**ATTENDANCE POLICY**

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# Attendance Policy and Procedures for BRYMORE ACADEMY

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# Part 1 Policy:

## 1. Introduction

It is the aim of Brymore Academy that our boys should enjoy learning, experience success and realise their full potential. Our Attendance Policy reflects this and recognises that regular attendance has a positive effect on the motivation and attainment of the boys.

Any absence affects the pattern of a boy’s schooling and regular absence may seriously affect their learning. The Department for Education (DfE) defines a student as a ‘persistent absentee’ when they miss 10% or more schooling across the school year, for whatever reason.

## 2. Aims

Our school aims to meet its obligations with regard to school attendance by promoting good attendance; ensuring every boy has access to the full-time education to which they are entitled; and acting early to address patterns of absence.

This policy sets out our school’s position on attendance and details the procedures that all parents[[1]](#footnote-2) must follow to report their son’s absence from school.

We will also support parents to perform their legal duty to ensure their children of compulsory[[2]](#footnote-3) school age attend regularly, and will promote and support punctuality in attending lessons.

We want our boys to attend school every day, unless they are really not well enough to. We believe that boys who attend school regularly are more likely to feel settled in school, maintain friendships, keep up with their learning and gain the greatest benefit from their education. We want all our boys to enjoy school, grow up to become emotionally resilient, confident and competent adults who are able to realise their full potential. Regular attendance and punctuality is essential in the workplace and boys who are used to attending school on time, and on every occasion unless they are too unwell to attend, will be better prepared for the attendance expectations in the workplace.

In April 2017 the Supreme Court clarified the definition of regular attendance to be attendance “in accordance with the rules prescribed by the school”, therefore if an absence is not authorised by the school, the boy’s attendance is deemed to be irregular.

We will do all we can to encourage our boys to attend. We will also make the best provision we can for any boy who needs additional support in school or who is prevented from attending school, due to a medical condition.

Please see DfE guidance documents [‘Supporting pupils at school with medical conditions - December 2015’](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3) and [‘Ensuring a good education for children who cannot attend school because of health needs- January 2013’](https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school) – or ask the school for printed copies.

We believe that one of the most important factors in promoting good attendance is the development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all boys, and to foster positive and mutually respectful relationships with parents.

By promoting good attendance and punctuality we aim to:

* Make good attendance and punctuality a priority for all those involved in the school community
* Raise our boys’ awareness of the importance of good attendance and punctuality
* Provide support, advice and guidelines to parents, boys and staff
* Work in partnership with parents
* Celebrate and reward good attendance and punctuality

## Effects of non-attendance

The table below indicates how what might seem like just a few days absence can result in the boys missing a significant number of lessons.

|  |  |  |  |
| --- | --- | --- | --- |
| **Attendance during school year** | **Days lost in a year** | **Which is approximately** | **Approximate number of lessons missed** |
| 95% | 9 Days | 2 Weeks | 54 Lessons |
| 90% | 17.5 Days | 3.5 Weeks | 105 Lessons |

## 3. Safeguarding and Attendance

Our school will monitor trends and patterns of absence for all boys as a part of our standard procedures. However, we are aware that sudden or gradual changes in a boy’s attendance may indicate additional or more extreme safeguarding issues. In line with government guidance [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) (2020 version) we will investigate and report any suspected safeguarding cases on to the relevant authorities. As part of our safeguarding duty and our standard procedures, we will inform the Local Authority and/or the Police of the details of any boy who is absent from school when the school cannot establish their whereabouts and is concerned for the boy’s welfare. (Please see our school’s Safeguarding Policy for more information.)

## 4. Legislation and Guidance

This policy meets the requirements of the 2019 [school attendance guidance](https://www.gov.uk/government/publications/school-attendance), from the Department for Education (DfE), and refers to the DfE’s 2015 statutory guidance on [school attendance parental responsibility measures](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance). These documents are drawn from legislation setting out the legal powers and duties that govern school attendance including:

• The Education Act 1996 (as amended)

• The Education (Pupil Registration) (England) Regulations 2006 (as amended in 2010, 2011, 2013 and 2016)

• The Education (Penalty Notices) (England) Regulations 2007 (as amended in 2012 and 2013)

The DfE’s guidance on the [school census](https://www.gov.uk/government/publications/school-census-2017-to-2018-guide-for-schools-and-las) explains the persistent absence threshold.

