

Attendance Procedures

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School Vision

At Red Hill Primary School, we are committed to providing the building blocks for every child to flourish in a safe and nurturing environment. We offer a creative curriculum, enriched with opportunities to enable our pupils to understand the world around them and be responsible citizens. Through developing their resilience, independence and confidence, our pupils see learning as a way to realise their full potential.

Legislation and 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:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

School procedures

Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Registration

Red Hill Primary School recognises the importance of education and learning and therefore operate a 'soft start' for our children in the morning. This means that children can enter the school site from 8.30am and go to their classroom (shown in the table below) The official start of day for children in EYFS, Year 1 and 2 is 8.40am and for children in Years 3, 4, 5 and 6 is 8.45am.

Year group	Time	Drop off
EYFS	Between 8.30am-8.40am	Top gate (next to the Willows clinic) Parents stop at the top gate and children walk down to enter the building.
Year 1	Between 8.30am -8.40am	Top gate (next to the Willows clinic) Parents stop at the blue gate and children walk down to enter the building.
Year 2	Between 8.30am-8.40am	Main gate. Parents stop at the main gate and children walk round to enter the building.
Year 3	Between 8.30am-8.45am	Main gate. Parents stop at the main gate and children walk round to enter the building.
Year 4	Between 8.30am-8.45am	Main gate. Parents stop at the main gate and children walk round to enter the building.
Year 5	Between 8.30am-8.45am	Main gate. Parents stop at the main gate and children walk round to enter the building.
Year 6	Between 8.30am-8.45am	Main gate. Parents stop at the main gate and children walk round to enter the building.

School starts at 8.40am/8.45am so all children should be in class ready to learn by this time. Electronic registration is used in all year groups and taken twice per day at 8.40am/8.45am for EYFS, KS1 & KS2 and 1.00pm for EYFS/KS1 and 1.10pm for KS2. A school day counts as 2 marks of attendance.

Morning registration ends at 8.40am/8.45am and if a pupil arrives after this time he/she will need to report to the main reception, accompanied by their parent, where they will be recorded as late on the electronic signing in system, with the time of arrival and reason for lateness noted. Any pupil arriving after 9.20am will become an unauthorised absence and marked as an absentee for the whole of the morning session.

It is essential that children arriving and leaving school outside the normal school hours are signed in or out by their parent/carer using the electronic InVentry system. This is located on the front desk at the main entrance to the school and is used in the case of an emergency or a fire drill.

Punctuality

It is essential that children arrive in school on time giving them a positive start to their day. When pupils arrive late they miss important information relating to their learning and disturb the lesson which has already begun.

- In addition to daily monitoring by the Attendance Officer, the Head Teacher will run a 'Late Gate' at least once a week. Any pupil who arrives after the school gate has closed will be recorded on the 'Late Gate' list and the parent will be asked to provide a reason as to why their child is late.

Absence

Parents and carers are requested to telephone the school on the first day of absence, before 9.00am, to report their child's absence. Parents should ring 020 8467 6933, choosing 1 to report their child absent, providing the child's name, class and reason for absence. (Please give details/symptoms if your child is ill, do not just say 'unwell' or 'feeling ill'. If unwell is given as a reason, we will follow up with a text/email/call for more information)

If the school has not been informed of the reason why a pupil is absent on the first day of absence, the school's attendance officer will endeavour to contact the parent/carer by sending a text to the parent/carer by 9.45am. If no response is received by 10.30am, a telephone call will be made to the parent of the child and any other subsequent contacts on the list to ascertain the safety of the child.

If your child is absent for more than one day you will need to inform the school office first thing each morning for the duration of the absence. This information is required as part of our safeguarding procedure and our responsibility to ensuring the safety of your child.

Contact details need to be kept up to date by supplying the school office with any change of address or home and mobile telephone number.

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. Please note only the school can authorise an absence, parents do not have this authority.

Examples of authorised absence are;

- genuine sickness supported by proof of illness where possible,
- unavoidable Medical/Dental appointments (a copy of the appointment letter/card will be required). However, appointments should be made outside of school hours if possible.
- family bereavement and days of religious observation (a 'Request for Term Time Absence' application form will be required).

Unauthorised Absence

This is where the school has not received information from the parent/carer regarding the absence or where the reason for the absence is one that the school cannot authorise, examples of this are;

- waiting a delivery or trades persons
- shopping or birthday treat

Where necessary, the parent/carer will be contacted to clarify the circumstances for the absences.

Holidays

The law regarding 'Holidays in term time' changed in 2013. The Education (Pupil Registration, England amendment) Regulations 2013 amend the 2006 Regulations to clarify that leave of absence during term time shall not be granted unless there are "exceptional circumstances". Holidays during term time will not be authorised and on the advice of the Educational Welfare Officer, may be subject to a fine as detailed below. To have a week's winter or summer holiday in school time, because the cost is cheaper, does not constitute an exceptional circumstance.

