Kidmore End CE Primary School

Attendance Policy
2022-2023

Owner:	ODST
Type:	Level 3
Type:	Statutory
Ratified by	Curriculum and Standards
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3	**Statutory School Policy – Guidance Provided: these policies require consideration at local level to ensure pupils' needs are fully met and local circumstances are taken into account. We provide policy guidance.**

ODST School Attendance Policy Guidance

This guidance meets the requirements of 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.

1. Introduction

We believe that for children to gain the greatest benefit from their education it is vital that they attend regularly and that children should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class. Children are best safeguarded from exploitation and other risks in the wider community by attending school regularly where they are supervised by qualified and caring professionals. Ensuring a child's regular attendance at school is the legal responsibility of parents and registered carers and permitting absence from school without a good reason creates an offence in law and may result in prosecution. It is very important therefore that parents and registered carers make sure that the children they are responsible for attend school regularly and this guidance sets out how together, we will achieve this.

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

❯ Promoting good attendance

❯ Reducing absence, including persistent and severe absence

❯ Ensuring every pupil has access to the 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 promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy guidance 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:

   o   Part 6 of The Education Act 1996

   o   Part 3 of The Education Act 2002

- o Part 7 of [The Education and Inspections Act 2006](#)
- o [The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)](#)
- o [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.

3. Definitions

- Where the term "relevant body" has been used within this policy guidance, this means the Board of Trustees of ODST. The relevant body has chosen to delegate some of its functions to Local Governing Bodies (LGBs) as set out in this procedure.
- Unless indicated otherwise, all references to "school" include both schools and academies
- Unless indicated otherwise, all references to "teacher" include the Headteacher, Executive Headteacher, Principal or Head of School
- Unless indicated otherwise. All references to "Headteacher" include Executive Headteacher, Principal or Head of School
- Unless indicated otherwise, all references to 'staff' include both teaching and support staff

4. Consistency of Treatment and Fairness

The relevant body is committed to ensuring consistency of treatment and fairness and will abide by all relevant employment and equality legislation.

5. Monitoring and Evaluation

Any feedback or concerns from ODST schools regarding this policy guidance will be reported back in the first instance to the ODST Education, Quality, Standards and Impact (EQSI) Committee.

6. Date of Review

The procedure will be reviewed as required by the Education, Quality, Standards and Impact (EQSI) Committee of the Board of Trustees of ODST to take account of any revised guidance, legislative changes and / or national policy development.

7. Roles and Responsibilities

7.1 The Board of Trustees of Oxford Diocesan Schools Trust
The Board of Trustees is responsible for:
- ➢ Promoting a culture that sets high expectations for attendance across all ODST schools
- ➢ Supporting schools to prioritise attendance
- ➢ Ensuring that school leaders are able to fulfill high expectations and statutory duties
- ➢ Regularly reviewing attendance data from across the Trust and directing school improvement resource to help school leaders focus support on the pupils who need it

7.2 The Local Governing Body

The Local Governing Body 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
- ➢ Monitoring attendance figures for the whole school

➢ Making sure staff receive adequate training on attendance

➢ Holding the headteacher to account for the implementation of a policy based on this guidance

7.3 The Headteacher

The Headteacher is responsible for:

➢ Implementation of a policy based on this guidance at the school

➢ Monitoring school-level absence data and reporting it to the Local Governing Body and to the ODST School Improvement Team.

➢ Supporting staff with monitoring the attendance of individual pupils

➢ Monitoring the impact of any implemented attendance strategies

➢ Issuing fixed-penalty notices, where necessary

7.4 Class teachers and teaching assistants

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

7.5 School office staff

School office staff will:

- Take calls from parents and registered carers about absence on a day-to-day basis and record it on the school system

7.6 Parents/carers

Parents/carers are expected to:

➢ Make sure their child attends school every day on time

➢ Call the school to report their child's absence as soon as possible on the day of the absence and on 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

7.7 Pupils

Pupils are expected to:

➢ Attend school every day on time

8.   Recording Attendance

8.1 Attendance register

- We will keep an attendance register and enter 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 in school by 08:55 on each school day.

The register for the first session will be taken at 08:55 and will be kept open until 09:00. The register for the second session will be taken at 13:15 and will be kept open until 13:15.

8.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 09:30 or as soon as practically possible by calling the school on 0118 3573149, leaving an answer phone message if before school hours. Alternatively you can email office@kidmore-end.co.uk. or report using Parent Mail PMX.
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.

8.3 Planned absence

Attending a medical or dental appointment will be counted as authorised if 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.
Parents requesting a half-day absence or longer must complete a request form, available from the School Office and the school website.
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 9.1 to find out which term-time absences the school can authorise.

