Attendance Policy

ISP School Battle

Approved by:	Local Governing Body	Date: January 2022
Last reviewed on:	July 2020, July 2021, September 2022, September 2023, rewritten July 2024	
Next review due by:	July 2025	

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1.1   Vision:

This policy reflects the vision and aims of ISP School, Battle by:
- Encouraging school adults, parents and children to maximise the learning experience in order that all children can reach their full potential.
- Providing clear procedures for involving parents relating to school attendance.

1.2   Principles:

We are committed to providing an education of the highest quality for all our children. We believe high attainment and future success depends on good attendance allowing each child to experience the full school offer.

We expect all school adults to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all children are eager to learn, feel safe and valued and enjoy coming to school.

Sometimes a child's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child and not to make them feel guilty or inadequate. Also, at times we have to give allowances for religious beliefs and individual family circumstances.

We believe it is essential to regularly remind parents of the importance of good attendance and its links to child attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly.

1.3   Aims
- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To work with our other schools to share good practice in order to improve practice and policy.

1.4   Roles and Responsibilites

Role of the Proprietor and Governing Body

The Proprietor and Governing Body will:

- delegate powers and responsibilities to the Headteacher to ensure all school adults are aware of and comply with this policy;
- nominate a link governor to visit the school regularly, to liaise with

the Coordinator and to report back to the Governing Body;

- ensure that the attendance policy is carried out;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress;
- take responsibility for ensuring this policy and all policies are maintained and updated regularly;
- take responsibility for ensuring all policies are made available to parents;

Role of the Headteacher (who is also DSL)

The Headteacher will:

- Ensure the 'Pupil concerns list' is up to date and accurate and is known by the key staff
- ensure all school adults, children and parents are aware of and comply with this policy;
- undertake the daily monitoring of school attendance via the First Day Contact approach by using the appropriate and effective registration system;
- monitor attendance according to gender, age, ethnicity, first language, eligibility for Free School Meals and special educational needs;
- target intervention and support to those children that have been highlighted as poor attenders or have been highlighted through monitoring and data analysis around attendance;
- have in place a system for parents to report a child's absence;
- report the attendance figures and progress to the Governing Body;
- remind parents of their commitment to this policy;
- publicise good attendance during assemblies, newsletters and the termly report to the Governing Body;
- introduce rewards and incentives to encourage punctuality to lessons and positive attendance;
- organise training for school adults on the use and understanding of attendance codes and authorised and unauthorised attendance;
- work closely with the link governor and First Day Contact person – School administrator;
- Work closely with the leadership team and class teams who will have the role of family liaison for those children who struggle to maintain high attendance
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the School Administrator

The School Administrator is responsible for:

- implementing the policy with the Headteacher;
- monitoring individual and class attendance on a daily basis;
- keeping the Headteacher informed of attendance figures and trends;
- contacting parents regarding concerns about their child's attendance – First day response call
- Liaise with the leadership team and class teams who will then contact /arrange home visits for any child where there is cause for concern
- compiling attendance data for the Headteacher, the Governing Body and any meetings with TASS;
- ensuring registers are completed in a timely way and are kept up to date

Role of the First Day Contact person (school administrator)

The First Day Contact person is responsible for:

- contacting parents if they have not reported their child's absence by 9-30 a.m.
- Note if any of those who have not arrived in school are on the 'concerns list'- liaise with DSL's
- sending an email/ text/ letter if no contact is made;
- continuing to contact the parents throughout the day until contact is made;
- contacting the key worker if a child is on the school's pupil concerns list and no reason has been given for the child's absence;
- informing the Headteacher of trends in absence

Role of School Adults

School Adults will:

- comply with and implement this policy
- set an example of punctuality and good attendance;
- monitor class and individual attendance patterns;
- inform the School Administrator of any concerns about attendance;
- emphasise the importance of punctuality and good attendance;
- discuss individual child attendance at parent-teacher meetings

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and

development of this policy

Role of Parents

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance;
- informing the school on the first day of absence;
- informing the school of any changes to their contact details;
- collecting their children on time
- supporting the school Code of Conduct and guidance necessary to ensure smooth running of the school

Role of Children

Children are responsible for:

- arriving at school on time;
- knowing the value of good attendance;
- taking part in questionnaires and surveys

1.5 Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Coordinator/Headteacher to explain their child's repeated absence.
- Support will be offered if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement then appropriate action will be taken.

