



PACE Academy Trust

Attendance and Punctuality Policy

Chipstead Valley Primary School

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1. Introduction

PACE Academy Trust recognises that all pupils have the right to access full time education. A good education helps to give children the best possible start in life. Evidence suggests that children out of school are at risk of becoming victims of crime or abuse and more likely to be drawn into anti-social behaviour. Regular attendance is essential to enable students to take part in all the opportunities available and to develop their full potential. We are committed to working in partnership with our parents/carers who are responsible for ensuring their children access education. Through the implementation of this policy, pupils, staff, parents/carers and governors all have a part to play in securing the following aims:

2. 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:

- Ensuring every pupil has access to the full-time education to which they are entitled
- Promoting good attendance
- Promoting and supporting punctuality
- Reducing absence, including persistent and severe absence
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- To ensure a cohesive system for maintaining full attendance and excellent punctuality is in place, which is clearly communicated to all school staff, pupils, directors, governors and parents/carers.

- To have an effective and efficient administration system for monitoring and intervening with issues relating to attendance and punctuality.

3. 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 \(Pupil Registration\) \(England\) 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.

4. Roles and responsibilities

4.1 The Local Governing Body

The Governing Body 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
- Annually agreeing attendance targets

4.2 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 pupils
- Monitoring the impact of any implemented attendance strategies

- Regularly meeting and communicating with the designated senior leader responsible for attendance, the school attendance officer, pupil premium lead and designated safeguarding lead to ensure a cohesive approach
- Authorising the referral of cases for fixed-penalty notices, where necessary
- Ensure that the learning environment, on offer to students, creates the foundations for excellent attendance and punctuality
- To co-ordinate and monitor the policy and procedures for attendance and punctuality throughout the school.
- To raise the profile and importance of attendance and punctuality, for example, through the assemblies and the reward systems that are put in place.
- To liaise with parents as appropriate in response to attendance and punctuality issues; attending parental meetings as appropriate
- To analyse and act swiftly in response to report data on attendance and punctuality.
- To ensure that school expectations, in regards to this policy on attendance and punctuality, are communicated clearly to all stakeholders.

4.3 The Designated Senior Leader responsible for Attendance

The Designated Senior Leader is responsible for:

- Offering a clear vision for attendance improvement
- Ensuring that the learning environment, on offer to pupils, creates the foundations for excellent attendance and punctuality
- Co-ordinating and monitoring the policy and procedures for attendance and punctuality throughout the school.
- Raising the profile and importance of attendance and punctuality, for example, through the assemblies and the reward systems that are put in place
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Facilitating calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- To be responsible for regular liaison with the Inclusion Leader, Designated Safeguarding Lead, Pupil Premium Lead, Attendance Officer and EWO, regarding poor attendance of pupils and issues related to poor punctuality

The Designated Senior Leader responsible for attendance is Rebecca Cherot and can be contacted via 01737553255/attendance@chipstead.croydon.sch.uk

4.4 The School Attendance Officer

The School Attendance Officer is responsible for:

- Monitoring and analysing attendance data
- 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 the headteacher
- Liaising with the designated senior leader and assist in following up poor attendance and punctuality, for example, organising and attending attendance meetings with parents/carer
- Working with Education Welfare Officers (EWO) to tackle persistent absence and referral of penalty notices
- Advising the Headteacher when to issue fixed-penalty notices

The School Attendance Officer is Tracy Campbell and can be contacted via 01737553255/attendance@chipstead.croydon.sch.uk

4.5 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 at the end of registration period in the morning and afternoon sessions
- Promoting good attendance
- Raising any absence concerns with Designated Senior Leader responsible for Attendance, Designated Safeguarding Lead, Pupil Premium Lead or Attendance Officer
- Facilitating initial calls and meetings with parents to discuss attendance that is becoming a concern
- Raising the profile and importance of attendance and punctuality, for example, through the assemblies and the reward systems that are put in place
- Ensuring that the learning environment, on offer to pupils, creates the foundations for excellent attendance and punctuality
- Updating weekly class attendance displays and attendance trackers

