can to then go on and achieve well in the future. In order to do this, we need them in school every day. At Summerbank, we want to do everything we can to support parents in ensuring their children have good attendance and the aim of this policy is to set out how we can do this together.

Why is it important for children not to miss school?

All parents want the best for their children and for them to get on well in life. Having a good education is important to ensure that they have the best opportunities in their adult life. They only get one chance at school, and a child's long term future may be negatively affected by not attending school or alternative provision regularly.

Educational Impact: Children who have poor attendance do less well academically. If children do not attend school regularly they will find it more difficult to keep up with school work. In a busy school day, it is difficult for them to catch-up on learning they have missed when they have been off. They also find it harder to gain new learning (lessons are planned to build learning), if they miss one or more lessons then there will be a gap in knowledge that makes the next bit harder to understand.

Social and Emotional Impact: Children can find it emotionally challenging to return to school after a period of absence as they don't know what has happened whilst they have been off. This can then lead to a situation where by getting children back into school is difficult. They may also have missed important work that they needed to do in order to access the following day's work and again this can cause upset. Poor attendance can also affect children's ability to make and keep friendships; a vital part of growing up.

Summerbank's Attendance Team

The school's attendance officer is Miss Pearson, who works in conjunction with Mrs French (Attendance Administrator) and the Education Welfare Officer.

It is important that parents know who the best person is to speak to should you require support around attendance.

Should you require any support in improving your child's attendance or need someone to talk to about issues around attendance please contact Mrs French in the first instance, either via Dojo, telephone or by arranging a face to face appointment.

Improving attendance is in everyone's interest. School and parents want the same thing for the children at Summerbank – for them to do as well as they can both personally and academically. This is why it is vital for us to work closely together to improve attendance. All staff at Summerbank understand the importance of good attendance and will regularly speak to children and parents about this.

We take our responsibility for safeguarding extremely seriously and there is a clear link between attendance and safeguarding. School will always report high periods or numbers of absences and unexplained absences to the relevant agencies including Education Welfare and Social Care and will support them to take the relevant action.

Attendance Expectations including Timings

The academy has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils. Pupils will be expected to attend school punctually every day. They are required to be at school, for the full day and to keep their attendance at, or above, 96 percent throughout the year. The school gate (and classroom doors) open at 8.45am to allow a free flow arrival into the classroom from 8.45am to 9am. The gate closes promptly at 9am, this is to ensure all children are ready to start the formal school day at 9am. Registers will be taken as follows throughout the school day:

- Registers are marked by 9:00am. Pupils will receive a late mark if they are on site but not in their classroom by this time. This is marked in the register as an L.
- The register closes at 9:20am. Pupils will receive a mark of absence if they do not attend before this time. This is marked in the register as a U. The exception is if they have a medical appointment first thing, if so they will receive an L if they arrive with proof of appointment before 11am.
- After lunch, registers are marked with 10 minutes from returning from lunch. Pupils will receive a late mark if they are not in their classroom by this time.
- The register closes 30 minutes after the end of lunch. Pupils will receive a mark of absence if they are not present.

How to Report a Child's Absence

We understand that there are times when pupils will need to be absent from school. When this happens it is vital that we still continue to work together by reporting absence in the correct way.

Parents will be required to contact the school on the first day of absence, this can be done:

- By telephone – 01782 233611
- By letter – handed to the class teacher or to the academy office
- By using the Attendance Dojo
- In person at the academy office
- By filling in a leave of absence in exceptional circumstances form (in advance) following an appointment with the Education Welfare Officer

Where a pupil is absent, and their parent has not contacted the school by the close of the morning register to report the absence, administrative staff will contact the parent by telephone call as soon as is practicable on the first day that they do not attend school. If this is unsuccessful then a 'teacher to parent' text or Class Dojo message will be sent.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

The school will not request medical evidence in most circumstances where a pupil is absent due to illness; however, the school reserves the right to request supporting evidence where there is genuine and reasonable doubt about the authenticity of the illness.

If a child's absence is not reported, this may result in a home visit as part of our safeguarding procedures.

Will my Child's Absence be Authorised or Unauthorised?

Authorised absence is:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave

- An absence due to a family emergency

Unauthorised absence is:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence that is not medical, religious or exceptional
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Absence Requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the sole discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil’s education into account. The headteacher’s decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents, and will not deny any request without good reason.

