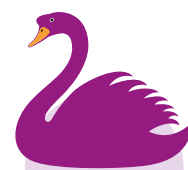


# Attendance



**POLICY**

**Swansfield Park**  
Primary School

The Governors believe that achieving a high level of attendance at school is vitally important for the attainment, life chances and employment prospects of our pupils. It is also crucial to the five Every Child Matters outcomes:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- achieving economic wellbeing

In order to fulfil its responsibility to support families and pupils to achieve the highest levels of school attendance the School will:

- provide an environment where all pupils feel valued and welcome
- ensure contact with parents/guardians on first day of absence
- keep records of reasons for absence
- comply with legislation, DfE guidance and best practice guidelines to monitor pupil attendance and intervene where appropriate
- apply the Partnership policy on holidays in term time
- ensure that services e.g. Education Welfare Service, are involved where necessary
- examine its attendance figures and set attendance/absence targets for the year ahead
- review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals

## Introduction

### Recording Attendance & Absence

Pupils arriving late

Authorised Absence

Absence due to holidays in term time

Unauthorised Absence

### Monitoring Attendance

Vulnerable groups

Monitoring absences

First Day Absence

Fifth Day Absence

Ten Days Absence

Promoting attendance

### Appendix 1

### Appendix 2

### Appendix 3



The school  
attendance target  
for 2021-22 is  
**96%**



## Recording Attendance And Absence

Under the Education (Pupil Registration) (England) Regulations 2006, the governing body is responsible for making sure that two registers are kept, one for admissions and one for attendance. The admissions register is the school's roll and it is kept up to date by office staff.

Pupils must not be removed from the school register without parental notification or consulting the Education Welfare Officer or an Officer of the County Council.

Attendance registers will be completed at the beginning of morning and afternoon sessions. Attendance registers must show whether each pupil is present, attending an approved education activity or absent. The attendance register must indicate whether the pupil's absence was authorised or unauthorised.

After registration, registers must be returned to the school office where updates to the online attendance are made.

### Pupils arriving late

Pupils arriving late should report to the school office. Pupils arriving within 10 minutes of the end of registration should be given their attendance mark but with L to indicate lateness. Pupils arriving more than 10 minutes after registration should be marked with an appropriate code if there is an acceptable reason e.g. medical appointment but if there is no valid reason e.g. 'slept in' they should be marked with U to show that they are present in school.

### Authorised Absence

Absence can only be authorised by the Head or another member of the teaching staff, who is acting with the Head's authority. Even when parents telephone or submit a note explaining absence, the school is not obliged to authorise the absence unless they are satisfied that the reason given is valid. When pupils return to school they should be welcomed back. Their class teacher should ensure that they bring a note from parent/guardian with the reason for the absence. Notes from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about a pupil that may require further investigation, notes may need to be retained for a longer period. The appropriate code should be entered in the register (See App. 1). Class teachers who are in any doubt about a reason for absence being genuine or justified should refer to the Head teacher.



## Absence due to holidays in term time

Amendments to the 2006 pupil regulations remove references to family holiday, extended leave and the statutory threshold of ten days (authorised at the discretion of the Head Teacher).

The amendments make clear that:

**“Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.”**

Leave of absence during term time is entirely at the discretion of the Head Teacher and is not a parental right.

It is at the Head Teacher’s discretion to request the Local Authority to issue a Fixed Penalty Notice.

All decisions in relation to whether leave of absence is granted (authorised) or not (unauthorised) should be applied consistently and equitably.

## Application Process

- A parent / carer requesting leave of absence during term time should make the application in writing at least two weeks in advance.
- School may invite the parent / carer into school to discuss the reasons for the application and the impact the absence may have on the child’s education.
- The school will reply to all applications. All replies will be signed and dated by the Head Teacher.
- If leave is not granted, the reason for not authorising a request will be clearly stated, explaining why exceptional circumstances have not been met, in addition to the possible consequences of disregarding the refusal to grant absence. i.e. a request to the Local Authority to issue a Penalty Notice. All replies should be signed and dated by the Head Teacher.
- If leave is granted, the length of the authorised absence will be clearly stated including the date the child is expected to return to school including possible consequences if the child fails to return on that date. All replies will be signed and dated by the Head Teacher.
- If a parent / carer removes their child from school without requesting leave of absence or without authorisation from the Head Teacher and the Head Teacher wishes the Local Authority to issue a Penalty



Notice; the parent will be informed in writing that a request to the Local Authority to issue a Penalty Notice is being made.

**N.B. A minimum absence of ten sessions (five school days) which are unauthorised must be recorded against the pupil's name within a 6 - 12 week period.**

This guidance is in accordance with the Local Code of Conduct for Penalty Notices which was reviewed in June 2017.