# Part 2 What the Law Says and Our School Procedures:

## 1. Contents of Attendance Register

The law makes it clear that schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion the school must record whether each boy is:

* Present
* Absent
* Attending an approved educational activity
* Unable to attend due to exceptional circumstances

## 2. Present at School (and Lateness)

Boys are marked present if they are in school when the register is taken. If a boy leaves the school premises after registration they are still counted as present for statistical purposes.

It is the duty of parents to ensure that children attend school on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

The Deputy Head will meet with parents of those boys who are frequently late arriving at school to investigate reasons and suggest solutions to enable more punctual attendance.

**Our boys must arrive by 8:30am but not before 8:00am**

**Our morning register is taken between 8:35-8:40am**

**Our afternoon register is taken between 1:55-2:00pm**

**The register closes 30 minutes after the morning and afternoon registration.**

A boy who arrives late **after** the registers close will be marked as absent. If the boy is late arriving due to a valid reason such as an unavoidable medical appointment, the absence will be authorised. If the boy is late for no good reason they will be marked with the **unauthorised** absence code ‘Late after registers close’ (**U**). See DfE Attendance Codes – Appendix One.

## Effects of Late Arrival at School

When a boy arrives late to school, they miss important events like assembly, teacher instructions and introductions. Boys often also feel embarrassed at having to enter the classroom late.

The table below indicates how frequent lateness can add up to a considerable amount of learning being lost. This can seriously disadvantage boys and disrupt the learning of others.

|  |  |  |
| --- | --- | --- |
| **Minutes late per Day** | **Equates to Days of Teaching Lost in one Year** | **Which means this number of lessons missed (Approx)** |
| 5 mins | 2.5 Days | 15 Lessons |
| 10 mins | 5 Days | 30 Lessons |
| 15 mins | 7.5 Days | 45 Lessons |

## 

## 3. Authorised Absence

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

**The following information outlines the main circumstances where absence may be authorised by the school:**

### 3.1 Illness

In most cases, absences for illness which are reported by following the school’s absence reporting procedures will be authorised. That is unless the school has a genuine concern about the authenticity of the illness.

The school follows the 2019 DfE School Attendance Guidance which states that if the authenticity of the illness is in doubt, the school may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. (See DfE 2019 School Attendance guidance document - link in the Legislation and Guidance section, or at the end of this policy, or ask the school for a printed copy.)

We will not ask for medical evidence unnecessarily. In some instances the school may ask the parent to obtain a letter from a GP, or the school may seek parental permission to contact the boy’s GP directly.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a boy has a high level and/or frequency of absence, the school may require medical evidence of some description in order to authorise any future medical absences. If this is the case, the school will make the parent/s aware of this expectation in advance.

The reporting of absence due to illness remains the responsibility of the parent. Absences due to illness which have **not** been reported to the school by the parent on the first day of absence may not be authorised.

**Parents MUST report absences via the ‘My Ed’ app, dedicated phone line on 01278 652369 option 0 or email the office on office@brymore.somerset.sch.uk by 8.15am.**

If a boy is absent for more than one day, the parent should contact the school each day to provide an update on the child’s condition, unless otherwise agreed by the attendance officer.

**Mental Health and Wellbeing**

Parents who have concerns about their son’s mental wellbeing can contact our school’s Designated Safeguarding Lead (Mr Winter) or the Safeguarding Officer (Mrs Duck) for further information on the support available.

Mr Winter Email: [LWinter@educ.somerset.gov.uk](mailto:LWinter@educ.somerset.gov.uk)

Mrs Duck Email: [DDuck@educ.somerset.gov.uk](mailto:DDuck@educ.somerset.gov.uk)

Parents should also contact their GP or the NHS Helpline by phoning telephone number 111 for advice if they are concerned. In case of emergency parents should dial 999.

For immediate support/intervention parents may wish to access “Kooth”. An online counselling and support service for young people (www.kooth.com).