Medical and Dental appointments

We expect parents to make medical and dental appointments for their children before or after school or during school holidays whenever possible. If this is not possible then authorisation will be given where confirmation of the appointment is received through an appointment card or hospital letter. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office and parents are expected to return their children to school following the appointment whenever possible. Half a day absence is much better than a full day in these circumstances.

Leave of absence (including holiday requests)

Summerbank’s aim is to prepare pupils for their future lives and careers. We will only grant a pupil a leave of absence in exceptional circumstances. Taking holidays in term time will affect your child’s schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Holidays will almost always be classed as unauthorised and parents are liable to fines (as per the guidance found at the end of this policy) in this instance.

Where parents wish to request a leave of absence, we expect them to meet with the Education Welfare Officer to discuss the reasons for their request and to complete a Leave of Absence form. Where travel has already been booked, we ask to see proof of this (tickets, booking confirmation).

Any requests for leave during term time will be considered on an individual basis and the child’s previous attendance record will be considered. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school. Any leave of absence is at the discretion of the headteacher.

Requests for leave will not be granted in the following circumstances:

- Immediately before and during statutory assessment periods
- When a child’s attendance record shows they are ‘Persistently Absent’ (above 10% absent)
- Where a child’s attendance is a cause for concern.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. These notices are issued in respect of each parent for each child. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Other reasons for absence: Special occasions

A request to attend a special occasion during school time e.g. family wedding must be made in advance and the

Headteacher will make the decision as to whether to authorise the absence. Parents will be notified of the Head's decision. This will not be authorised for more than one day.

Other reasons for absence: Bereavement

The school is sensitive to family requests for a child's attendance at funerals or associated events. The Headteacher will offer the family advice over absence in this instance.

Other reasons for absence: Days of religious observance

We recognise the importance of religious observance to families and that children and staff of many faiths attend our school. One day's absence is authorised when the celebration falls on a school day (for example EID, Diwali etc). We may seek advice from the appropriate religious body where there is doubt over a request.

Other reasons for absence: Young Carers

We understand the difficulties that can face young carers and will support them in any way possible to ensure their attendance, attainment and future life chances are not affected. We endeavour to identify young carers at the earliest opportunity from enrolment at the setting and throughout their time at the setting. We take a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

Other reasons for absence: Roma and Traveller

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

Other reasons for absence: Performance and activities including paid work

All children of compulsory school age require a Child Performance Licences to take part in any performance or activity that including films, television, radio, commercials, theatre, amateur dramatics, dance groups and any sporting events or modelling assignments where the child is paid. Some performances may be exempt for needing a full performance license but would need to apply for an exemption to licensing. It is the responsibility of the production company to apply to the LA for these Licences or exemptions. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

If time off school is required to take part in the performance or activity, permission is required from the Head Teacher. The local authority should only issue a child performance licence if they are satisfied that the child's education will not suffer, and that the producer has made suitable and sufficient arrangements to protect the child.

Other reasons for absence: Leave during lunch times

Parents may be permitted to take their child away from the school premises during lunch times with permission from the headteacher – it is at the headteacher's discretion as to whether a pupil will be allowed to leave the premises. Parents wishing to remove their child at lunchtime should speak to the School Office, the request will then be referred to the headteacher. The headteacher reserves the right to grant or refuse a request. If approved, parents will be required to meet their child at the school office – the pupil will be signed out and back in using the lunch time register at the school office.

The headteacher reserves the right to withdraw their permission at any time – this may occur, for example, where a pupil displays poor conduct of behaviour when off the premises, or where there are attendance concerns. Any decision to withdraw permission will be in writing, explaining the reasons for the headteacher's decision. If permission is withdrawn, parents will not be entitled to appeal the decision.

SEND and health-related Absences

Children with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and we are committed to putting in place procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that

reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed.

If a child is unable to attend school for long periods of time due to their health, the school will:

- Inform the EWO if a pupil is likely to be away from the school for more than 15 school days.
- Help the pupil reintegrate at school when they return.
- Encourage the child to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or mental health or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments
- Incorporating a pastoral support plan
- Identifying pupils' unmet needs through An Early Help
- Using an internal or external specialist
- Enabling a pupil to have a reduced timetable
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out
- Temporary late starts or early finishes
- Phased returns to school where there has been a long absence
- Small group work or one-to-one lessons
- Tailored support to meet their individual needs

Truancy

Truancy will be considered as any absence of part, or all, of a day or days from school, where the school has not been notified of the cause behind such absence. All pupils are expected to be in their classes by 9am and at the start of the afternoon session, where the teacher will record the attendance electronically.

