



Attendance Policy

Reviewed by Amanda Parker

September 2024

Introduction and Aims

Poor attendance disadvantages children. We aim to ensure that all children attend school regularly and on time to enable them to take full advantage of the educational opportunities available. Regular, punctual attendance is valued and positively encouraged for all our pupils.

Parents of registered pupils have a legal duty under the Education Act 1996 (section 444) to make sure that children of compulsory school age attend school on a regular and full-time basis. Permitting unauthorised absence from school is an offence and parents may be reported to the education authority if problems cannot be resolved by agreement.

Attendance is a key whole-school improvement issue: it has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the school. This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE).

Through this policy, Rosemary Works School aims to:

- improve the overall attendance of children at school.
- improve children's attainment through good attendance.
- encourage parents to ensure that children arrive at school on time.
- make attendance a priority for all those associated with the school including parents, pupils, teachers, the head teacher and the board of directors.

Roles and responsibilities

- Amanda Parker, Head Teacher and Designated Safeguarding Lead, is the Senior Attendance Champion for Rosemary Works School. This person has responsibility for attendance issues, reviewing the data and following up on any concerns.
- Members of school staff, both teaching and non-teaching, have responsibility for attendance issues in school, including ensuring accurate attendance records are kept.
- Attendance issues are reported at least termly to the board of directors, who monitor the data and ensure that the school is fulfilling its statutory duties.
- Parents are expected to ensure their children attend school every day, arriving on time and communicate with the school if a child is unable to attend. Parents ensure that, where possible, appointments for their child are made outside of the school day.

School attendance, Safeguarding and Children Missing Education

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools are required to make the local authority aware of every registered pupil who fails to attend school regularly and any children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days Education (Pupil Registration (England) Regulations 2006 regulation 12).

The Head Teacher and Designated Safeguarding Lead should work to manage risks, ensure appropriate multi-agency engagement where necessary, so that children and young people receive the appropriate level of early help or statutory intervention to ensure they attend school regularly.

Register Procedures

An accurate and consistent registration system is crucial both to provide a solid foundation for analysis of absence and to support any statutory interventions. The register is a legal document and must be kept accurately. It is kept electronically for all classes in Nursery to Year 6. Manual registers may be used in case of emergency, for example in the case of internet failure, and any information recorded manually will be transferred to the digital system as soon as possible. Attendance registers will be maintained in accordance with legal requirements, local authority guidelines and school regulations.

Rosemary Works School procedures to for maintaining registers including the procedures for marking registers:

Procedure	Person responsible
1. Registers must be taken at the start of the morning session and afternoon sessions at 9:30am (10:00am for Nursery Class) and 1:30pm.	Teachers
2. On each occasion a school must record whether a child was present, absent or present at approved educational activity using the appropriate code (see Appendix 1).	Teachers/Admin staff
3. Pupils should only be marked present if they are in the room when the register is called or are confirmed to have been seen by a teacher (e.g. if in a music lesson)	Teachers
3. Spaces must not be left in the register – unknown absences to be recorded as “N”	Teachers
4. Registers are checked and school to call parents as soon as practicable to find out the whereabouts of any absent children where no reason has been provided, updating the register accordingly.	Admin staff
5. Children arriving late are marked with the appropriate code (register to close 30 minutes after opening.)	Admin staff
6. Daily registers to be printed for emergency use.	Admin staff
7. If the office has been unable to contact parents, continue to contact to obtain an explanation. Register must be amended within 5 days, or the absence is recorded as unauthorised.	Admin staff/teachers

At each registration point, each child is recorded as present, attending an approved off-site educational activity or absent. Every half a day of absence from school must be classified by the school as either authorised or unauthorised. Authorised absence is where the head

teacher has either given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences, including persistent lateness, must be treated as unauthorised.

Absence can only be authorised by a person designated to do so by the head teacher. Attendance registers may be kept manually or electronically.

Recording and retaining data

Registers are saved online using a digital system and is a live document. Backups will be exported each half term. Data will be retained digitally for six years in accordance with GDPR and Data Protection law.

Working in partnership with parents

Absence:

If a child is absent from school, parents should contact the school on the first day of absence and maintain contact with the school throughout the absence. If a child is absent without advance notice, the school will contact the parents and if necessary their emergency contact.

Illness:

It is a school's decision whether to accept a reason for a child's absence and whether to authorise that absence. In the majority of cases a parents' note explaining that their child was ill can be accepted without question or concern. In exceptional circumstances further evidence of a child's illness may be requested.

However, schools can challenge parents' statements or seek additional evidence if they have any concerns regarding a child's attendance.

It is good practice to have clear systems in place to escalate any concerns about high levels of absence due to illness, including agreements about accessing additional services in order to provide appropriate support to pupils, particularly for long term illness. The school must inform Hackney local authority when a pupil is unable to attend, or is expected to be unable to attend, for 15 school days or more due to sickness, whether the days are consecutive or not. Please see our Children with Health Needs Who Cannot Attend School Policy for more details.