4.6 School Administration Staff

School administration staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Refer parents to the class teacher or dedicated attendance lead in order to provide them with more detailed support on attendance
- Carry out first day calling/text messaging and establish reasons for absence including telephone calls to parents/carers on the first day of absence and escalating any concerns to the Designated Senior Leader responsible for Attendance or Attendance Officer
- Ensure the efficiency and effectiveness of the school computerised registration systems for attendance and punctuality, for example, processing registers

4.7 Parents and Carers

Parents and carers are expected to:

- To be fully supportive of the school with regard to attendance and punctuality
- Make sure their child attends school every day on time and is prepared for the day

- Call the school to report their child's absence before 9 am on the first day of the absence and advise when they are expected to return
- 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 and evidence of appointment is provided to the school
- To support the school and their child(ren) by not requesting authorised absence for holidays, during term time. Under Section 7 of the Education Act (1996), parents/carers have a legal duty to make sure that their child(ren) attends the School on a regular and full-time basis.
- To contact the school immediately if they have concerns or if there are issues preventing full time attendance.

4.8 Pupils

Pupils are expected to:

- Attend school every day on time and be prepared for the day
- To ensure they maximise their learning potential by taking responsibility for achieving excellent levels of attendance and punctuality
- To discuss with their teacher any problems that may prevent full time attendance or punctual arrival at school
- To support their fellow pupils and thereby their class in winning awards that relate to attendance and punctuality.

5. Recording attendance

5.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and at the beginning of the afternoon session. It will mark whether every pupil 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 pupil is attending an approved educational activity
- The nature of circumstances where a pupil 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.

Pupils must arrive in school by 8:50am on each school day.

Parents are expected to contact the School on the first day of absence before 10.00am. If we have not received a message of the child's absence, the school office will either telephone or text the parent/carer to establish the reason for the child not being in school and the length of time the pupil will be absent.

After the third day of absence a phone call must be made, or a message forwarded from the parent/carer to provide an update and the expected date of return.

The register for the first session will be taken at 8:50am and will be kept open until 9:30am. The register for the second session will be taken at 1:00pm and will be kept open until 1:30pm.

5.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9 am or as soon as practically possible by calling the school office. Parents are expected to contact the school leaving a message on the absence line (option 1)

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 pupil'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.

5.3 Planned absence

Attending a medical or emergency dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment. Parents must provide an appointment card, letter or other appropriate forms of evidence.

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

The pupil'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 6 to find out which term-time absences the school can authorise.

5.4 Punctuality

A pupil 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 punctuality becomes a concern, parents will be contacted to discuss any issues and support will be offered.
- If punctuality issues continue, we will issue a letter stating that an improvement is required. Continuing punctuality issues will be referred to the EWO who will offer support and guidance to parents/carers.

5.5 Following up unexplained absence

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

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may make a home visit or call 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/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 officer

5.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels through the 'Attendance Matters' document which is sent home half-termly.

Weekly class attendance figures are produced in the newsletter.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil 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 pupil is authorised to be absent for.

We define 'exceptional circumstances' as one-off events which are unavoidable, examples may include the death of a close relative, attendance at a funeral, respite care of a looked-after child, a housing crisis which prevents attendance. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Holiday requests, including visits to see relatives abroad, are not considered 'exceptional'. The school will also consider:

- The pupil's previous attendance history
- The time of the year regards any public or internal examinations
- Attendance and punctuality in the current and previous academic year
- The nature of the request and whether any other requests have been made
- The requested length of time

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible via our school website. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and emergency medical/dental appointments (*see section 5.3 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’ religious body to confirm whether the day is set apart
- Traveller pupils 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

A letter of approval (or a letter stating the request is not approved) will then be sent to the parent/guardian clearly stipulating that approval is only given in these **exceptional circumstances** and that **no** further requests will be considered.

6.2 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 requested by the school, issued by the 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.

