

	Name of School	Terrington St Clement Community School
	Policy review Date	February 2022
	Date of next Review	February 2025
	Who reviewed this policy?	Amanda Conner, Carrie Smith & Sue Kew

Attendance Policy

Terrington St Clement Community is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.

We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children as we can only teach children when they are in school. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

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.

Legislation & 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.

School Procedures

Any child who is absent from school at the morning or afternoon registration period will have their absence recorded as being authorised, unauthorised or as an approved educational activity. The head teacher or a member of staff acting on his/her behalf will authorise absence as appropriate. If there is no known reason for the absence at registration, then the absence will be recorded in the first instance as unauthorised. A range of support for parents will be made available where they (the parent/s or carer/s) are seeking the schools assistance to encourage a child to attend school more regularly. This school will not ask children to remain at home, other than those that are formally fixed term or permanently excluded, unless there is a serious risk to the child in question or other children in the school in the case of sickness or periods of self-isolation as a result of Covid 19 measures. In this case this school will seek advice from the LA to establish a way forward.

Lateness

Morning registration will take place at the start of school at 8.40am or as close to this time as possible. The registers will remain open until 9:10am. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation. In cases for example, where the absence at registration was for attending an early morning medical appointment and where an appointment card is provided, the appropriate authorised absence code will be entered.

The afternoon registration will be at	1pm (Monday to Thursday) and 12:45pm (Friday)
The registers will close at	1.15pm

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

Unplanned Absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9am or as soon as practically possible. You may notify us by telephone (there is an option to leave a message if we are unable to answer) or via email office@terrington-st-clement.norfolk.sch.uk

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.

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. 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.

Following Up Absence

We have adopted first day calling as part of our attendance policy. When a child is absent and no explanation has been provided by parents/carers, a call is made asking for an explanation. If no explanation is received by 10am the absence will be marked as unauthorised until an acceptable reason is given. If an acceptable explanation is received the absence will be marked accordingly. First Day Absence calling will be undertaken by a member of staff and may include contact through the Marvellous Me messaging system.

Unexplained Absence

If pupils are absent without an adequate explanation we will endeavour to make contact with other emergency contacts or family members to verify the child's whereabouts. The school will take all the necessary steps to ensure that the child/children is/are safe and concerns may be referred to the Child Advice and Duty Service (CADS). If we are unable to make contact with parent/carer to verify a child's whereabouts a referral will also be made to the Child Missing in Education Service. Unexplained absences and/or frequent absences can be a serious cause for concern and therefore in terms of the Safeguarding of Children and Young People, any unexplained absences will be a priority for this school.

Frequent Absence

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s or carer/s. If this is unsuccessful the school may refer to the School Nurse Team via Just One Norfolk if the problem appears to be medical. In other cases, the school will liaise with the school's Attendance Advisor. A range of professional staff may need to be alerted to the attendance concerns for a particular child, i.e. a child that has a statement of special need.

Welcome Back

Where there is a valid reason for absence, pupils are made to feel welcome upon return. For example, the pupil will be helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils. Various methods will be adopted by the school to enable the child to settle back into school as quickly as possible.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period. Notes may be shared with other parties, including the Attendance Advisor or Children's Social Care if they are involved in the attendance issues for the particular child in question.

Reporting to Parents

Your child's absence is reported annually to parents/carers on your child's end of year report.

Promoting attendance

The school will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. The Home/School agreement may be used in this way.

Pupil Leave of Absence for a Family Holiday and Extended Leave.

Terrington St Clement Community School takes a very firm view on such absences which will only be authorised in exceptional circumstances. In partnership with the LA, the Governing Body and Headteacher of this school have determined that they will adopt the borough guidance relating to this issue and that 5 days of unauthorised absence over a school year is likely to lead to a penalty fine being imposed. Parents of children on the roll of this school will be notified of the likely penalty they will each face if their request is refused and they still take the child out of school. The school will require you to complete a form requesting leave of absence, which the school will provide upon request or can be downloaded from the [school website](#).

Attendance Awards

In order to reward pupils who have good or improving attendance, special certificates will be given in whole school assembly. Those children with 100% attendance for a term will be presented with a certificate signed by the headteacher. Full attendance for 2 terms will be rewarded with a pencil and

those that have attended 100% for the entire year will be invited to a special tea party with the Headteacher at the end of the academic year.

Register Reviews

The school is legally obliged to ensure accurate recording of absences and that the correct codes are used. [Guidance on correct register coding](#) is provided by the Department for Education (DfE).

Working Together with the LA

LA Officers have responsibility for ensuring that any decisions regarding legal intervention are progressed appropriately. In order that the LA can exercise their duty, our school staff will co-operate where required. A range of interventions are available for LA Officers, some of which involves the courts involvement. Where the LA is taking a parent/parents to the Magistrates Court this school will provide all the necessary information in the form of 'Certified Extracts' of the register which will be required to be signed by the Headteacher in advance of the hearing. Intervention may require school staff to attend planning meetings which will be arranged by the LA, and this school is fully committed to co-operating with all of these procedures.

- Formal Cautioning – this may include the need for a Headteacher or Senior Member of Staff to be in attendance.
- Penalty Notices (see Code of Conduct – Penalty Notices) This school will consider any consultation that the LA implement in respect of Penalty Notices.
- Education Supervision Orders - this school will provide reports and other appropriate information to support the process of an ESO as instigated by the LA
- School Attendance Order Notices – this school will work with LA Officers where a SAO Notice is considered to be appropriate.

Persistence Absence

We are committed to ensuring that pupils maintain good attendance. Attendance is monitored each half term. Where your child's attendance is a concern or is at risk of falling into the persistent absent category, we will notify parents/carers immediately. In some circumstances we may invite parents/carers into school to better understand the reason for absence and offer support where this is required. If a pupil's absence continues to rise after contacting their parent/carer, we will consider seeking advice from the LA Attendance Officers. We will then work with parents/carers to put in place a plan to improve their child's attendance.

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.

Removal from Roll

A child's name will only ever be removed from our roll in accordance with the guidance set up by the [DfE Child Missing Education: Statutory Guidance for Local Authorities](#) and Local Authority Procedures. The main reasons for removal from our roll include:

- notification from the Local Authority Admissions Team that a parent/carer has been offered and has accepted a place at another school,
- a child has not attended for within 10 days of an authorised leave of absence,
- a child has not attended the school for a continuous period of more than 20 days

- a child has been permanently excluded from school

Any pupil removed from roll is reported to Child Missing in Education Service who will follow this up.

Linked Policies

Safeguarding & CP Policy

SEN 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