If a pupil fails to return and contact with the parents / carers has not been made or received, school may take the pupil off the school's roll in compliance with the Education (Pupil Registration) (England) Regulations 2006. This means that the child will lose their school place.

Appendix 3 illustrates the process for issuing penalty notices for leave of absence taken in term time.

## Unauthorised Absence

All unauthorised absences, for any reason will be referred to the Education Welfare Officer and parents will be contacted by the Head.

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## Monitoring Attendance

### Vulnerable groups

Staff will monitor the attendance of the following groups of children and notify Children's Services if there is an unexplained absence of more than two days duration (or one day following a weekend)

- Looked after children
- Children with a child protection plan / core group plan
- Statemented children

### Monitoring absences

Class teachers will monitor attendance of pupils in their class. They should liaise with the Headteacher if in the following circumstances:

- there is a regular pattern of absence e.g. often off on a Monday
- there has been a high level of absence

The class teacher will speak to the pupil and parents to try to resolve any underlying problems.



The Headteacher will notify the Education welfare Officer about any pupils still causing concern.

Each half-term the office will compile a list of pupils whose attendance has been below 90% for the half-term and pass this to the Head. The Head will liaise with classteachers and the Head will contact the parents of pupils who have not been followed up already.

Attendance figures will be included in school reports which are sent to parents.

## **First Day Absence**

On the first day of a pupil's absence, parents have been encouraged to ring school. If a phone call is received, this information is recorded on an absence slip and the classteacher is notified. If a pupil is absent and no call has been received, the office will attempt to contact a parent/guardian to ascertain the reason for the absence. The aims of this are to:

- ensure that parents are alerted if a child who has been sent to school has not arrived safely
- raise awareness of the importance of full attendance
- address attendance difficulties at an early stage
- let parents and pupils know that they will be missed
- enhance home-school communication

## **Fifth Day Absence**

If a pupil has been absent for 3 days and school has been unable to contact a parent or guardian a standard letter will be posted to parents, requesting that they contact school immediately. If no response is received and the pupil is still absent after 5 school days, the Educational Welfare Officer will be contacted.

## **Ten Days Absence**

Any child who is absent without an explanation for 10 consecutive days will be notified to the Local Authority, by submitting a referral to the Children's Services Attendance Team (this is a legal requirement). The school will include details of the action they have taken.

## **Promoting attendance**

Attendance percentages for each pupil will be included in the annual report to parents. At the end of each year certificates are given to pupils with 100% attendance.

