



Poplar House School

ATTENDANCE POLICY

Date policy last reviewed: 1.09.22

Signed by: _K Morgan Headteacher Date: __November 22__

V.Prosser Executive Head Teacher Date: November 22

E. Bartlet Director of Education Date: November 22

1. Aims

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence and supporting students who in previous placements have either not attended school or have had persistent absence and were low attenders.
- We work closely with parents and carers to support students back into education and to attain attendance figures above the National AP statistics

We will also support parents/carers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

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

3. Roles and responsibilities

3.1 The Senior Management Team

The senior management team is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head teacher 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 through their KPI's.
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary
- Monitors attendance data across the school and at an individual pupil level
- Reports concerns regarding attendance to parents/carers, Social Worker and Executive Head Teacher.
- Arranges calls and meetings with parents/carers to discuss attendance issues

3.3 Class teachers

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

3.4 School staff

School staff are expected to take calls from parents/carers about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an electronic attendance register on Arbor MIS and record all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the afternoon session. It will mark 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.

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 9.00am on each school day.

The register for the first session will be taken at 9.05am and will be kept open until 9.30am the register for the second session will be taken at 12.35pm and will be kept open until 1.00pm.

4.2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 9.30am or as soon as practically possible (see also section 7).

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/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/carers will be notified of this in advance.

4.3 Planned absence

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

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

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to 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
- If there are ongoing punctuality issues then this will be addressed via the Multi-Disciplinary Team, with parents/carers and where applicable, social worker informed.

4.5 Following up absence

Where any student we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by sending an attendance letter to a arrange a meeting with the parent/carer.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents/carers

The student's attendance will be recorded in end of term reports to parents/carers.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Headteacher will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion.

We define 'exceptional circumstances' are events or problems which you did not expect, and which stop you being able to perform to the best of your abilities in your studies. For example, bereavement, unexpected personal or family problems or illness might be considered as an exceptional circumstance.

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

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 pupil's parents belong. If necessary, the school will seek advice from the parents/carers' 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 pupil is attending educational provision (Day schools)
- Study leaves

5.2 Reducing persistent absence

To reduce persistent absence, the Head teacher will arrange meetings with parents/carers and attendance letters will be issued stating that the student's attendance will be closely monitored.

5.3 Legal sanctions

The school or local authority can fine parents/carers 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/carer 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 Head teacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

- Apply rewards and sanctions consistently
- Follow up on absence and lateness with pupils to identify barriers and reasons for absence
- Contact parents and carers regarding absence and punctuality
- Review form or tutor group attendance weekly to share data, identify issues, intervene early and help set targets
- Create reintegration and attendance plans to support increased attendance.

7. Attendance monitoring

The Headteacher at our school monitors pupil absence on a daily, weekly, and half termly basis.

A student's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a student's absence goes above 6 unauthorised (3 days)/ or drops below 85% the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a student's absence continues to rise after contacting their parent/carer and it triggers 10 unauthorised absences, we will have the option to submit a penalty notice referral to the local authority. The authority will then send a letter to the parent/carer that their child will be monitored for 15 school days and if they are any further unauthorised days within this period a penalty notice fine can be issued to the parent/carer.

The school collects and stores attendance data for the following purposes:

- Track the attendance of individual students
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Monitor and evaluate those children identified as being in need of intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated by the Executive Headteacher/Director of Education.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour 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	Excluded	Student has been excluded but no alternative provision has been made
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
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
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
-------------	-------------------	-----------------

X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency
Z	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