



Attendance Policy

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1. Aims

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

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) 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 governing board

The governing board is responsible for:

- › Promoting the importance of school attendance across the school's policies and ethos
- › Making sure school leaders fulfil expectations and statutory duties
- › Regularly reviewing and challenging attendance data
- › Monitoring attendance figures for the whole school
- › Making sure staff receive adequate training on attendance
- › Holding the Principal to account for the implementation of this policy

3.2 The Principal

The Principal is responsible for:

- › Implementation of this policy at the school
- › Monitoring school-level absence data and reporting it to governors
- › Supporting staff with monitoring the attendance of individual students
- › Monitoring the impact of any implemented attendance strategies
- › Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Arranging calls and meetings with parents to discuss attendance issues
- › Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Vice Principal/DSL, Miss A Clark and can be contacted via 01777 713700 ext 612

3.4 The attendance officer

The school attendance officer is responsible for:

- › Implementing the school attendance strategy
- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the Heads of House and Vice Principal
- › Working with Heads of House and external agencies to tackle persistent absence
- › Advising the Vice Principal (authorised by the headteacher) when to issue fixed-penalty notices

The attendance officer is Mrs T Lister and can be contacted via 01777 713700 ext 60 and/or attendance@elizabethan.notts.sch.uk

3.5 Heads of House

The Heads of House are responsible for:

- › Implementing the school attendance strategy
- › Monitoring and analysing attendance data within their House (see section 7)
- › Developing a positive ethos within their House that encourages excellent attendance and punctuality
- › Ensuring that form tutors carry out all attendance procedures and interventions and discuss attendance at each House meeting
- › Meeting with the attendance officer to discuss attendance issues and implement appropriate actions, referring to external agencies as necessary
- › Liaising with parents/carers and students causing concern
- › Attending attendance panels

3.6.i Form tutors

Form tutors are responsible for:

- › Recording attendance on a daily basis, using the correct codes, and submitting this information on Arbor within the first 10 mins of each session. Complete a head count and update the register if a student arrives late
- › Building effective relationships with students and parents/carers to encourage excellent attendance
- › Positively supporting reward systems for attendance linking progress, behaviour and achievement
- › Seeking to understand and remove the barriers for students struggling to attend regularly and feeding back to the Head of House
- › Support students returning from longer periods of absence

3.6.ii Class teachers

Class teachers are responsible for:

- › Recording attendance on a daily basis, using the correct codes, and submitting this information on Arbor within the first 10 mins of each session. Complete a head count, email patrol@ and attendance@ if a student is missing. Update the register if a student arrives late
- › Monitor individual attendance and inform faculty leader of any concerns
- › Setting work for students not well enough to be in school as requested and ensure all catch-up work is completed on their return

3.6.iii Faculty Leaders

Faculty leaders are responsible for:

- › Generating high expectations from staff and students and focus on the link between attendance, progress and achievement
- › Discuss attendance at each faculty meeting
- › Liaising with Heads of House with persistent absence concerns
- › Ensuring staff are supporting students to catch-up with work following absence

3.7 School office/reception staff

School attendance admin/office/reception staff will:

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

3.8 Parents/carers

Parents/carers are expected to:

- › Make sure their child attends every day on time, fully equipped and ready to learn
- › Call the school to report their child's absence before 9:00am on the day of the absence and each subsequent day of absence, advising 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
- › Work in partnership with school and other agencies, in their child's best interests

3.9 Students

Students are expected to:

- › Attend school every day on time, fully equipped and ready to learn
- › Attend every timetabled session on time
- › Sixth form students call the school to report their absence before 9:00am on the day of the absence and each subsequent day of absence

4. Recording attendance

4.1 Attendance register

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

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

We will also record:

- › Whether the absence is authorised or not
- › The nature of the activity if a student is attending an approved educational activity
- › The nature of circumstances where a student is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Students must arrive in school by 08:30am on each school day.

The register for the first session will be taken at 08:40am and will be kept open until 09:10am. The register for the second session will be taken at 1.00pm for students on early lunch/2:00pm for students on late lunch and will be kept open until 1:30pm/2.30pm respectively.

4.2 Unplanned absence

The student's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9:00am or as soon as practically possible by calling the school attendance/office staff (see also section 7).

Phone: 01777 713700 (select option 2 and follow the instructions)

Email: attendance@elizabethan.notts.sch.uk

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.

Email attendance@elizabethan.notts.sch.uk with details of the medical or dental appointment.

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

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 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

Parents/carers will be informed if their child is regularly late to school and measures will be put in place to ensure an improvement. Heads of House will monitor the improvement via attendance and punctuality red card report. Students will lose their social time or have their day extended in response to persistent lateness

4.5 Following up unexplained absence

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

- › Contact the student's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- › 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
- › Contact 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 conduct a home visit if possible and consider referral to Early Help Unit for support

4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via assessment point tracking documents, annual written report or via attendance monitoring letters

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The Principal will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the student is authorised to be absent for.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in writing to the Principal explaining why the absence has to be taken during term-time. The Principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller students travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the student is attending educational provision
- Other Authorised Circumstances - this relates to where there is cause for absence due to exceptional circumstances, e.g. serious family illness or bereavement, personalised timetable
- Study leave may be granted for Year 11/12/13 students approaching GCSE/AS/A Level examinations.
- Other possible 'exceptional circumstances' where the Principal may grant a term-time holiday

5.2 Legal sanctions

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

The Local Authority may take formal action against you for failure to comply with the law. Penalty notices are issued as an alternative to prosecution, but may not be issued if prosecution is considered to be a more appropriate response to the attendance issues.

Therefore, your child's irregular attendance could result in one of the following actions:

1. A Penalty Notice being issued. Each penalty notice is £60 if paid within the first 21 days, rising to £120 if paid between 22-28 days. Failure to pay will result in prosecution.
2. Prosecution. This could lead to fines of up to £2500 and/or 3 months imprisonment.

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

6. Strategies for promoting attendance

Parents/carers can encourage good attendance by:

- › Talking regularly with your child about school and how they feel about it. They are more likely to attend if they feel supported and their anxieties are listened to
- › Not allowing your child to have time off unless it is really necessary
- › Not taking holidays in term-time
- › Discussing with form tutor/Head of House, at the earliest opportunity, any problems/worries that are affecting your child's attendance
- › Praising and rewarding good attendance – even the small improvements and successes

School encourages good attendance by:

- › Celebrating good attendance in assemblies and special events
- › Post cards, letters and emails home
- › Rewarding individual students who achieve 100% attendance over a half term with a 'non-uniform' day
- › Prize draw every day in the last week of each half term for those students with 100% attendance that half term ... 3 prizes per day

7. Attendance monitoring

7.1 Monitoring attendance

The school will:

- › Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual student level
- › Identify whether or not there are particular groups of children whose absences may be a cause for concern

Student-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

The school will:

- › Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- › Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

The school will:

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

7.4 Reducing persistent and severe absence

Persistent absence is where a student misses 10% or more of school, and severe absence is where a student misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of students who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Implement the school Attendance Strategy (see Appendix 2)

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Vice Principal/DSL. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour 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
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

Appendix 2: EA Attendance Strategy 2022-23