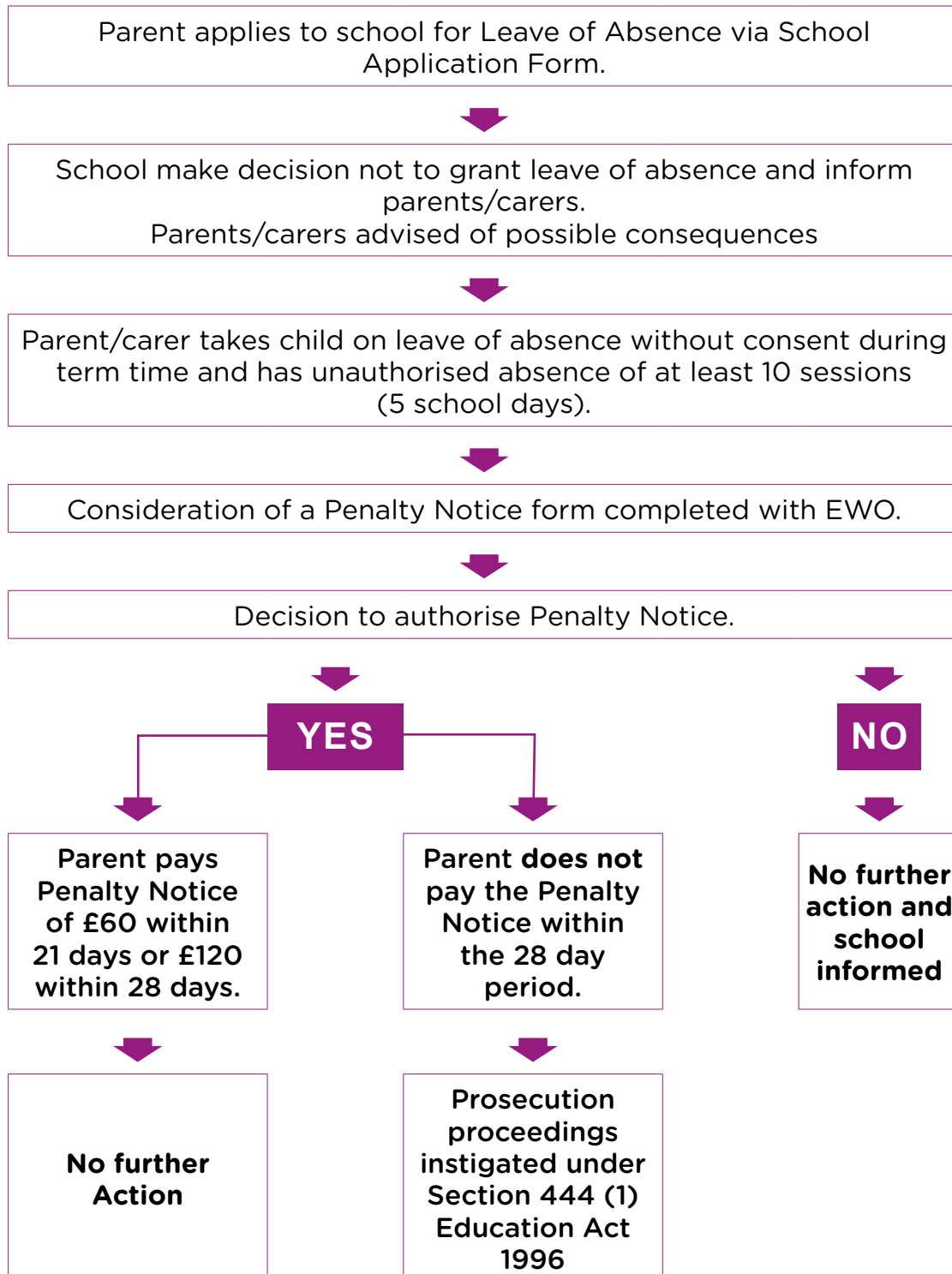


CODE	SCHOOL MEANING	STATISTICAL MEANING	PHYSICAL MEANING
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	DO NOT USE	Unauthorised Absence	Late for session
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration	Approved Educational Activity	Out for whole session
E	Excluded	Authorised Absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	DCSF #: School closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	DO NOT USE	Authorised Absence	Out for whole session
!	abs	Attendance not required	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
*	DCSF Z: Pupil not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No Mark	No mark for session



Attendance	Key Person	Possible Action	Support
First day of absence	Office staff	Checked for message, otherwise phone call home	<ul style="list-style-type: none"> <li>Ask parent if there is anything we can do to support attendance</li> </ul>
Poor attendance or regular pattern of absence	Class teacher	<ul style="list-style-type: none"> <li>Encourage attendance</li> <li>Ensure absence note is received</li> <li>Accurate up-keep of register</li> </ul>	<ul style="list-style-type: none"> <li>Praise</li> <li>Attendance certificates</li> <li>Pastoral support</li> </ul>
Below 96%	Class teacher Office Staff	<ul style="list-style-type: none"> <li>Investigate reasons</li> <li>Letter home</li> <li>Encourage attendance</li> <li>Referral to Head or EWO</li> </ul>	<ul style="list-style-type: none"> <li>Continued support, involving parents</li> <li>Letter home</li> </ul>
Below 92%	Head / EWO	<ul style="list-style-type: none"> <li>Letter home – attendance below 92%</li> <li>Letter home advising EWO may be involved</li> <li>Interview pupil and parent</li> <li>No further absences due to illness authorised without letter from doctor</li> </ul>	<ul style="list-style-type: none"> <li>Home visit from EWO</li> <li>Continued support from school/EWO for family/student.</li> </ul>
Persistent Absence Below 90%	EWO/Head	<ul style="list-style-type: none"> <li>EWO involvement following policy</li> </ul>	<ul style="list-style-type: none"> <li>Continued support from school/EWO for family/student.</li> </ul>

## Penalty Notices for Leave of Absence taken in term time





This policy has been formally adopted by the governing body.

#### VERSION HISTORY

VERSION	DATE	DESCRIPTION
Initially adopted	May 2010	Adapted into Swansfield Park First School
Review	27 May 2016	Adapted into Swansfield Park Primary School
Review	31 October 2017	Target on front page
Amendment	19 March 2018	Amend attendance criteria in Appendix 2
Amends (minor)	12 October 2018	figures and dates
Amendments	11 November 2019	Text in 3.1 and Appendix 3
This Review	November 2021	Minor Date amends



Headteachers:  
**Mrs J E Smith**  
 BSc PGCE,  
**Mrs A-M Grimes**  
 BA(Hons) PGCE



#### APPROVAL AND AUTHORISATION

	NAME	JOB TITLE	SIGNATURE	DATE
Approved	Jenny Smith	Head Teacher		November 2021
Approved	Angela Jefferies	Chair of Governors		November 2021
	DATE OF NEXT REVIEW		Autumn 2024	

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