

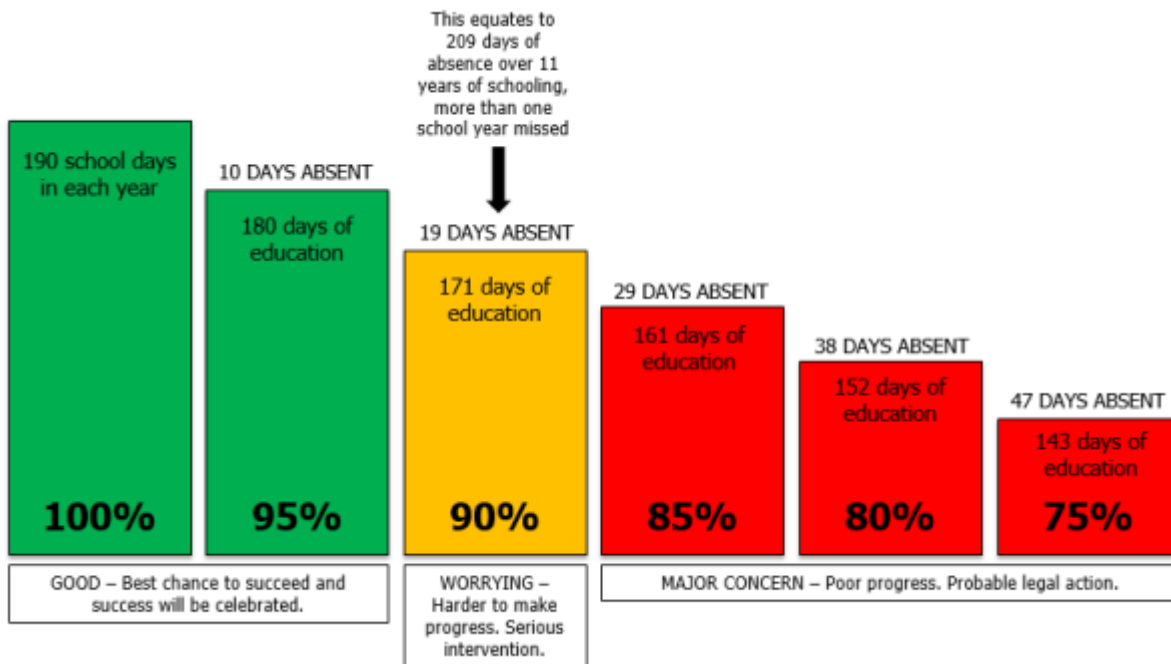
Attendance Policy

Name of School	Church Crookham Junior School
Date of Issue	Spring 2023

Introduction

Our school is ambitious for our pupils “Achievement by All” lies at the heart of children doing well in all aspects of their learning and personal development. The five core values at our school of kindness, respect, imagining, resilience and reflection helps children to understand about themselves and others as learners and promotes high standards. If children are not in school they are not learning, developing skills in their learning and personal development and this ultimately affects their progress.

95% as a minimum and above is an acceptable level for a child’s progress not to be adversely affected. A 90% attendance rate results in 19 days of lost education, with 29 days lost at 85% and with 80% equating to a half-term of learning missed. The graph below shows what all schools expect in terms of good attendance – 90% attendance is not good enough, it needs to be 95% and above.



We ask parents/carers to think about the importance of good attendance (95%+) and encourage their child to attend every day unless they are clearly very unwell. We also ask parents/carers to refrain from taking their children out of school for holidays as these are not authorised. Equally, if pupils are in school they are safe and not in danger of being exploited by other members of the public.

Church Crookham Junior School

It is important that we all work together to achieve good attendance and we strongly ask parents/carers to support us and support the procedures of good attendance that are outlined in this document.

This policy 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:

- 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.

Roles and Responsibilities	
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The governing body

The 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 this policy

The curriculum committee receive reports, at least once a term, about attendance.

The headteacher

The headteacher is responsible for:

- implementation of this policy at the school
- monitoring school-level absence data and reporting it to governors
- supporting staff with monitoring the attendance of individual pupils
- monitoring the impact of any implemented attendance strategies
- issuing fixed-penalty notices, where necessary

The Designated Senior leader Responsible for Attendance

The designated senior leader is responsible for:

- Leading attendance across the school

Church Crookham Junior School

- Offering a clear vision for attendance improvement
- Monitoring and analysing attendance data benchmarking to identify areas of focus for improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Implementing strategies for working with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Ensuring that any child who has a Social Worker (subject to Child Protection Plan, Child in Need Plan, are looked after or Section 17/47 investigations) who emerging pattern of attendance is likely to lead to persistent absenteeism to contact the Social Worker/CAST Team and cfmt@hants.gov.uk

Class Teachers

Teachers are responsible for recording attendance on a daily basis.

Admin Team

The Admin Team will:

- Check registers and take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Check the codings for absence are accurate (see Appendix)

Parents/Carers

Parents/Carers are expected to:

- make sure their child attends everyday on time
- call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence
- 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

Recording Attendance	
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We will take our attendance register at the start of the morning session of each school day and once during the afternoon 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

Church Crookham Junior School

- 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:

- 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

Pupils must arrive in school by 8.50am on each school day.

The register for the first session will be taken at 8.50am and will be kept open until 9am. The register for the second session will be taken in the first ten minutes after lunch and will be closed ten minutes after lunch has finished.

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 or as soon as practically possible by calling or emailing the school office.

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.

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.

An absence request form must be completed for ahead of a pupil not attending school. These can be found on the school website.

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

Lateness is monitored by checking the attendance registers.

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 will also email the contacts asking for contact to be made. If there is no response, then a home visit will be undertaken
- 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 should 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 Hampshire Legal Intervention Team

Reporting to Parents/Carers

The school will inform parents about their child's attendance and absence levels through the annual report to parents. Regular attendance reports are sent out half-termly, where attendance is below 90%.

Authorised and Unauthorised Absence	
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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', leave of absence request is rare and the pupil's attendance is high. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

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 before the absence, and in accordance with any leave of absence request form (available from our school office or on our school website). The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments
- 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

Church Crookham Junior School

agreed this with the school, but it is not known whether the pupil is attending educational provision

- Absence to spend time with family if there is a parent who is a serving member of the military and has been deployed/likely to be deployed
- Attending entrance exams to schools or visits to future schools

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, local authority officer or the police.

The decision on whether or not 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.

Monitoring Attendance	
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At our school we will:

- monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- identify whether or not there are particular groups (or cohorts) of children whose absences may be a cause for concern
- attendance data/information about pupil attendance may well be shared with teachers where attendance is a priority area
- data can be used to monitor and evaluate the impact of any interventions put in place and inform future strategies

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.

Our school:

- uses attendance data to find patterns and trends of persistent and severe absence
- holds 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
- provides access to wider support services to remove the barriers to attendance

Equalities	
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This policy is applied fairly and consistently, considering the individual needs of pupils and their families who have specific barriers to attendance.

Links with other Policies/Documents	
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This policy links to the following policies:

- Child Protection and Safeguarding Policies
- Behaviour Policy
- DFE School Attendance Guidance for maintained schools, academies, independent schools and local authorities May 2022
- DFE Summary of responsibilities where a mental health issue is affecting attendance February 2023
- <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

Appendix: Attendance Codes	
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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
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

Code	Definition	Scenario
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Church Crookham Junior School

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
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
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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school

Church Crookham Junior School

#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
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