The types of scenarios when medical evidence may be requested include:

- Attendance is less than 90%
- There are frequent odd days absences due to reported illness
- The same reasons for absence are frequently repeated
- Where there is particular medical problems and school may need evidence to seek additional support/provide support.

Requests for leave of absence (exceptional circumstances):

For children of statutory school age, parents are asked to keep their holidays and planned absences to school holiday periods. If there is an exceptional reason that parents wish to take their child(ren) out of school during term time, they must email the Head Teacher in advance requesting permission for a leave of absence, stating the dates absent, the reason for the

absence, who the child(ren) will be with and where they will be. The Head Teacher will consider the circumstances and the frequency of the child's previous absence record before approval.

Parents can support regular school attendance by:

- Making sure their child leaves for school with plenty of time to arrive on time.
- Supporting and encouraging their child by attending parents evenings and other events.
- Contacting the school to discuss any concerns regarding their child's attendance.
- Working partnership with the school to resolve any issues that are impacting on their child's attendance.

Late arrival

Children must attend on time to be given a present mark for the session. School registration will close at 10:00 am for children attending school from Reception Class up to Year 6. Where a pupil arrives after the register closes this will be classed as an unauthorised absence (code U as per DFE compulsory attendance codes).

Children in Nursery Class should arrive no later than 10:30am. We reserve the right to refuse a child arriving later than this, for example if the class are at an off-site activity. Nursery children arriving after 11:45 will only be admitted if they have eaten lunch before arrival.

Part time timetables

Our school is committed to providing full-time education for all pupils. However, in exceptional cases, a temporary part-time timetable may be used to support a pupil's specific needs, for example medical or wellbeing needs, to allow them to access as much education as possible. This will only be implemented where it is in the pupil's best interests and with the agreement of parents.

Any part time timetable will:

- Have the agreement of both the school and the parent the pupil normally lives with.
- Have a clear ambition and be part of the pupil's wider support, health care or reintegration plan.
- Have regular review dates which include the pupil and their parents to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term health condition may require a part time timetable for a prolonged period.

Safeguarding considerations will be a priority, and attendance registers will accurately reflect when a pupil is expected to be in school using the appropriate codes for absence. If the child has a social worker, they will be kept informed. If a child has an Education and Health Care

Plan (EHCP), the school should discuss the part time timetable with the local authority so that any support in place can be reviewed as swiftly as possible.

Part-time timetables will never be used to manage behaviour, and they must not be treated as a form of exclusion.

Attendance Monitoring

The office staff will check the registers daily to ensure they are completed correctly.

The Head Teacher will monitor attendance and absence data termly and yearly across the school and at an individual level. Additional monitoring may be carried out if concerns are raised.

The Head Teacher will analyse attendance and absence data to identify pupils or cohorts who need additional support with their attendance and will use this analysis to provide targeted support to these pupils and their families. She will look at historic and emerging patterns of absence, then develop strategies to address these patterns.

All registers will be checked, and absences monitored on a regular basis. Schools will analyse individual pupil data to identify quickly patterns of absence which cause concern and parents will be informed by the school where their child's attendance causes concern.

Those children whose attendance falls below national average will be closely monitored and further action considered. School will challenge the attitude of those pupils and parents who give a low priority to attendance.

Pupils with persistent absenteeism will be identified (pupils with more than 10% absence rate) and investigation will take place to identify the underlying reasons for this. If appropriate, an action plan will be put in place to address the reasons for the absence level. The school will 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. The school will provide access to wider support services to remove the barriers to attendance

Appendix 1: Attendance Codes

Attending school or approved educational activity

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 (before 10am)
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school, e.g. transition day
K	Education provided by LA	Pupil is attending a place other than the school for education provided by the Local Authority
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

Absent

Code	Definition	Scenario
Authorised absence		
C1	Performance	Participating in a regulated performance or employment abroad
C2	Part time timetable	Pupil is subject to a temporary part time timetable
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

I	Illness	School has been notified that a pupil will be absent due to illness
J1	Interview	Pupil has an interview with a prospective employer/educational establishment
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	Study leave prior to public examinations
T	Mobile child travelling	Mobile child of no fixed abode travelling with their parent(s) in the course of their trade or business
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 (10am)

Not possible attendance

Code	Definition	Scenario
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Q	Lack of access arrangements	LA has legal duty to arrange home-school transfer and has not done so.
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend (part time Nursery child)
Y1	Transport unavailable	Pupil not within walking distance (2 miles under age 8, 3 miles above) and normal travel not available.
Y2	Travel disruption	Widespread travel disruption due to local, national or international emergency
Y3	School partly closed	Part of school premises unavoidably out of use and pupil cannot be accommodated elsewhere
Y4	School closed	Whole school unexpectedly closed, e.g. for adverse weather
Y5	Criminal justice	Pupil is in criminal justice detention
Y6	Public health	Unable to attend in accordance with public health guidance/law to limit spread of infection or disease
Y7	Any other unavoidable cause	Unavoidably cause not covered by other docs prevent pupil from attending the school, e.g. an emergency affecting the pupil (not parent), e.g. court attendance
Administrative Codes		
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