**Student’s taken ill during the school day**

If a boy needs to be sent home due to illness, this should be by agreement with the Matron. In such circumstances, the boy must be collected from the school office by a parent or another authorised adult, and signed out in the ‘signing out’ book. No boy will be allowed to leave the school site without parental confirmation.

### 3.2 Medical/Dental Appointments

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, the boy should only be out of school for the minimum amount of time necessary for the appointment. It is not acceptable for a boy to miss a whole day’s schooling for an appointment, unless absolutely necessary, in which case the school will need an explanation as to why this is.

If a boy must attend a medical appointment during the school day, they must be collected from the school office by the parent or another authorised adult, and signed out in the ‘signing out’ book. No boy will be allowed to leave the school site without parental confirmation.

Advance notice is required for medical or dental appointments, unless it’s an emergency appointment, and mustbe supported by providing the school with sight of, or a copy of, the appointment card or letter – only then will the absence be authorised.

### 3.3 Religious Observance

Our school acknowledges the multi-faith nature of the school community and recognises that on some occasions, religious festivals may fall outside of school holidays or weekends. In accordance with the law, the school will authorise one day’s absence for a day exclusively set apart for religious observance by the religious body to which the parent belongs. Should any additional days be taken, these will be recorded in the register as unauthorised absence. If necessary, the school will seek advice from the parents’ religious body, to confirm whether the day is set apart.

### 3.4 Traveller Absence

The school will authorise the absence of a Traveller student of no fixed abode who is unable to attend school because they are travelling with their parent who is engaged in a trade or business of such a nature as to require him to travel from place to place. This is subject to certain limits, depending on the boy’s age and number of sessions absent. The school will discuss cases individually with Traveller parents as necessary. Parents should let the school know of their plans as far in advance as possible. Authorised Traveller absence will be recorded appropriately in the register.

To help ensure continuity of education for Traveller children, wherever possible, the boy should attend school elsewhere when their family is travelling for occupational purposes. In which case the boy will be dual registered at that school and this school, which is their ‘main’ school.

Boys from Gypsy, Roma and Traveller communities whose families do not travel for occupational purposes are expected to register at school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly.

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### 3.5 Exclusions

If the school decides to send a boy home due to their behaviour, this will be recorded as an Exclusion. The school will follow the current [DfE’s statutory guidance on exclusions](https://www.gov.uk/government/publications/school-exclusion).

Any exclusion must be agreed by the headteacher.

The school will notify the parent of the exclusion. If the boy is a Looked After Child, the school will notify the boy’s carer, social worker and Virtual School. In other instances, where a boy is open to Children’s Social Care for any reason, the school will also inform their allocated social worker.

The boy must be collected from the school office by the parent or another authorised adult, and signed out in the ‘signing out’ book. No boy will be allowed to leave the school site without parental confirmation.

## 4. First Day of Absence Response

**Day 1 – A text message is sent by 9.30am via the My Ed app if an explanation has not been given for a boy’s absence**

**If there is no response to the text by 10.30am, the attendance officer telephones the number 1 contact/s to seek the reasons for the absence and reassurance from a parent or carer that the boy is safe at home.**

|  |  |
| --- | --- |
| **Response from parent** | **Next step from school** |
| There is no answer at the home or on mobile numbers for contact 1 | Risk assess. Call back after 1 hour. |
| Telephone all the contacts held for the boy on the emergency contact list (minimum of 3) | Ask for reason for absence and record on your school's attendance management system.  If there is no response from any contacts, risk assess and advise the safeguarding team. |
| The parent answered the call, the boy is safe with them | Ask for reason for absence and record on your school's attendance management system |
| The person answering is not the parent and the school is not reassured that the boy is at home or safe | The school’s designated lead for child protection should be consulted on a risk assessment and the degree of vulnerability of the boy |
| The parent answered the call, the boy is not with them or safe and the parent is concerned | School to advise the parent to:  1) Contact the local police station to inform them that the boy is missing  2) Contact all people and places the boy is known to talk to and visit to tell them that the boy is missing and ask if they can help to find the boy, by providing information which may shed light on the boy’s whereabouts or actively searching for the boy  3) Contact the family GP and Accident and Emergency Centres near where the boy lives and goes to school, in case he has sustained an injury and been taken in for medical treatment  4) Report back to school if the boy is found or remains missing |

**It is the duty of the attendance officer to inform the Designated Safeguarding Lead whenever they have attendance concerns.**

**Day 2 - Follow up phone call**

A subsequent telephone call must be made either from the school landline or school mobile

**Day 3 – A letter or email will be sent to the parent/carer**

We will write or email the parent/carer, asking for contact to be made with the school immediately

**Day 5/6 - Home visit**

Where there are further concerns, a home visit/welfare check by the schools PFSA will be arranged.