1.6 Dealing with Lateness

The School Administrator and school adults monitor lateness and inform:

- the Headteacher of patterns of lateness;
- parents of the school's concerns;

1.7 Absence

Holidays during term time – only in exceptional circumstances will the school agree to a leave of absence in term time. Parents are asked to complete a holiday form requesting permission to take their child on holiday.

Religious Observance – a maximum of three days absence is allowed for religious observance.

Medical, Dental or Hospital Appointments – we encourage these appointments to take place out of school time in order not to disrupt the child's education.

1.8   Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- Headteacher reports to the Governing Body

Children who struggle to attend school

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.
If there are any concerns it is always best to work with school adults to try to resolve the issues to then support the pupil to attend school well

Authorised and Unauthorised absence

Every half-day absence has to be classified by the school, (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a reason such as genuine illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given.
This includes:

- **parents keeping pupils off school unnecessarily**
- **truancy before or during the school day**
- **absences which have never been properly explained**

Parents/Carers are expected to contact school at an early stage and to work with the staff in resolving any problems together. If difficulties cannot be sorted out in this way, our school may refer the child to the Placing Local Authority (if appropriate the Social Worker).

It is not usually appropriate for the school to authorise absences for shopping, looking after other children, day trips etc. Leave may, however, be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

All other absences and holiday requests
DfE regulations regarding absence no longer permit holidays to be taken during term time. Headteachers are not to authorise any leave or absence from school unless the circumstances are 'exceptional' relating to a 'one off' isolated situation. Any such request must be submitted in good time in writing

1.9 Information about individual school targets
The school has adopted the following attendance targets:

Any attendance which falls below 95% is enough to set off initial concerns records. Attendance of less than 90% should become a cause for concern.

2.0   Attendance – Teams Around the School and Setting

The Attendance Lead will be the single point of contact (SPOC) for schools to discuss all attendance issues. They will meet with our attendance leader: Candy Gilbert to discuss whole school data and hold targeted conversations across the year. All schools will be receiving the targeted conversations three times per year. The focus of these conversations will be to support schools in building attendance capacity, strategies, and to provide specific cohort interventions around attendance. The Attendance Support Team will also train our adults and offer advice and guidance around all legal intervention work and processes.

2.1   Monitoring Arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Caroline Belchem, Head Teacher. At every review, the policy will be approved by the Chair of Governors and policy updates discussed at Governing Body meetings.

2.2   Links with other policies

This policy is linked to our child protection and safeguarding policy, also behaviour policy.

Appendix 1: Attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Important Changes to Attendance Codes

Attendance codes are changing from the 19 August 2024 so this will come into effect for the new academic year 2024/2025.

This is a list of attendance codes that come into effect 2024/2025.

Code	SIMS Description	DfE Description / Explanation
/	Present (AM)	Present for school morning session
\	Present (PM)	Present for school afternoon session
B	Attending any other Approved Education Activity	Attending any other approved educational activity. Not to be used for Virtual learning
C	Other authorised circumstances	Leave absence for exceptional circumstance
C1	Leave of absence – regulated performance	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence – Temporary part-time timetable	Leave of absence for a compulsory school age pupil subject to a part-time timetable
D	Dual registered	Dual registered to another school
E	Suspended or excluded without alternative provision	Suspended or permanently excluded and no alternative provision
G	Family holiday (not agreed)	Unauthorised absence as pupil on a family holiday, not agreed, or is taking days more than an agreed family holiday
I	Illness	Illness (not medical or dental appointment)
J1	Leave of absence – Interview for employment or transfer to another educational institution	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
K	Alternative provision provided by LA	Attending education provision arranged by the local authority