7. Strategies for promoting attendance and punctuality

- Class attendance displays in corridors display ‘weekly attendance tracker’ figures
- Most improved classes receive a star to put on their attendance board
- Weekly attendance figures are shared in KS1 and KS2 assemblies and top 3 classes are rewarded with extra play. The winning class in Reception –Year 3 will receive the attendance bear to keep for the week and Year 4 – 6 will receive the attendance trophy
- Attendance displays in KS1 and KS2 hall are regularly updated by attendance monitors to show the key stage attendance ‘winners’ and league table
- Regular communication between attendance officer, AHT, PP lead, SEN team and safeguarding lead to ensure specific support is given to families
- Attendance figures and attendance reminders are shared in monthly newsletters

8. Attendance and punctuality monitoring

Attendance and punctuality will be monitored through the following processes:

- Daily lists of absences
- Follow up procedures on the first day of absence
- Weekly statistics for discussion with SLT, PP Lead, SENDCo and Safeguarding Lead
- Rewards and sanctions statistics for attendance and punctuality

Where pupils are likely to have a period of long absence, for example from a period of illness or self-isolation, then teachers should liaise with parents and make arrangements for work to be sent home. This does not include absence due to holidays.

Where there is a significant pattern of absence, Attendance Officer will:

- Liaise with class teacher who will make contact with parents/carers to discuss attendance concerns
- Start intervention at 92% with a letter being sent home to parents/carers informing of the cause for concern
- Meet with Head Teacher to agree follow up letter is sent requesting medical evidence for illness related absences
- If attendance continues to be a concern a referral will be made to the Education Welfare Officer who will offer support and guidance, but may also refer to the LA to issue a Penalty Notice or consideration of legal proceedings

8.1 Monitoring attendance and punctuality

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Monitor punctuality data on a weekly basis
- Identify whether or not there are particular groups of children whose absences and/or punctuality may be a cause for concern
- Where there is a cause for concern attendance will be monitored weekly

Pupil-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 will compare attendance data to the national average, and share this with the governing board.

8.2 Analysing attendance and punctuality

The school will:

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

- Look at historic and emerging patterns of attendance, absence and punctuality, and then develop strategies to address these patterns
- Provide attendance information to PACE Academy Trust on a termly basis and discuss outcomes with Trust leadership

8.3 Using data to improve attendance and punctuality

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils 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

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil 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 of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Identify and provide access to wider support services to remove the barriers to attendance
- Hold weekly meetings with attendance officer, DSL, PP lead, SEN team, safeguarding lead to discuss needs of vulnerable families to identify closer monitoring. Regular contact will be made with parents to build relationships, highlight attendance concerns and establish support that can be put in place

9. Deletions from the register /removals from the school role

Parents must ensure they inform the school of any change of address, contact details or family circumstances. Should a parent advise they are moving and will be removing their child (ren) from the school role, the school must attempt to obtain the parent's new address and if possible, the name of the new school the child will be attending. If this information is not supplied the school will complete a Missing from Education form and forward it to the LA.

In accordance with the Education (Pupil Registration) (England) Regulations 2006, children will only be deleted from the register when one of the following circumstances applies:

- Permanent exclusion has occurred and procedures have been completed
- Transfer between schools is confirmed by communication with the new school
- Children withdrawn to be educated outside the school system (Educated otherwise)
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the child

- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the child
- Left the school but not known where he or she has gone after both the school and the local authority have tried to locate the child

The school will report a child is Missing from Education to the LA, following 10 consecutive days of absence, when all checks have been exhausted. This will include: telephone calls to all known numbers on the school system, including relatives, discussion with class teacher and known friends of pupil, home visit by School/EWO. The school will email: childrenmissingfromeducation@croydon.gov.uk with the relevant information and await confirmation to remove.

10. Monitoring arrangements

This policy will be reviewed as guidance from the DfE is updated, and as a minimum every three years by a member of the Headship Team and the Attendance Officer. At every review, the policy will be approved by the local governing board.

11. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection 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)	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
Authorised absence		
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
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil 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, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day