Long Term Absence

5 Consecutive days - If your child has an illness that means they will be away from school for over 5 consecutive school days, medical evidence will need to be provided (e.g. this may be a copy of a prescription)

10 Consecutive days - If your child is absent for 10 consecutive school days, on the 10th day the Attendance Officer will submit a 'Child Missing in Education' form to the local authority. This will be done as part of our safeguarding procedure and our responsibility to ensuring the safety of that child. The Education Welfare Office will also be informed and will carry out a home visit.

The school can send material home to enable your child to keep up with school work. Please speak to your child's class teacher to arrange for this to be organised.

Requests for leave during Term Time

A request for leave during term time will only be considered in exceptional circumstances and be granted at the discretion of the Head Teacher. Leave during term time can seriously disrupt a pupil's continuity of learning and is not an entitlement. One of the worst times for a child to be absent is at the beginning of a new school year, particularly with a new teacher or a new class, and for year 6 pupils in the build up to and during the National Curriculum tests. Absence during term time is strongly discouraged by the Government, School Governors and the Head Teacher.

All requests for leave during term time should be put in writing via a 'Request for Term Time Absence' application form and submitted to the school office for the Head Teacher to consider the request before any arrangements are made as authorisation will not be granted retrospectively. Any absence for leave that has not been agreed by the Head Teacher will be recorded as an unauthorised absence. The absence could also be referred to the Education Welfare Officer and may be subject to a fine. Any leave requested during SATs week (May) will not be authorised.

If travelling abroad at short notice, due to a family emergency, please present the school with evidence of travel on your return.

Penalty Notice

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. Under section 444 of the Education Act 1996, the Local Authority has the power to fine and prosecute parents for failing to ensure their child's regular attendance at school. Parents who fail to ensure their children attend school regularly without good reason could

- Receive a Penalty Notice of £60 per parent per pupil which rises to £120 if payment is not made within 21 days.
- If the fine is not paid after 28 days parents run the risk of being prosecuted in the magistrates court and be fined up to £1000

Illness and Medical Appointments

Every effort should be made to arrange medical appointments outside of school hours. If this is not possible, please make appointments for late in the afternoon. If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment. Please bring in a copy of the appointment card or hospital letter for our records.

Following an episode of vomiting or diarrhoea pupils are requested to remain away from school for a period of 48 hours. This is in line with guidance from the Health Protection Agency for Schools and Childcare Settings and helps to reduce the spread of infection between pupils.

Monitoring of Attendance

Daily monitoring is carried out by the Attendance Officer who will bring any concerns regarding a pupil's attendance to the Education Welfare Officer's attention. The school will seek to resolve any problems regarding a pupil's attendance as early as possible. The Head Teacher/ Head of School, Family Worker, Education Welfare Officer and the Attendance Officer meet weekly to monitor pupil attendance and punctuality.

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 is 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. We compare our attendance data to the national average, and share this with governors.

Attendance at 95% or below

If a child has a repeated number of unauthorised absences and/or the pupil's attendance falls below 95% without reasonable explanation, the parents will be contact by telephone by the Attendance Officer to see if there is any support which can be given by the school to support the attendance of the child.

If the absences continue, the parents will be written to as follows:-

- 'Letter 1' will be sent to inform the parent of this and reinforce school policy
- 'Letter 2' will be sent to parents if after a further monitoring period there has been no improvement
- 'Letter 3' will be sent to persistent offenders inviting parents in to meet with the attendance officer and possibly the Education Welfare Officer, to explore if the school can offer any support. An action plan for improvement will be put together.

Attendance at 90% or below

If a child's attendance fails to improve and falls to 90% or below, they will be invited into school to discuss the problem with the Education Welfare Officer. The school may also request that the Education Welfare Officer visit the child's home to ensure that the parents understand the seriousness of the situation.

If there is no improvement in a pupil's attendance following discussions and parents/carers repeatedly fail to accept their responsibility for sending their children to school, the school has the right to consider legal action. Therefore, it is important that parents and carers work with the school in order to resolve any difficulties early before any legal action becomes necessary.

Roles and responsibilities

The Headteacher

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to Governors. The Headteacher also supports other staff in monitoring the attendance of individual pupils.

The Attendance Officer

- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the Headteacher.
- Works with the Education Welfare Officer to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.

Class teachers

Class teachers are responsible for children record attendance on a daily basis on CYPAD, using the correct codes, checking the information is correct and submitting this information to the school office

Links with other policies

This policy is linked to our child protection and safeguarding policy

Appendix 1

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