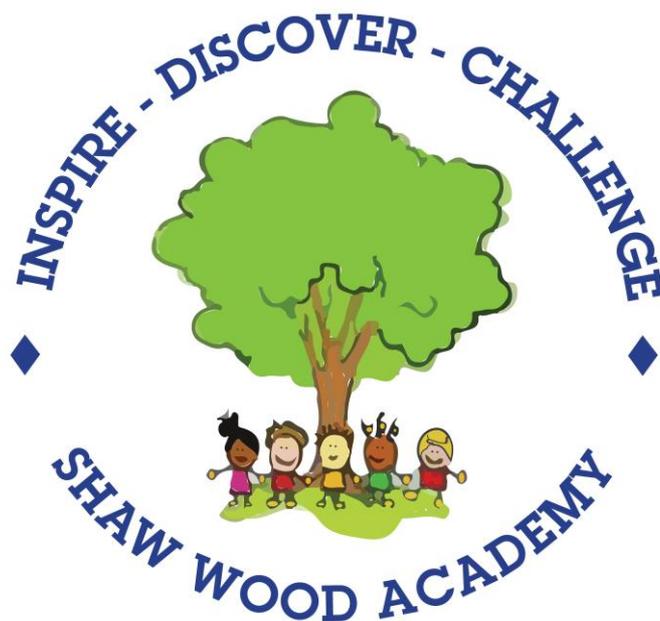


# SHAW WOOD ACADEMY



## ATTENDANCE POLICY

Date Prepared : January 2024	Prepared By : MR	Reviewed Date : In line with DfE guidance
Approved By Governors :	Signed By Chair :	Dated By Chair :

## Contents

1. Aims .....	3
2. Legislation and guidance .....	3
3. Roles and responsibilities .....	3
4. Recording attendance .....	5
5. Authorised and unauthorised absence .....	7
6. Strategies for promoting attendance.....	8
7. Attendance monitoring .....	8
8. Monitoring arrangements .....	9
9. Links with other policies.....	9
Appendix 1: attendance codes .....	9
Appendix	

---

## 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 child 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 children have the support in place to attend school
- Promoting and supporting punctuality
- Communicating regularly with children, and their parents

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE) 2022, 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. The policy also links with Doncaster Council's Access to Education Policy 2022 and The Graduated Approach to Manage Pupil Attendance and Attainment.

## 3. Roles and responsibilities

### 3.1 The 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

The governing body has a working group for attendance and the named Governor is R Woodward.

### **3.2 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 children
- 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
- Working with the attendance officer devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues

The designated senior leader responsible for attendance is Matthew Ridley and can be contacted via telephone on 01302 831307 or [admin@shawwood.doncaster.sch.uk](mailto:admin@shawwood.doncaster.sch.uk)

### **3.4 The attendance officer**

The school attendance officer is responsible for:

- 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 children and families
- 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 designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Debbie Rees and can be contacted via telephone on 01302 831307 or email at [admin@shawwood.doncaster.sch.uk](mailto:admin@shawwood.doncaster.sch.uk)

### 3.5 Class teachers (cover staff when relevant)

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMS. This is completed by:

	Morning Start Time	Afternoon Start Time
Nursery	8:30am	12:15
Reception	8:30am	1pm
Year 1-Y6	8:30am	1pm

School registration closes 10 minutes after school start time. Any child arriving after 8:40am will be allocated a late mark, which will be recorded on their attendance certificate.

### 3.6 School office staff

School office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents to the attendance officer/pastoral lead in order to provide them with more detailed support on attendance

### 3.7 Parents

Parents are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before 8:45am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one, up to date, emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### 3.8 Pupils

Children are expected to:

- Attend school every day, on time

## 4. Recording attendance

### 4.1 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 each school day and after lunchtime for the second session. It will mark whether every child 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 child is attending an approved educational activity
- The nature of circumstances where a child 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.

Children must arrive in school by 8.30am on each school day.

The register for the first session will be taken at 8.30am and will be kept open until 8.40am. The register for the second session will be taken before 1:05pm.

#### **4.2 Unplanned absence**

The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8:45am on that day or as soon as practically possible, by calling the school office staff (see also section 7).

This can be done by leaving a message on the school answering machine or by speaking to a member of staff in the office.

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 will ask the pupil's parent 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.

### 4.3 Planned absence

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

To request a leave of absence parents should request the forms from the office and complete them. The completed forms should then be sent back to school for the attention of the headteacher.

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

The child's parent 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 child who arrives late, must enter through the main entrance.

- Before the register has closed will be marked as late, using the appropriate code - L.
  - If a child arrives between 8:40 and 9:10am they will receive a late mark.
- After the register has closed will be marked as absent, using the appropriate code – U
  - If a child arrives after 9:10am they are coded as absent for that session.

Punctuality is important and should there be any ongoing issues with persistent late marks for the same child, the school will contact the parents to discuss how parents can get their child to school on time.

### 4.5 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 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 will conduct a home visit. The school may contact social services or the police should there be any concerns over the welfare of the child/family.
- 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 on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary and conduct further home visits. If absence continues, the school will consider involving an education welfare officer

## 4.6 Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels at least termly or more regular if there is any sort of concern. The school will follow Doncaster's Graduated Approach with a key focus on Universal support, focusing on early identification of pupils at risk of poor school attendance. We believe it is important to ensure good communication with parents and so will notify parents in writing as soon as a child's attendance is at risk of becoming a concern. We will work with parents/ children to reduce any barriers to good school attendance.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a child 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 child 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, and in accordance with any leave of absence request form, accessible via the school office. The headteacher 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 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

### 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.

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 issued by a headteacher, 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

The school has various strategies for promoting attendance which are under constant review to check in terms of impact and to check against pupil voice (school council). There are many generic strategies such as attendance certificates, weekly trophy and half termly stickers.

There are also various bespoke strategies which we try and link to current events to keep them topical for the children. There are also interventions such as:

- A celebration eg pizza party for highest class
- Attendance Champions working with specific children
- Whole school competitions

Strategies are kept under constant review to ensure maximum impact.

## 7. Attendance monitoring

Attendance is monitored on a daily basis. A list of daily absentees and their % attendance is sent to the attendance officer and the attendance senior leader every day from the school office. This can ensure timely action and intervention. Weekly reports are then sent to class teachers so they can report on attendance to the children and staff in assemblies.

The attendance officer meets with the school office staff weekly to ensure timely issue of letters and other interventions.

An attendance report is prepared for governors on a termly basis to show comparisons to national and other local schools where possible. This report is made available to the attendance staff, senior leaders and the school governing body.

If a particular cohort is causing issues then more rigorous monitoring may be carried out to look into issues and resolutions to improve attendance in those cohorts.

### 7.1 Monitoring attendance

The school will:

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

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.

## **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 class teachers, and other school leaders, to facilitate discussions with children 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 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 children 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
- Involve outside agencies where appropriate to work in partnership with school and parents.
- The school will issue letters to parents to try and pro-actively inform them when children are near trigger points and to inform them of the potential next steps.
- As a last resort parents will be referred to the local authority for an EPN (education penalty notice)

## **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 headteacher and school business manager. 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:

- Safeguarding policy
- Rewards and Behaviour policy
- Inclusion policy
- Anti-Bullying Policy
- Managing long term medical conditions/medical conditions
- Children Missing in Education policy
- LA Graduated Approach to Manage Pupil Attendance and Attainment
- KCSIE 2023

## 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
<b>Authorised absence</b>		
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
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day