Once we have completed these checks (or within 10 days, whichever is earlier) if the boy has not been seen and the parents/carers have not made contact either, we will report the boy as missing from education.

## 5. Rewarding Good and Improved Attendance

Brymore Academy recognises that many boys can achieve excellent attendance and seeks to promote and celebrate this achievement.

Boys are awarded attendance certificates based on their attendance over an extended period of time. Boys will be awarded with a Bronze attendance certificate and 20 house points if they achieve 100% in the first term. The second consecutive term of 100% attendance will be awarded by a Silver attendance certificate and 30 house points. The third consecutive term with 100% attendance will be awarded with a gold attendance certificate and 50 house points. The gold certificate will be presented by the Headteacher and will be accompanied by a 100% attendance badge.

Other attendance awards include:

* Termly Attendance Certificates
* House points awarded for excellent attendance
* Praise postcards are sent home to recognise improved attendance
* Best Tutor Awards

## 6. Leave of Absence Requests/Exeats – ‘Exceptional Circumstances’

**The law does not grant parents the automatic right to take their child out of school during term time.**

Only exceptional circumstances warrant an authorised leave of absence. The school will consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request. The request must be made by the parent with whom the boy normally lives, and permission must be sought in advance. The school will not grant leave of absence unless there are exceptional circumstances. The school must be satisfied that there are exceptional circumstances, based on the individual facts and circumstances of the case; following consultation with other staff as required, including the Designated Safeguarding Lead. Where a leave of absence is granted, the school will determine the number of days the boy can be away from school. A leave of absence is granted entirely at the Headteacher’s discretion.

Circumstances which could be authorised include significant family emergencies or funerals. However, parents will also be aware that, wherever possible, it can be better for boys to continue to attend school normally during difficult family times.

Parents should complete a Leave of Absence Request form which is available from the school office or on the Brymore Academy website. The request should be submitted as soon as it is anticipated; and wherever possible, at least **four weeks** before the absence. **Although such absence may be unauthorised, it is better that we know your son is safe, rather than missing.** Please be aware that you may be required to provide us with additional evidence in order to support your request***.* Although we are an all-boys school we remain vigilant of indicators of FGM or Forced Marriages within the wider population and we will follow the necessary protocols. (Please see our school’s Safeguarding Policy for more information.)**

## 7. Unauthorised Absence

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Absence will be unauthorised if a boy is absent from school without the permission of the school. Whilst parents can provide explanations for absences, it is the school’s decision whether to authorise the absence or not.

Unauthorised absence includes:

* Absences which have never been properly explained
* Boys who arrive at school too late to get a mark
* School refusal
* Post registration absence
* Extended periods of difficulties with transport
* Long weekends and holidays in term time (unless very exceptional circumstances are agreed in writing, in advance by the school)
* In the case of term time leave - if a boy is kept away from school longer than was agreed, the additional absence is unauthorised
* Inappropriate medical absence or lack of medical evidence provided

Unauthorised absences may result in Legal Sanctions, usually Penalty Notices or Prosecutions.

**7.1 Stock showing and agricultural shows**

### Whilst we are keen to encourage our boys to participate in extra-curricular activities, work experience and support the boys working with their parents/carers in family businesses, a boy’s attendance at school will always take precedence.

### On occasion, boys will be invited to represent the school at stock showing events if they have chosen (or are currently studying agriculture) or when relevant to the individual boy’s education. The boys who are invited will have to meet certain requirements in regard to behaviour, attendance, which option subjects they are studying and the number of external trips and visits they have already attended during the academic year.

### Only when the boy meets all the requirements described above, will the school authorise an absence. Because the school ensures that the agriculture course requirements are met, it does mean that any additional trips, visits or stock showing events arranged privately will not be authorised by the school.

