

Attendance Policy

**Our Lady and St George's Catholic Primary and
Nursery School**



Reviewed on: September 2023

Approved by: Admissions Committee

Date Approved: dd/ mm/yyyy

Last reviewed on: September 2022

Next review due by: September 2024

Reviewer	Section	Section/Changes
	Summary ▾	Updated to reflect changes implemented by the DFE. Policy continues to be adapted from the Key
	Legislation a... ▾	Updated to include links to Census, KCSIE & Mental Health
	Page 5 ▾	2 additional points added to 3.3
	Arrival time ▾	School Procedures - Arrival time and gate closure amended to reflect revised start times at Lower Site Previously 8:45am

This page should be removed before publishing

Contents

1. Aims	4
2. Legislation and guidance	4
3. Roles and Responsibilities	5
4. Recording Attendance	6
4.1 Attendance register	6
4.2 Unplanned absence	7
4.3 Planned absence	7
4.4 Lateness and punctuality	7
4.5 Following up unexplained absence	8
4.6 Reporting to parents/carers	8
5. Authorised and unauthorised absence	8
5.1 Approval for term-time absence	8
5.2 Legal sanctions	8
6. Strategies for promoting attendance	9
7. Attendance monitoring	9
7.1 Monitoring attendance	10
7.2 Analysing attendance	10
7.3 Using data to improve attendance	10
7.4 Reducing persistent and severe absence	10
8. Monitoring arrangements	10
9. Links with other policies	10

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

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.

Our underpinning principles are to:

- challenge and interrogate our own data to identify patterns and vulnerable groups or pupils
- embed good attendance practice within the school at all levels, involving all stakeholders and Governors
- work with individual pupils and their families to assess and respond to educational needs and to ensure that young people do not remain disenfranchised from the educational system
- engage with other agencies, both statutory and voluntary, to ensure that the welfare and protection of all young people remains paramount
- ensure that all young people have access to educational provision suitable to age, ability, aptitude and any special educational needs that they may have
- respond to the educational needs of vulnerable groups and ensure that the safeguarding of all pupils remains at the forefront of all considerations
- use all available resources provided to support pupil attendance

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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.

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

3. Roles and Responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data on at least a termly basis
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

There is a link Governor for attendance and behaviour. The admissions committee is responsible for review and update of the attendance policy.

3.2 The headteacher

The headteacher is 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
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- [Building relationships with parents/carers to discuss and tackle attendance issues](#)
- [Creating intervention reintegration plans in partnership with pupils and their parents/carers](#)
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Ms R McGlynn and can be contacted on 020 8 520 8500.

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Jackie Kisalu and can be contacted via telephone on 0208 520 8500 or via email on office@olschool.org.

3.5 Class teachers

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

3.6 School admin staff

School admin staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the headteacher/attendance officer in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:30am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Attend school every day on time

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 also record:

- For pupils of compulsory school age whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

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

Pupils must arrive at school by 8:30am at the Upper Site and 8:40am at the Lower Site on each school day.

The register for the first session will be taken at 8:30/8:40am and will be kept open until no longer than 30 minutes after the session begins. The register for the second session will be taken at 1pm and will be kept open until no longer than 30 minutes after the session begins.

Pupils who arrive after the school gates have closed at 8:30am (Upper Site) and 8:40am (Lower Site), come via the office and sign in using 'InVentry' where the times and reasons for lateness are recorded electronically. This information is then recorded on Arbor from 9.00am onwards.

Texts are sent or telephone calls made to parents if their child is absent without reason.

4.2 Unplanned absence

Parents must notify the school of the reason for the absence on the first day of an unplanned absence (for example, if their child is unable to attend due to ill health) by 8:30am or as soon as practically possible by calling the school office (see also section 7).

Parents should phone the school office and leave a voicemail stating clearly the child's name, class and reason for absence.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than [e.g. 5] days or there are doubts about the authenticity of the illness, the school will ask for 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 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.

All appointments must be notified to the school verbally or in writing with a copy of the appointment card/letter.

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

If persistent lateness occurs, a letter will be issued and may result in a referral to the Education Welfare Officer.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may conduct a home visit or contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer/follow the Children missing in education (CMiE) procedure

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via termly written reports and during parent consultation.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be '**exceptional circumstances**'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as circumstances beyond control such as a death in the family, sudden loss of housing through eviction, weddings of parents or siblings.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via the school office. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness ([including mental 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
- Other possible 'exceptional circumstances' where the headteacher may grant term-time holiday

5.2 Legal sanctions

The school will contact parents if a child's attendance is deteriorating, for whatever reason. Under section 23 of the Anti-Social Behaviour Act 2003, Local Authorities are required to issue Fixed Penalty Notices to the parent/carer of a child who has irregular school attendance, where the absence is unauthorised by the school.

The school will report to the local authority Education Welfare Officer if any pupil's attendance falls below 90%.

The school or 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 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.

If there remains no improvement in attendance and/or punctuality the matter will be referred to the Local Authority and a court order will be issued.

A warning letter will be sent to parents explaining that unless their child attends full time for the next fifteen days a further Penalty Notice will be issued. When this Notice is issued, each parent is required to pay a fine to the Local Authority.

6. Strategies for promoting attendance

The attendance pattern of all children is monitored weekly and each half term, the school seeking to work actively with parents and the Local Authority to ensure regular attendance is maintained.

Regular planned meetings are held at school with the Education Welfare Officer from London Borough of Waltham Forest.

Non-attendance is an extremely important issue that is treated very seriously. However, each pupil's case is different and the school acknowledges that no single standard response will be appropriate in every case. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply. In every case, early intervention is essential to prevent the problem from escalating. It is essential that parents keep the school fully informed of any matters that may affect their child's attendance.

The prime benefit derived from regular attendance is that continuity and progress in learning are ensured.

Every child who individually achieves 100% attendance throughout the year is given a certificate at the last assembly of each term. Ad hoc rewards may be given to children or classes who have improved their attendance significantly during a term.

Where positive impact is required, all staff in contact with the child must take extra care to welcome the child each morning, praise punctual attendance and acknowledge the effort the child has made. It is also appropriate to recognise the effort the parent has made to secure the child's attendance.

7. Attendance monitoring

The office staff monitor pupil absence on a daily basis. Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2). If a pupil's absence goes above 3 days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continues to rise, the school will invite the parents for a meeting to discuss the ongoing absence with a view to involving the EWO to implement supporting strategies to discuss the we will consider involving an education welfare officer.

7.1 Monitoring attendance

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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.

7.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

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.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

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 Attendance Office Admissions Committee. 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