



# ATTENDANCE POLICY

September 2020-21

**Potter Street Academy**

Part of the Potter Street Academy Co-operative Learning  
Community

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### 1. Aims

Potter Street Academy aims to meet its 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.

*Positive behaviour and attendance are essential foundations for a creative and effective teaching and learning environment.*

*Attendance should be in line with government minimum expectation, i.e every session available to the student, aiming for 100%.*

### 2. 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](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

### 3. School procedures

**3.1** The school gates are open from 8:30am and children are welcomed inside the classroom from 8:40am each morning.

08:40am – 08:50am	Children arrive in class
08:50am – 09:00am	Registration/morning activity
09:00am – 10:30am	Lessons 1 and 2
10:30am – 10:45am	Assembly
10:45am – 11:00am	Break time
11:00am – 12:00	Lesson 3 (KS1)
11:00am – 12:10am	Lesson 3 (KS2)
12:00 – 1:00pm	Lunch (EYFS, KS1)
12:10pm – 1:00pm	Lunch (KS2)
1:00pm – 3:00pm	Lesson 4 and 5
3:00pm	School ends

The gates to the playgrounds will be opened at 2:50pm and all children must be collected by a parent or carer from their classroom door. If parents / carers are not available, they must let us know if another adult is going to pick up their child and give us a **password** if it is someone we do not know.

Please note, no one under the age of 16 is permitted to collect your child(ren) from school, this also includes after school clubs.

In years 5 and 6 some parents want their children to develop more independence and may want them to walk home on their own. If this is the case parents need to put this in writing giving permission; we do not allow children to walk home alone unless this permission is in place.

**No child should go home to an empty house.**

#### 3.2 Attendance register

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

The attendance register will be taken at 08:50am and 1:00pm each school day. It will identify whether every student 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.

### **3.3 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by telephone, on the absence line, at the start of the day or as soon as practically possible (see also section 6).

Absence line number: 01279 866504.

*Medical evidence will be required on the 3<sup>rd</sup> day of absence.*

Absence due to illness will be 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 parents 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 will be notified of this. In the event of evidence being provided this will become authorised.

### **3.4 Covid 19 Attendance Protocol**

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

For the school year 2020 to 2021, a new category has been 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 is 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 Public Health England or the Department of Health and Social Care<sup>12</sup> or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19). <sup>12</sup> And their equivalents in Scotland, Wales and Northern Ireland if a pupil attending a school in England resides there.

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; or • The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or • 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.

### **Students who are not eligible to attend a session**

- This includes any student who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session, i.e., year 10 and year 12 Students who are not among the quarter of Students expected in school at a given time.
- They should be recorded as code X (not required to be in school).

### **Students who are eligible to attend a session but do not.**

This includes children in eligible year groups, children of critical workers and vulnerable children, such as:

- where a student is shielding, self-isolating, or the student has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they will be recorded as code Y . (Temporarily, code Y can be used where a student is prevented from attending school due to following government guidance on coronavirus). The absence will be recorded as due to shielding or isolation
- where a student cannot attend school due to illness, as would normally be the case, the student will be recorded as code I (illness). We will note whether the illness involves coronavirus symptoms
- where a student does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the student should be recorded as code C (leave of absence authorised by the school) where no other authorised absence code is appropriate
- At this time, all absence will be classed as authorised.
- Where other specific authorised absence and attendance codes are more appropriate, we may want to use these as usual, such as code M (medical appointment).

### **3.5 Staggered start times**

Information regarding staggered start times will be dependent on when we receive Government advice. The Policy will be updated when we have this guidance.

- Potter Street Academy will use the following principles and guidance to decide if Students are shielding or self-isolating:
- children and young people who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few if any children will fall into this category, but parents should follow medical advice if their child is in this category
- child or young person who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend.
- If a child or young person or staff member lives in a household with someone who is extremely clinically vulnerable, it is advised they only attend if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions . If stringent social distancing cannot be adhered to, we do not expect those individuals to attend
- children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household.

### **3.6 Persistent Absenteeism (PA)**

Any student whose attendance falls to or below 90% is defined as a Persistent Absentee. Students' absences will not be authorised for any child whose attendance is at or below 90%. Every absence must be supported by official documentation proving appointments, on-going illness/ medical conditions. Without such documentation, absences are recorded as unauthorised and will continue to be unauthorised until documentation has been received by the School. Students whose attendance are below 94% are met with their parents/carers by the Education Welfare Manager and home visits are normally carried out if the student has an unauthorised absence without a valid reason.

In the event that we have not heard from a parent by 12.00 noon the school will visit the home to establish the reason for absence. If no one is home, we may contact the police. This is in line with our Safeguarding Policy. If the school has not heard from/been able to contact parents to find out why a child is missing school for some days, then the child is deemed as missing from education and the absence will be unauthorised. At this point the school may refer the child to the Missing Education and Child Employment Services. Medical evidence will be requested when pupils have frequent absences.

### **3.7 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Please provide letters, appointment cards or any medical evidence deemed appropriate so that the absence can be authorised.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.8 Lateness and punctuality**

A student who arrives late but before the register has closed will be marked as late, using the appropriate 'L' code.

A student who arrives after the register has closed will be marked as absent, using the appropriate 'U' code.

Registration starts at 8.40am and closes at 9.10am. Any arrival after this time will be recorded as a U code and will count as an unauthorised lateness.

This will affect a student's attendance record.

