



Winterton Junior School Attendance Policy

1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.

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

At Winterton Junior School, we strive to give each child in our care the best possible education, which addresses their individual needs and helps them to reach their potential.

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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [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. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8.55 am on each school day. The register for the first session will be taken by 9am and will be kept open until 9.10am. The register for the second session will be taken by 1pm.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence, for example, if their child is unable to attend due to ill health, by 9.10am or as soon as practically possible (see also section 6).

If a child is prevented for any reason from attending, or is late, parents are requested to notify the school on the first day of absence, by telephone, text or in person. However, we reserve the right to request that we are informed about an absence/late by telephone call (not text) or in person. The answer phone provides a 24-hour service, enabling parents to contact the school before leaving home for work.

Absence due to illness will be 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 parents 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 will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents 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.

Parents should notify the school in advance of a medical or dental appointment via the school app or by phoning the school office to speak to a member of staff.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code. A pupil who arrives after the register has closed will be marked as arriving after registration has closed, using the appropriate code, this will be an unauthorised late mark.

We identify and respond to ongoing punctuality issues in different stages as shown in our attendance strategy. See Appendix 2.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

We follow our attendance strategy procedures to monitor attendance. See Appendix 2.

3.6 Reporting to parents

We report to parents on their child's attendance record annually in the written end-of-year report. Should the school have concerns regarding attendance parents/carers will be notified as explained in the attendance strategy.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3.
- 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.

The school identifies pupils and families where attendance is poor and follows the identified steps in the Attendance Strategy. See Appendix 2.

4.2 Legal sanctions

The school can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 the parent or withdraw the notice.

5. Strategies for promoting attendance

Class attendance is rewarded every week during the achievement assembly. The class with the highest attendance is awarded the attendance cup. If a class achieves 100% attendance for the week, they are rewarded with an extra 5 minutes playtime.

At the end of the school year, if a child achieves 100% attendance they are awarded with a certificate. If they achieve 100% attendance for the four years that they have attended Winterton Junior School they receive a gift voucher.

The school works with parents to support regular attendance. Attendance data is monitored regularly to ensure any issues are addressed as early as possible. We acknowledge positive improvements in attendance. If parents/carers have any concerns, they should contact the attendance team (Mrs Cheryl Baxter and Mrs Dawn Lovatt).

6. Attendance monitoring

The school monitors pupil absence on a daily basis through registration and the attendance team (Pastoral Manager and School Business Manager) assess the data on a half termly cycle in line with the Attendance Strategy.

Parents are expected to register an absence via the school app or call the school by 9.10am, if their child is going to be absent or late (see section 3.2). Parents/carers are asked to keep the school informed if the child is absent from school for longer than one day.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is 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. We compare our attendance data to the national average and share this with governors.

Winterton Junior school collects and digitally stores attendance data. It is used to track the attendance of individual pupils, whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

7. Roles and responsibilities

7.1 The governing board

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

7.2 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 within the termly report.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The attendance team

The attendance team:

- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the Headteacher.
- Works with the Education and Inclusion Service to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.
- Advises the Headteacher when to issue fixed-penalty notices.

7.4 Class teachers

Class teachers are responsible for recording attendance electronically on a daily basis, using the correct codes, and submitting this information to the school office via ScholarPack.

7.5 Office staff

Office staff are expected to take calls from parents about absence and record it on ScholarPack and CPOMS.

8. Monitoring arrangements

This policy will be reviewed annually by the Attendance team and Headteacher. At every review, the policy will be shared with the governing board and all school staff.

9. Links with other policies

This policy is linked to our Child Protection and Safeguarding policy; Medical Needs policy.