8.4 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

Ongoing punctuality issues will be addressed through a meeting with the Headteacher and potential referral to the County Attendance Team.

8.5 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 refer the matter to the Police, the County Safeguarding Team, County Attendance Team, or Children Missing Education team.

➢ 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

8.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via Parent Teacher meetings or pupil reports in October, February and July. We also conduct attendance monitoring half-termly, and will contact parents should a child's attendance cause concern.

9.   Authorised and Unauthorised Absence

9.1 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 extreme, unplanned family emergencies, where all efforts to support school attendance have been considered in the first instance.
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 2 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.

Other valid reasons for **authorised absence** include:
➢ Illness and medical/dental appointments (see section 8.3)

➢ 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

9.2 Legal sanctions

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, following the procedures set out in the local authority

policy, by a local authority officer or by the police.

The decision on whether 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.

10. Strategies for Promoting Attendance

The promotion of a pattern of regular attendance is the responsibility of parents, pupils, all members of school staff and the Local Governing Body.

We ensure attendance is discussed within regular parent communications e.g. newsletter, attendance monitoring processes, support meetings, Parent Teacher meetings and working with the County Attendance Team.

We work to support parents to remove barriers to attendance difficulties and urge parents to discuss these with us at the earliest opportunity should they arise.

We may refer parents to further support withing the County Attendance Team.

11. Attendance Monitoring

The school will:

➢ Monitor attendance and absence data half-termly, termly, and yearly across the school and at an individual pupil level

➢ Identify whether there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term, reported to relevant body, 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 ODST and national average and share this with the Local Governing Body.

11.1 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

11.2 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 to modify them and inform future strategies

11.3 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

➢ Offer Attendance Contracts to monitor attendance together with parents, within a structure of careful support

12. Attendance Policy Monitoring Arrangements

This policy will be reviewed as guidance from ODST, the local authority or the DfE is updated, and as a minimum every three years by the Headteacher. At every review, the policy will be approved by the Local Governing Body.

13. Links with other Policies

This policy links to the following policies:

➢ L2 ODST Child Protection and Safeguarding Policy
➢ School Behaviour Policy

Appendix 1 Attendance Codes May 2022

Absence and attendance codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at school

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

- **Registration code / \: Present in school / = am \ = pm**
  Present in school during registration.
- **Code L: Late arrival before the register has closed**

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an approved off-site educational activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Code D: dual registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: at an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is

linked to employment prospects, further education or transfer to another educational establishment.

Code P: participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience

placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised absence from school

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

Code C: leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.

Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised absence from school

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended.

This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Not attending in circumstances relating to coronavirus (COVID-19)

For the school year 2021 to 2022, a new category was added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'. See this addendum for further information, including advice on the application of Code X.

*Code X: not attending in circumstances relating to coronavirus (COVID-19)

(This code is not counted as an absence in the school census)

This code was used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from the United Kingdom Health and Safety Agency (UKHSA) or the Department of Health and Social Care[12]
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

*In line with our transition to living with COVID-19 and the latest public health advice, we are no longer advising schools to record pupils who are not attending school because of COVID-19 using Code X (not attending in circumstances related to coronavirus).

Where a pupil is not attending because they have symptoms of COVID-19 or have had a positive test schools should record this using Code I (illness) unless another more appropriate code applies. Schools no longer need to record pupils who do not attend for reasons related to COVID-19, using Code X.

Schools should also continue to use code X to record when a pupil not of compulsory school age is not expected to attend as detailed below.

Administrative codes

The following codes are not counted as a possible attendance in the School Census.

Code X: not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- the school site, or part of it, is closed due to an unavoidable cause
- the transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity)

This code is collected in the School Census for statistical purposes.

Code Z: pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different term dates for different pupils

Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

Kidmore End CE Primary School

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Oxford Diocesan
Schools Trust

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Headteacher: Mr Andrew Griffin

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REQUEST FOR LEAVE FORM
(one form per child)

I/We request permission for my child to be absent from school.

Name of Child:	
Class:	
Dates of Absence	From : / To :
Reasons for Absence:	
(Parents should make an appointment with the Headteacher to seek permission for a child's absence, prior to making travel arrangements.)	
Parent's Name:	
Signature of Parent:	
Date requested:	

For office use only	
☐ Authorised	
☐ Unauthorised	
Comments:	
Headteacher's signature:	
Date:	
Seen by Headteacher:	
Refer to EWO: (Education Welfare Officer)	
Periods of extended leave in the past 4 years:	

Child's Attendance Record:

Year:				
Attendance:				