*Parents may be invited into a meeting to discuss ongoing punctuality concerns.*

### **3.9 Following up absence**

- The school will follow up any absences to ascertain the reason for absence,
- ensure proper safeguarding action is taken if appropriate
- identify whether the absence is approved
- identify the correct attendance code to use
- If your child is absent for 10 consecutive days (20 school sessions) with no explanation for the absence and we are unable to contact you or any of the named contacts, your child will be reported to the Children Missing Education Team. ESSEX COUNTY COUNCIL Children Missing from Education Policy Missing Education and Child Employment Service (Updated September 2016)

### 3.10 Reporting to parents

Students' attendance records are readily available from the school office.

Attendance is also included in the school report and at parents evenings during the Autumn and Spring terms.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

Schools may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as 'Being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the discretion of the school.

Valid reasons for **authorised absence** include:

- Family bereavement
- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students 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 student is attending educational provision

***.We will not agree leave during term time:***

- At any time in September. *It is* very important that your child settles into their new Year as quickly as possible.
- During assessment and test periods in the school's calendar affecting your child.
- When a student's attendance record already includes any level of unauthorised absence or they have already been granted authorised leave within that academic year.

Examples of **unauthorised** absence are:

- Absences which have never been properly explained
- Children who arrive at school too late to get a mark on the attendance register
- Shopping
- Birthdays

- Helping to look after siblings
- Holidays (except in exceptional, previously agreed by the school)

#### **4.2 Legal sanctions**

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the school, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 student 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 the parent or withdraw the notice.

### **5. Strategies for promoting attendance**

Helping to create a pattern of regular attendance is the responsibility of parents, students and all members of school staff. Good attendance is classed as being 98% and above.

For the policy and procedures to be effective, it is important that all concerned play an active role and contribute to the partnership, i.e. parents, students and teachers.

Awards will be given each term to students who achieve throughout the academic year

- i) 100% attendance

### **6. Attendance monitoring**

The attendance officer monitors student absence on a daily basis. The Education Welfare Manager monitors the overall attendance of all students and works across The Trust to ensure correct procedures are followed and interventions are put in place to promote and support regular attendance of all students.

- Parents are expected to call the school in the morning if their child is going to be absent due to ill health
- If after contacting parents a student's absence continue to rise, we will consider involving the Local Authority. The persistent absence threshold is 10%. If a student's individual overall absence rate is greater than or equal to 10%, the student will be classified as a persistent absentee.
- Student-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 local governors and trustees.



## **7. Roles and responsibilities**

### **7.1 The Local Governing Body**

The Local Governing Body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Principal to account for the implementation of this policy.

*Trish Evans is the link governor for attendance and she liaises regularly with the Education Welfare Manager.*

### **7.2 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 local governors.

The Headteacher also supports other staff in monitoring the attendance of individual students and issues fixed-penalty notices, where necessary.

### **7.3 Role of The Attendance Officer and Education Welfare Manager**

The Attendance Officer:

1. Telephone calls from parents on the day of absence should be recorded and the information is recorded into the student's profile.
2. Monitor all students' attendance and punctuality and daily absence/late texts are sent and followed up by telephone calls or letters.
3. The office will maintain an "off-site" book in which students who have left site during the school day have the reasons recorded.
4. Students may only leave site during the school day if:
  - there is a formal letter from the parent or a medical appointment letter has been provided
  - the parent has signed the student out at the office

The Education Welfare Manager will:

1. Take part in LA initiated projects.
2. Show parents that unjustified absence will have a detrimental effect on students' learning.
3. Make regular telephone attendance checks from the school office.
4. Contact and meet with parents when patterns begin to emerge.
5. Send termly letters home informing parents/carers of their child's attendance record to date.
6. Monitoring of attendance and action plans, home visits and possible legal/court proceedings in serious cases.
  - Pursues unauthorised absence and liaises with families and outside agencies to support and promote regular school attendance
  - Works with the Local Authority to tackle persistent absence
  - Arranges calls and meetings with parents to discuss attendance issues
  - Advises the Principal when to issue fixed-penalty notices or seek prosecution

#### **7.4 Class teachers**

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

#### **7.5 Office/Reception staff**

Office/reception staff are expected to take calls from parents about absence and record it on the school system and pass this information to the relevant staff.

### **8. Monitoring arrangements**

This policy was reviewed by the Local Governing Body in February 2020 and ratified by the Trust Board on 1<sup>st</sup> April 2020. Updates were made in June 2020 and ratified by the Trust Board. The policy will be reviewed annually or sooner if there are changes to legislation.

### **9. Links with other policies**

This policy is linked to our child protection and safeguarding policy.

**10. HOW POOR ATTENDANCE IMPACTS ON HOURS OF LEARNING**

Description	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Excellent	100%	190 Days	0	0
	99%	188 Days	2	10
Good	98%	186 Days	4	20
	97%	184 Days	6	30
Satisfactory	96%	182.5 Days	7.5	37.5

Description	Threshold Attendance	Actual Attendance	Whole Days Absent	Learning Hours Lost
Cause for Concern	95%	180.5 Days	9.5	47.5
	94%	178.5 Days	11.5	57.5
	93%	176.5 Days	13.5	67.5
Unsatisfactory	91%	173 Days	17	85
Serious Cause for Concern	90%	171 Days	19	95
	89%	169 Days	21	105
	88%	167 Days	23	115
	87%	165.5 Days	25	125
	86%	163.5 Days	26.5	132.5
Critical	85%	161.5 Days	28.5	142.5

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
<b>Authorised absence</b>		
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

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day