### 7.2 Tractor tests

The school expects Tractor tests (or equivalent e.g. scooter tests) to be booked within the school holidays. The school will not authorise absence for tests taken within the school day.

## 8. Approved Educational Activity (AEA)

When boys are attending educational activities off the school site that have been approved by the school, the register will be marked to show this is the case. (See DfE 2019 School Attendance guidance.)

If a boy is attending an alternative education provider such as another school, or Pupil Referral Unit, for part or all of their education, our school will make arrangements for the boy to be dual registered at the other setting and mark our registers accordingly.

If a boy is attending an alternative education provider, which is not a school or Pupil Referral Unit, for part or all of their education, we will mark the sessions which the boy attends the alternative setting as code B (off-site educational activity). The school expects the alternative provider (AP) to notify us of any absences by individual boys, to ensure we become aware of any attendance concerns as soon as possible and take follow up action as necessary**.** Attendance updates will be provided on aregular basis, as agreed with the alternative setting.

Any attendance concerns will be followed up by us, in conjunction with the AP.

## 9. Unable to attend due to exceptional circumstances (as set out in the law and DfE guidance)

In accordance with DfE school attendance guidance, our school will record boys as ‘Unable to attend due to exceptional circumstances’ in the following circumstances (such circumstances are not recorded as absences):

* Our school site, or part of it, is closed due to an unavoidable cause
* The transport provided by our school or the Local Authority is not available and the boy’s home is not within statutory walking distance. (See the DfE’s [‘Home to school travel and transport’](https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance) guidance document, or ask the school for a printed copy.)
* A local or national emergency has resulted in widespread disruption to travel which has prevented the boy from attending school.
* The boy is in custody, but still on the school roll. (If the school has evidence that the boy is attending educational activities we can record those sessions as ‘present at approved educational activity’.)

## 10. Support for Poor School Attendance (other than unauthorised term time leave)

Sometimes boys can be reluctant to attend school. We encourage parents and boys to be open and honest with us about the reason for the boy’s absence. If a boy is reluctant to attend, it is never better to cover up their absence or for a parent to give in to pressure to let the boy stay at home. This can give the impression to the boy that attendance does not matter and can make things worse. As a school, we need to understand the reasons why a boy is reluctant to attend in order to be able to support boys and parents in the best way.

When we have concerns about the attendance of a boy, we will do our best to make the parent/s aware of the concerns about their son’s attendance and give them the opportunity to address this. However, if parents do not make use of the support offered and improve their son’s attendance to an acceptable level, this may result in legal sanctions. Parents may be asked to meet with the Deputy Head to discuss the matter. In some cases, this may result in a formal action plan being produced in the form of an Attendance Contract or support from the Team Around the School being offered.

If our school refers a case of poor school attendance to the Local Authority for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction. This will at least be evidenced via the sending of a warning letter.

We will not usually request legal sanctions from the Local Authority in cases where poor attendance is symptomatic of complex family circumstances. In such circumstances our school will take a holistic approach to the issue, and involve other agencies as necessary. The exception to this will be where parents fail to accept or engage with support offered by the school and/or other agencies, or fail to implement the suggested changes. Again, when referring for legal sanctions, we will show that we have warned the parent/s that they are at risk of receiving a Penalty Notice or other legal sanction.

If our school has safeguarding concerns about a boy who is absent we will share information with other agencies as we deem necessary.

## 11. Student on Part-time Timetables

Boys are entitled to a full-time education, suitable to their age, ability and aptitude, and any special educational needs or disabilities that they may have.

If, for any reason, our school is unable to provide a boy with a full-time education due to the boy’s needs, we will work with the boy, parent and other agencies where appropriate, to come to a mutually convenient arrangement. Any part-time timetables will be for the shortest amount of time possible, whilst arrangements are made to support the boy’s return to a full-time timetable.

## 12. Penalty Notices and Prosecutions

Parents have a legal responsibility to ensure that their son attends school on a regular basis. It is a criminal offence under Section 444 of the Education Act 1996 to fail to secure regular attendance of a registered student at the school. This applies to both resident and non-resident parents who may both be subject to legal sanctions if their son fails to attend school regularly. It also applies to others who may not be the parent, but may have day to day care of the boy.