Policy reviewed by: Mrs Cheryl Baxter & Mrs Dawn Lovatt February 2018

Policy agreed by Staff: Spring 2018

Policy agreed by Governors: Spring 2018

Policy review date: Spring 2019

Appendix 1: attendance codes

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

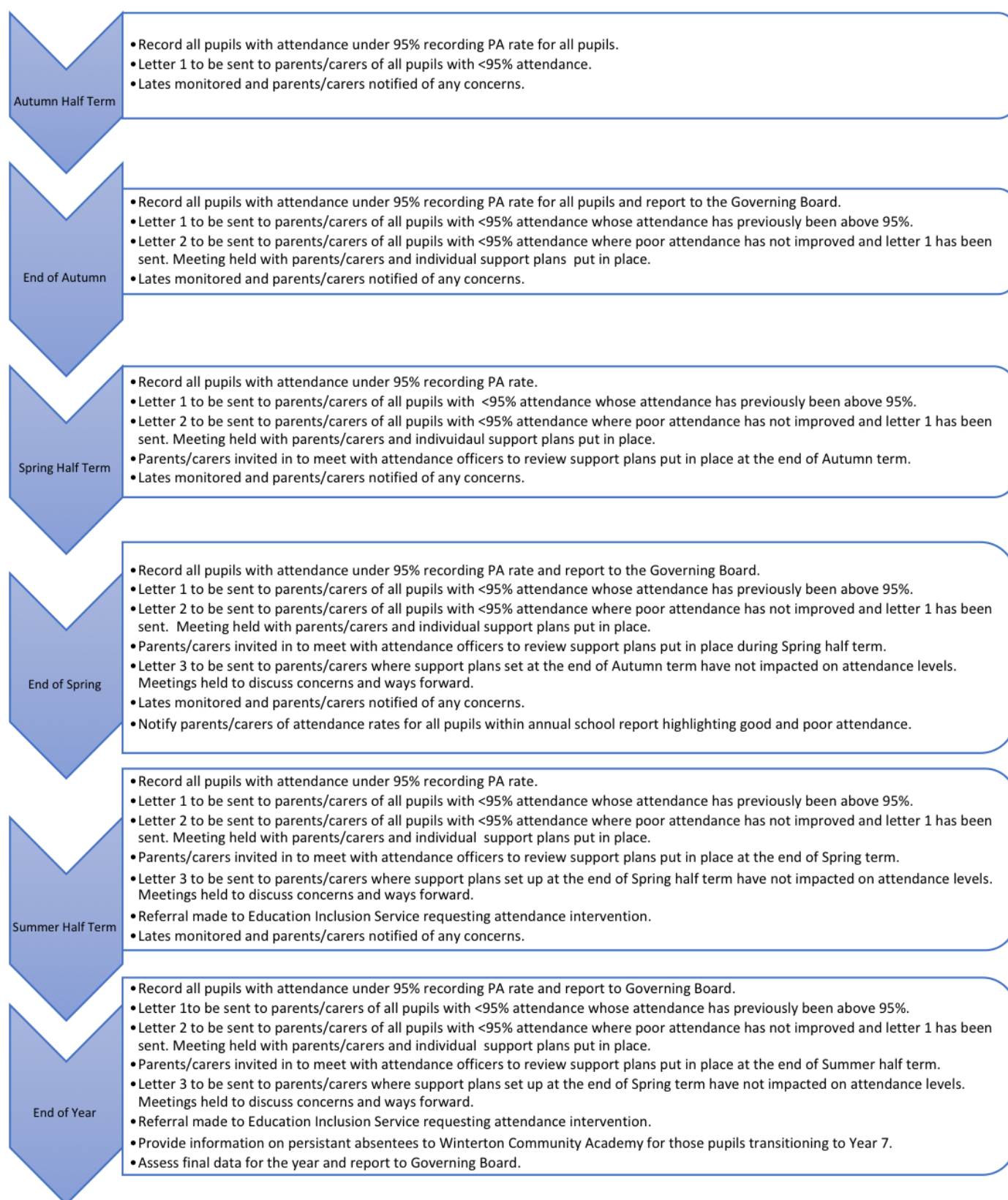
Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the 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
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
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

Attendance Strategy



*Consideration is given to cases where a known medical issue is the cause of absence and each of these cases are judged on their own merit.

Term Time Leave Requests

Where parents/carers request term time leave the following will be provided to the parent/carer:

- Leave of Absence Request form
- Attendance policy
- Attendance leaflet
- Letter

Following the receipt of a completed application form, the Headteacher will notify the parents/carers of their decision.

Where the circumstance is exceptional and authorisation is given the parents/carers will receive notification from the Headteacher and the register will be marked with the appropriate coding for an authorised family holiday.

Where the circumstances are not seen as exceptional the register will be marked as unauthorised family holiday and where the leave is greater than 5 days, a referral will be made to the Education Inclusion Service. Once an unauthorised absence has been marked on the register, a follow up letter will be sent to the parents/carers.