Immediate action will be taken when there are any concerns that a pupil might be truanting. If truancy is suspected, the headteacher is notified, and they will make contact with the parent in order to assess the reasons behind the child not attending school. The Safeguarding Team will be involved where an instance of truancy may be linked to a safeguarding concern. Any safeguarding concerns will be dealt with in line with the Child Protection and Safeguarding Policy.

The following procedures will be taken in the event of a truancy:

- A letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the setting will consider the possibility of a formal referral to The Education Welfare Service and this may lead to the issuing of a penalty notice and/or legal action.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term-time and persistent late arrival.

Missing children

Children will not be permitted to leave the school premises during the school day unless they have permission from the headteacher. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The Headteacher will be informed immediately
- The office staff will also be informed and act as a point of contact for receiving information regarding the search
- All other available members of staff will conduct a thorough search of the school premises, including:
 - All classrooms
 - All toilets
 - The library and other communally used spaces
 - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified (if parents cannot be contacted then the police will be informed)
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.
- If the missing pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- Parents and any other agencies will be informed immediately when the pupil has been located.

The headteacher will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary. Appropriate disciplinary procedures will be followed in accordance with the Behaviour Policy. The headteacher will carry out a full investigation and will draw a conclusion as to how the incident occurred. They will identify any changes in policy or procedure that need to take place in order to ensure that children remain safely on the school site.

Strategies for supporting good attendance and punctuality

There are a variety of approaches at the school to encourage and promote good attendance and punctuality.

- Attendance is given a high priority in all classrooms and is regularly discussed with pupils.
- The attendance team (including the EWO) meet every half term to discuss individual children/classes on concern and allocate actions to the relevant staff member to address these
- All parents receive a letter half-termly updating them on current attendance.
- A weekly attendance trophy is given to the class with the highest attendance in assembly, this also earns the class an extra breaktime
- Classes earn money each week towards an end of year treat of their choice by securing good attendance
- Children with 100% attendance receive a voucher at the end of the academic year

Working with parents to improve attendance

We aim to cultivate strong, respectful relationships with parents and families. Parents have a legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance.

If a pattern of absence becomes problematic, the attendance officer will work collaboratively with the pupil and their parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of some of the reasons for pupil absence and will

approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers are related to the pupil's experience in school, e.g. bullying, the attendance officer will work with the headteacher and any relevant school staff, e.g. the DSL and SENCO, to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the attendance officer will liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

Parents will be expected to:

- Ensure their children attend regularly.
- Treat staff with respect.
- Actively support the work of the setting.
- Call staff for help when they need it.
- Communicate with the setting about possible circumstances which may affect their child's attendance or require support.

Monitoring and Analysing Absence

The attendance team will monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address habitual absence at the first signs.

The school will collect data regarding punctuality, truancy, and authorised and unauthorised absence, for:

- The school cohort as a whole.
- Individual year groups.
- Individual pupils.
- Demographic groups, e.g. pupils from different ethnic groups or economic backgrounds.
- Other groups of pupils, e.g. pupils with SEND, LAC and pupils eligible for FSM.
- Pupils at risk of PA.

The attendance officer will conduct a thorough analysis of the above data on a half-termly basis to identify patterns and trends. This will include identifying:

- Particular days of poor attendance
- Trends over time of attendance and absence
- Barriers to attendance

The attendance officer will provide regular reports to staff across the school to enable them to track the attendance of pupils and to implement attendance procedures. The attendance officer will also be responsible for monitoring how attendance data changes in response to any interventions implemented to increase attendance in future.

The governing board will regularly review attendance data, including recent and historic trends, and will support the Senior Leadership Team in prioritising areas of focus for attendance support based on this data.

The school will also benchmark its attendance data against local-, regional- and national-level data to identify areas of success and areas for improvement, and will share practice which has been shown to be effective with other schools.

The board of trustees will ensure staff from different schools within the trust regularly share expertise and collaborate on interventions.