Unauthorised absence from school can result in a number of different outcomes for parents and children. Each case is considered individually.

Under section 444 of the Education Act 1996, if a student of compulsory school age, who is a registered student at a school, fails to attend regularly at the school his parent(s) are guilty of an offence. Parents with more than one school aged child need to be aware that each child’s irregular attendance is dealt with as a separate matter.

The school will refer cases of unauthorised absence that meet the threshold, currently 10 unauthorised sessions in 12 school week period, for a Penalty Notice to the Local Authority for legal action, unless there are reasonable grounds for not doing so. The outcome of a referral to the Local Authority may be a Penalty Notice or Prosecution.

Penalty Notices are intended as a sanction for low level offences and a tool to support improved school attendance. They are an alternative to prosecution, and may not be issued if prosecution is considered to be a more appropriate response to a student’s irregular attendance.

A boy's unauthorised absence from school could result in one of the following:

1. A Penalty Notice. The penalty is £60 payable within 21 days, rising to £120 if paid between 22 and 28 days. (Failure to pay will result in prosecution.)
2. Prosecution.

Prosecution could lead to fines up to £2500 and /or 3 months imprisonment. (See DfE’s statutory guidance on [School attendance parental responsibility measures](https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance) for more information and Somerset County Council’s Penalty Notice Code of Conduct.

Penalty Notices and prosecution proceedings are issued to each parent with responsibility for the child and are issued for each child with irregular attendance. For example, in the case of Penalty Notices, if two siblings had irregular school attendance, and there were two parents with responsibility for the children, four Penalty Notices would be issued. Penalty Notices cannot be paid in instalments.

## 13. Children Missing Education (CME)

Our school will add and delete student from roll in line with the law. The school will follow Somerset Child Missing Education process and make CME referral as appropriate. Please see the policy.

## 14. Following up Unexplained Absences

Where no contact has been made with the school, the attendance officer will contact parents by text, email, telephone or letter to try and establish the reason for a boy’s absence. When we establish the reason for the absence, we will mark it as authorised or unauthorised depending on the reason for the absence. If we are unable to establish the reason for absence within 5 school days, we will mark the absence as unauthorised, using the **O** code. If we are concerned about a boy’s absence and are unable to contact the parent/s, we may contact the boy’s emergency contacts and/or other professionals or contacts of the family who we reasonably expect may be able to advise us of the boy’s whereabouts.

## 15. Reporting to Parents

Attendance is updated daily on the MY Ed and Satchel One app (Show my homework). Where a boy’s attendance drops for whatever reason, our school will write to the parents to highlight this, unless there is a good reason not to.

## 16. Recording Information on Attendance and Reasons for Absence

Information regarding the absence is recorded on Sims. This includes the reason for absence, the time and how the absence was reported.

## 17. Roles and Responsibilities

**The Governing Board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis (3 times a year). It also holds the headteacher to account for the implementation of this policy.

**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 governors.

The headteacher also supports other staff in monitoring the attendance of individual boys and requests fixed-penalty notices, where necessary.

**Deputy Head - Responsibility for Attendance**

Analyses attendance data with support of the attendance officer. This could include analysis of the boys attendance by group, such as boys entitled to Free School Meals, Pupil Premium boys, boys with SEND, Children in Care, attendance by Ethnicity and Language (English/EAL).

The Deputy Head Teacher will lead parent/school meetings and assess whether Term Time absence requests can be authorised. He will also:

• Offer support for school refusers through the Pastoral and Safeguarding Team and/or the Local Authorities

• Follow-up action-plans for boys with low attendance

• Timely liaison with home

• Referral to outside agencies

• Children Looked After will be monitored carefully

Ensure that vulnerable boys (including Pupil Premium) are monitored carefully to effect positive evaluation outcome

• Identify vulnerable boys and work in partnership with families and other agencies to ensure that they are sufficiently supported

**Designated Safeguarding Lead (DSL)**

Where concerns regarding attendance are raised, the DSL will consider what the appropriate safeguarding response may be. This may include contacting the police or children’s social care.

