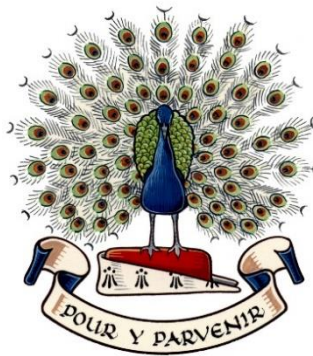


LADY MANNERS SCHOOL

ATTENDANCE POLICY



ATTENDANCE POLICY

1. Aims

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

- Promoting good attendance
- Reducing absence, including persistent (<90%) and severe absence (<50%)
- Ensuring every student 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 students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

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 \(Student Registration\) \(England\) 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.

3. Roles and responsibilities

3.1 The Governing Board

The Governing Board 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

3.2 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 students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The Designated Senior Leader responsible for attendance

The Designated Senior Leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance 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
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to students and families

The Designated Senior Leader responsible for attendance is Mrs Ridley and can be contacted via email at info@ladymanners.derbyshire.sch.uk

3.4 The Pastoral Support Assistants and Heads of Year

The Pastoral Support Assistants and Heads of Year are responsible for:

- Recording reported absences on Class Charts on a day to day basis
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- Running absence reports, send out emails to parents and carers and follow up non-replies
- Following and implementing Derbyshire guidelines regarding non-attendance at school
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance and to the Headteacher
- Working with Family Support Staff and SENDCO to tackle persistent absence
- Working with education welfare officers to tackle persistent absence
- Discussing referrals with the AHT Inclusion (authorised by the Headteacher) and when to issue fixed-penalty notices

3.5 Form Tutors and Teachers

Form Tutors are responsible for accurately recording attendance on a daily basis, using the correct codes, and submitting this information on Class Charts every morning before 9.15am.

Teachers are responsible for accurately recording attendance within the first 10 minutes of each lesson, using the correct code and submitting via Class Charts

3.6 School Admin Staff

School admin staff will:

- Take calls from parents and carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents and carers to the PSA or Head of Year in order to provide them with more detailed support on attendance

3.7 Parents and Carers

Parents and carers are expected to:

- Make sure their child attends every day on time
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- Report their child's absence before 8.30 am on the day of the absence and each subsequent day of absence, and advise when they are expected to return via Class Charts app
- 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

3.8 Students

Students are expected to:

- Attend every timetabled session on time

4. Recording Attendance

4.1 Attendance Register

We will keep an attendance register, and place all students 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 student is:

- present
- attending an approved off-site educational activity
- absent
- unable to attend due to exceptional circumstances

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 student is attending an approved educational activity
- The nature of circumstances where a student 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.

Students must arrive in school by 9 am each day.

The register for the first session will be taken by 9.15 am and will be kept open until 9.45. The register for the second session will be taken at 1.30pm and will be kept open until 2.30pm.

4.2 Unplanned Absence

The student's parent or carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.30 am or as soon as practically possible by notifying via Class Charts or email to the relevant Year Group email.

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 student's parent or 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 and carers will be notified of this in advance.

4.3 Planned Absence

We encourage parents and carers 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.

However, attending a medical or dental appointment will be counted as authorised as long as the student's parent or carer notifies the school in advance of the appointment.

If a parent or carer wishes to apply for a leave of absence please fill in the form found on our website [here](#).

The student's parent or carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. See Section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and Punctuality

A student 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
- Punctuality reports are produced weekly and analysed. All persistent lateness is monitored and appropriate interventions and support are put in place to help improve punctuality.

4.5 Following up Unexplained Absence

Where any student we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call/email the student's parent or carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the student's emergency contacts, the school may contact the police
- 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 or 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 Services

4.6 Reporting to Parents and Carers

The school will regularly inform parents about their child's attendance and absence levels via cycle data.

Parents and carers can also monitor their child/ren's attendance via Class Charts.

5. Authorised and Unauthorised Absence

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to a student 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 student is authorised to be absent for.

It is unlikely that term time absence will be granted.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances, current attendance and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via the 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 (see sections 4.2 and 4.3 for more detail)
- 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
- Study leave
- Close family bereavement and attendance at funeral

5.2 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, 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
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- Where a suspended 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 or withdraw the notice.

6. Strategies for Promoting Attendance

Attendance

Each Term:

- Highest attending form - A certificate, a house point each and sweet treat
- Students with 100% attendance - a certificate and 10 house points allocated

End of Year

- Highest attending form (in each year) - a certificate, 5 house points each and sweet treat
- Students with 99/100% - a certificate and 50 house points each, plus extra entries into the end of year prize raffle

Students who cannot avoid absences such as hospital/orthodontists/long term illnesses will be considered

7. Attendance Monitoring

The school and School Leaders will:

- Monitor attendance and absence data weekly, half-termly, termly and yearly across the school and at an individual student level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Student-level absence data will be 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. The school leaders will compare attendance data to the national average, and share this with the governing board

7.1 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these students and their families

- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.2 Using Data to Improve Attendance

The school will:

- Provide regular attendance reports to Form Tutors and other school leaders, to facilitate discussions with students and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.3 Reducing Persistent and Severe Absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student 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/carers of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Discuss wider support at the Student of Concern Meetings
- Provide access to wider support services to remove the barriers to attendance

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as minimum annually by the Designated Senior Leader for Attendance. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child Protection and Safeguarding Policy
- Behaviour of Students Policy

Appendix 1

ATTENDANCE CODES

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

Code	Definition	Scenario
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the school
D	Dual registered	Student is attending a session at another setting where they are also registered
J	Interview	Student has an interview with a prospective employer/educational establishment
P	Sporting activity	Student is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Student is on an educational visit/trip organised, or approved, by the school
W	Work experience	Student is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Suspended	Student has been excluded but no alternative provision has been made

Code	Definition	Scenario
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Student from a traveller community is travelling, as agreed with the school
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or student is in custody
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student 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 student's absence

Code	Definition	Scenario
U	Arrival after registration	Student arrived at school after the register closed