Legal intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect, the attendance team will consider:

- Holding a formal meeting with parents and the EWO and/or a member of the school attendance team
- Issuing a Penalty Warning Notice which gives a set monitoring period in which a child's attendance needs to improve.
- Working with the LA to put a parenting contract or an education supervision order in place
- Engaging children's social care where there are safeguarding concerns

Where the above measures are not effective, the headteacher will issue a fixed penalty notice in line with the LA's code of conduct. Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Appendix A: Roles and responsibilities

The **Local Governing Body** has overall responsibility for:

- Monitoring the implementation of this policy and all relevant procedures across the school.
- Promoting the importance of good attendance through the school's ethos and policies.
- Working with the SLT to set goals for attendance and providing support and challenge around delivery against those goals.
- Regularly reviewing attendance data.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

The **Headteacher** is responsible for:

- The day-to-day implementation and management of this policy and all relevant procedures across the setting, and distributing these to parents.
- Appointing a member of the SLT to the attendance officer role.
- Ensuring all parents are aware of the school's attendance expectations and procedures.
- Ensuring that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

Staff, including teachers, support staff and volunteers are responsible for:

- Following this policy and ensuring pupils do so too.
- Ensuring this policy is implemented fairly and consistently.
- Modelling good attendance behaviour.
- Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- Where designated, taking the attendance register at the relevant times during the school day.

The **attendance officer** (Miss Pearson) is responsible for:

- The overall strategic approach to attendance in school.
- Developing a clear vision for improving attendance.
- Monitoring attendance and the impact of interventions.
- Analysing attendance data and identifying areas of intervention and improvement.
- Communicating with pupils and parents with regard to attendance.
- Following up on incidents of persistent poor attendance.
- Informing the LA of any pupil being deleted from the admission and attendance registers.

Pupils (where they are at an age/maturity that they are able to be) are responsible for:

- Their own attendance and punctuality for any agreed activities throughout the school year.

Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the setting with more than one emergency contact number.
- Updating the setting if their details change.
- The attendance of their children at school.
- Promoting good attendance with their children and behaviour and ensure that their child attends school every day.

Appendix B: Attendance Monitoring Procedures

Summerbank has adopted the following attendance monitoring procedures, to ensure that pupils' attendance meets the expected standard, and effective intervention is provided where pupils' attendance falls below the standard:

1. Attendance is monitored on a weekly basis by the Attendance Administrator and any concerns are reported to the headteacher and the school's independent EWO.
2. Attendance is discussed by classroom teachers. Any attendance/punctuality trends noticed by classroom teachers are passed immediately to the SLT.
3. Contact is made with parents on the first day of absence for any pupil absence not reported. 'O' codes are used to indicate that the pupil is absent for a reason not yet provided and is as yet unauthorised.
4. Contact is made to the parents of any pupils absent without a known reason. Where we are unable to obtain a reason from Parents/Carers absence will remain unauthorised.
5. If a pupil's attendance falls below 96 percent, a letter is sent home raising concerns that their attendance has fallen below the school's expected standard and that the pupil's attendance is now being monitored.
6. Between 96% and 90% the school will implement its attendance procedures which may include: letters home, home visits, attendance clinics and/or parental meetings. Regular monitoring of attendance will also take place and interventions escalated as and when necessary.
7. If a pupil's attendance falls below 90 percent, a letter is sent home explaining that the pupil's attendance is still being monitored and the attendance officer contacts the parents to discuss this. If there is no improvement or improvement is not sustained a referral will be made to The Education Welfare Service.

Appendix C: Working With Parents – Half Termly Attendance Letters & Concern Letters

Half Termly Letters

Attendance letters are sent out to all parents and carers every half-term to inform them what their child's attendance percentage is and which colour coded section their child is in. This provides parents with an instant visual summary of their child's attendance.

96% - 100%

WELL DONE! THIS IS EXCELLENT

If you are in the green group you have been absent for less than two weeks in the whole year or you may have attended the academy every day

91% - 95.9%

CONCERN

If you are in the yellow group you could be missing up to 2 weeks of learning in the whole year

90% or lower

PERSISTENT ABSENCE PUPIL

You are now a Persistent Absence Pupil and are missing more than 6 weeks of learning in the academy year. However, less than 10% of your absence is due to unauthorised absence as there may be circumstances such as illness that have contributed to this absence.

90% or lower

PERSISTENT ABSENCE PUPIL

You are now a Persistent Absence Pupil and are missing more than 6 weeks of learning in the academy year. Over 10% of absence is unauthorised.