**Attendance Officer**

The Attendance Officer will:

* Processes absences calls, text messages and emails from parents and marks the register on SIMS with the relevant code (ensures the school follows the processes in section 4).
* Contact the parent, guardian or carer if absence is unexplained on the first day
* Be vigilant about possible Safeguarding issues and report concerns to the Designated Safeguarding Lead/Safeguarding team
* Attend the weekly Safeguarding meeting to agree next steps and raise concerns
* Challenge unexplained or persistent absence by contacting parents
* Monitor trends and patterns of absence and discusses the appropriate action to be taken with the Deputy Head
* Co-ordinate attendance certificates and rewards for good attendance
* Co-ordinates requests for Term-time Leave of Absence (this includes liaison with the DSL and Safeguarding Team)

**Class Teachers/Form Tutors**

## To accurately record the attendance of boys in their class/tutor group within the first ten minutes of the lesson start.

## 18. Policy Monitoring Arrangements

This policy will be reviewed every year by the Deputy Head or more frequently if there are changes to legislation and guidance. At every review, the policy will be shared with the governing body.

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**Guidance Documents:**

Supporting pupils at school with medical conditions (DfE December 2015)

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

Education for children with health needs who cannot attend school (DfE January 2013)

<https://www.gov.uk/government/publications/education-for-children-with-health-needs-who-cannot-attend-school>

Keeping children safe in education (DfE September 2019)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

School Attendance (DfE September 2019)

<https://www.gov.uk/government/publications/school-attendance>

School attendance parental responsibility measures (DfE January 2015)

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

School census 2017 to 2018 (DfE May 2018)

<https://www.gov.uk/government/publications/school-census-2017-to-2018-guide-for-schools-and-las>

School Exclusion (DfE September 2017)

<https://www.gov.uk/government/publications/school-exclusion>

Home to school travel and transport guidance (DfE July 2014)

<https://www.gov.uk/government/publications/home-to-school-travel-and-transport-guidance>

**Appendix 1 – Department for Education (DfE) Attendance Codes**

| **CODE** | **DESCRIPTION** | **MEANING** |
| --- | --- | --- |
| **/** | Present (AM) | Present |
| **\** | Present (PM) | Present |
| **B** | Educated off site (NOT Dual registration) | Approved Education Activity |
| **C** | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| **D** | Dual registration (i.e. present at another school or PRU) | Not counted in possible attendances |
| **E** | Excluded (no alternative provision made) | Authorised absence |
| **G** | Family holiday (NOT agreed or days in excess of agreement) | Unauthorised absence |
| **H** | Family holiday (agreed) | Authorised absence |
| **I** | Illness (NOT medical or dental etc. appointments) | Authorised absence |
| **J** | Interview | Approved Education Activity |
| **L** | Late (before registers closed) | Present |
| **M** | Medical/Dental appointments | Authorised absence |
| **N** | No reason yet provided for absence | Unauthorised absence |
| **O** | Other unauthorised absence (not covered by other codes or descriptions) | Unauthorised absence |
| **P** | Approved sporting activity | Approved Education Activity |
| **R** | Day set aside exclusively for religious observance | Authorised absence |
| **S** | Study leave | Authorised absence |
| **T** | Traveller absence | Authorised absence |
| **U** | Late and arrived after the registers closed | Unauthorised absence |
| **V** | Educational visit or trip | Approved Education Activity |
| **W** | Work experience (not work based training) | Approved Education Activity |
| **X** | Un-timetabled sessions for non-compulsory school age pupils | Not counted in possible attendances |
| **Y** | Where the school site, or part of it, is closed due to unavoidable cause; or the transport provided by the school or local authority for pupils (who do not live with walking distance) is not available; or where a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; or a pupil is detained in custody for less than four months. | Not counted in possible attendances |
| **Z** | Pupil not yet on roll | Not counted in possible attendances |
| **#** | School closed to all pupils | Not counted in possible attendances |

1. Education law defines parents as: all natural parents, whether they are married or not; any person who has parental responsibility for a child or young person; and any person who has care of a child or young person i.e. lives with and looks after the child. In this policy the term ‘parent’ includes parents and carers. [↑](#footnote-ref-2)
2. A child becomes of ‘compulsory school age’ on the 1st January, 1st April or 1st September following their 5th birthday and ceases to be of compulsory school age on the last Friday in June of Year 11. [↑](#footnote-ref-3)