L	Late (before registers closed)	Late arrival before the register closed
M	Medical or dental appointment	Leave of absence for the purpose of attending a medical or dental appointment

N	No reason yet provided for absence	Reason absence not yet established
O	Absence in other or unknown circumstance	Absence in other or unknown circumstance
P	Participating in sports activity	Participating in sports activity
Q	Unable to attend – lack of access arrangements	Unable to attend the school because of lack of access arrangements
R	Religious observance	Religious observance
S	Study leave for public examination	Study leave for public examination
T	Traveling with parent for occupational purposes	Traveling with parent for occupational purposes
U	Late (after registers closed)	Late (after registers closed)
V	Attending an educational visit or trip	Attending an educational visit or trip
W	Attending work experience	Attending work experience
X	Not required to attendnon-compulsory school age pupil	Not required to attend-non-compulsory school age pupil
Y1	Unable to attend – Transport not available	Unable to attend due to transport normally provided not being provided
Y2	Unable to attend – widespread travel emergency	Unable to attend due to widespread disruption to travel
Y3	Unable to attend – unavoidable partial closure	Unable to attend due to part of the school premises being closed.

Y4	Unable to attend – unavoidable full closure	Unable to attend due to the whole schools' site being unexpectedly closed
Y5	Unable to attend – criminal justice detention	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend – Public Health Guidance / Law	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.
Z	Pupil not on roll	Prospective pupil not on admission requester
#	Planned whole school closure	Planned whole school closure

This is a list of codes where a reason will be required with the attendance code:

Code	SIMS Description	DfE Description / Explanation
B	Educated off-site (not Dual-Reg)	Attending any other approved educational facility.
K	Alternative provision provided by the LA	Attending education provision arranged by the local authority
Y7	Unable to attend – Unavoidable other than Y1-Y6	Unable to attend because of any other unavoidable cause.

Retired Codes no longer in use after 19th August 2024

Code	SIMS Description	DfE Description / Explanation
H	Family Holiday (agreed)	Authorised absence due to agreed family holiday.
J	Interview	Unable to attend due to exceptional circumstances – not counted in possible attendance

Y	Unable to attend due to an exceptional circumstance	Unable to attend due to exceptional circumstances – not counted in possible attendance

Appendix 2: School Attendance review

School Attendance review – How we will monitor attendance termly

Attendance Analysis for 2024-2025

Report written by
Date
Data
(import from a spreadsheet format – include all pupils on register- then sort by % attendance)
Overall school attendance % for the term - ??%

Attendance data	Review Termly							
Pupil name	M /F	LAC/ non LAC	EHCP/ SEND Support/ NOT SEND	FSM / Disadvant aged	Possible sessions	Attended	%	RAG

RAG rated

🟩	over 95%
🟨	90- 95%
🟥	80- 90%
🟪	50 - 80%
🟪	below 50%

Pupils with attendance over 90%

Any points to note about pupils with attendance over 90% - (especially note those who have had much poorer attendance in the past and the actions which the school have put in place have had a very positive impact)

Pupils at 80- 90%

Note individual pupils and the actions put in place to support them to improve attendance

Pupils at 50- 80%

Note individual pupils and the actions put in place to support them to improve attendance

Pupils below 50%

Note individual pupils and the actions put in place to support them to improve attendance

Analysis by pupil group

LAC / Non LAC

Overall attendance of all LAC compared to Non LAC pupils
Any analysis points?

FSM

Overall attendance of all FSM compared to Non FSM pupils
Any analysis points?

SEND (all pupils in most of our schools

Overall attendance of all SEND compared to Non SEND pupils
Or EHCP compared to SEND support?
Any analysis points?

Male / Female breakdown (biologically or identifying gender)

Overall attendance of Male compared to Female pupils
Any analysis points?

Can also break down in other ways such as LGBTQIA+ if you feel there are any data implications of variance in attendance

Actions which have been put in place to address any concerns relating to specific groups of pupils

Are the actions working? Need to be monitored? Need to be changed to try further actions?