Red group letters are sent out by post and parents may be invited into the academy for a meeting with the setting's attendance officer and Education Welfare Officer.

Concern Letters

The setting will also, on a regular basis, review children's attendance and adopt the following escalation of concern process:

- Letter 1- initial letter of concern
- Letter 2- further concern and requesting some form of medical evidence in order for absences to be authorised.
- Letter 3- Invite to attendance Clinic
- Letter 4- Formal Penalty Notice Warning Letter signed by the head and the Education Welfare Service

Home visits will be incorporated as necessary.

Appendix D: Code of Conduct for Issuing Penalty Notices

This code sets out the criteria that will be used to trigger the use of a penalty notice.

Legal Framework:

Section 444 of the Education Act 1996 (as inserted by section 23 of the Anti-Social Behaviour Act 2003) empowers designated Local Authority (LA) officers, head teachers (as well as deputy and assistant head teachers authorised by them) and the Police to issue Penalty Notices in cases of unauthorised absence from school.

- The Education (Penalty Notices) (England) Regulations 2007
- The Education and Inspections Act 2006.
- The issuing of Penalty Notices must conform to all requirements of the Human Rights Act 1998 and the Equality Act 2010.
- Section 444 of the Education Act 1996 makes it an offence if a parent fails to secure their child's regular attendance at school at which they are registered, if that absence is not authorised by the setting. Penalty Notices supplement the existing sanctions currently available under s444 Education Act 1996 or s36 Children Act 1989 to enforce attendance at school where appropriate.

Circumstances where a Penalty Notice may be issued:

- A Penalty Notice can only be issued in cases of unauthorised absence.
- The presence of an excluded child in a public place at any time during school hours in the first five days of exclusion.

Penalty Notices may be considered appropriate if one of the following criteria is met:

- There is unauthorised persistent absence. "Persistent" means at least 12 sessions of unauthorised absence over a period of twelve school weeks, excluding holidays. These absences do not need to be consecutive.
- There is a period of absence not authorised by the head teacher or in excess of the period authorised by the head teacher (e.g. family holiday)
- Persistent late arrival at school, i.e. after the register has closed. "Persistent" means at least 12 sessions of unauthorised late arrival over a period of 12 school weeks, excluding holidays. These late episodes do not need to be consecutive.
- The presence of an excluded child in a public place at any time during school hours in that child's first five days of exclusion. An "excluded child" is one who has been excluded from school for a given period under the Education and Inspections Act 2006.
- A Penalty Notice will not be issued in respect of children in the care of the LA with whom other interventions will be used.

Other conditions.

- Penalty Notices can be issued twice for unauthorised leave of absence in any academic year.-
- In cases where there is more than one pupil in a family with unauthorised absences, Penalty Notices may be issued for each parent for each child so for e.g. a family with two parents and three children could receive in total 6 Penalty Notices.

Appendix E: Attendance Register/Registration

The school uses Arbor management information system to keep attendance registers to ensure they are as accurate as

possible and can be easily analysed and shared with the appropriate authorities. Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session.

Registration times are:

Morning:	8.45am – 9.15am	
Afternoon:	FS	12.15 pm to 12.45 pm
	Y1 & Y2	12.45pm to 1.15pm
	Y3 & Y4	1.00pm to 1.30pm
	Y5 & Y6	1.15pm to 1.45pm

We use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes are used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- D = Dual registered – at another educational establishment
- Y = Exceptional circumstances (e.g. Health & Safety closure initiated by school)
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to or if part of the setting has to be closed for any reason. Every entry received into the attendance register will be preserved for three years.

Registration

Children in attendance to be marked electronically through ARBOR

Children not in Attendance

Children not in attendance at the time the register is called to be marked ‘O’ unless a reason for authorised absence is known.

Children Arriving Late

Children arriving late are to report to the office where the office staff will mark them present using the following codes:

L – for children arriving before 9.20am

L – for children arriving before 11am who have proof of a medical appointment

U - for children arriving after 9.20am

M – for children arriving after 11am who have attended a medical appointment and have proof of this

If children are away for any reason, parents are requested to contact the school office on the first day of absence,

notifying them of the reason for the absence.

Appendix F: Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Truancy before or during the school day
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence that is not medical, religious or exceptional
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips and holidays in term-time which have not been agreed
- Leaving school for no reason during the day

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason