



## Attendance Policy

Updated: March 2016

Update Required: March 2019

### Introduction

Attendance at school is central to social inclusion, to equal opportunities and to keeping children safe and has a major impact on a child's education, future and life chances. Buckinghamshire Children's Services recognises that participation in education is a key factor in a child reaching their full potential, and support services and schools work together to minimise absence from school. The Government's priority in respect of school attendance is to reduce the current levels of absence and Buckinghamshire Local Authority, through Education Welfare Services, schools, and National Strategies Consultants, is continually focusing its efforts on maximising attendance levels. In addition to this, examination of data shows a strong correlation between absence levels in schools and pupil attainment.

### Aims

#### The School and Governors' perspective

At Jordans School we are committed to raising the level of achievement of all our students. Promoting regular attendance is part of this target. We believe that all students will achieve better results, have more confidence and higher self esteem if their attendance is excellent.

Jordans recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000.

#### Working in partnership

All staff, students and parents play a part in ensuring excellent attendance at Jordans School. The registration and follow up of absences will be monitored closely by the headteacher and the Education Welfare team. This policy recognises that attendance can be affected by a range of factors and therefore should be set alongside other school policies on behaviour, curriculum and special needs.

#### Roles and Responsibilities

##### As a school we will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
  - Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve

- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
  - Implement systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Analyse attendance data to identify causes and patterns of absence
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families
  - Document interventions used to a standard required by the Local Authority should legal proceedings be instigated

**Request that Parents will:**

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Ensure that their child arrives promptly for the start of the school with any equipment needed.
- Encourage their child to look to the future and have aspirations
  - Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
  - Try to avoid unnecessary absences. Wherever possible make appointments for the doctors, dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
  - Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
  - Avoid taking their child on holiday during term-time. Where this is unavoidable, send a written leave request to the Head Teacher in advance of booking the holiday

**In addition, the Governors are responsible for:**

- Ensuring that statutory attendance statistics are submitted
- Reviewing and approving the Attendance Policy.
  - Should there be any enquiries about attendance they should be made in the first instance to the school and any further problems can be referred to the Chair of Governors.

**Attendance procedures**

**Notification of absence through illness or other unforeseen circumstances**

All parents should inform the school office by telephone by 9.30am on the first day of absence and should keep in touch if the absence is to be prolonged. All absences should be confirmed in writing on the child's return to school.

## **Planned absences**

We are not able to authorise term time holidays or time out of school during term time except for exceptional circumstances.

## **Legal Framework**

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise.

A child is of Compulsory School Age at the beginning of the term following their 5<sup>th</sup> birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

## **Categorising absence**

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.

Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent/carer, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents/carers.

Absence will be categorised as follows:

Illness: In most cases a telephone call or a note from the parent informing the school that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/Dental Appointments: Parents are advised where possible to make medical and dental appointments outside the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances: Exceptional circumstances only.

Excluded (no alternative provision made): Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Late Arrival: Registration begins at insert time. Pupils arriving after this time will be marked as present but having arrived late. The register will close at 9:00am and 1:15pm. Pupils arriving after the close of register will be recorded as absent. This will not be authorised and will count as an absence for that school session.

On arrival after the close of register, pupils must immediately report to the school office to ensure that we can be responsible for their health and safety whilst they are in school.

The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. (Code M)

The absence will be recorded as **unauthorised** if the pupil has arrived late after the registers close without justifiable cause, for example, if they woke up late or were waiting for their uniform to dry. (Code U)

Unauthorised absence: Absence will not be authorised unless parents have provided a satisfactory explanation that has been accepted as such by the school.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping for uniforms
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- "Couldn't get up"
- Illness where the child is considered well enough to attend school
- Holidays or other absence taken without the authorisation of school

**Leave of Absence and Extended Leave:** Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised not to do so. Parents should be aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

Parents wishing to take their child out of school during term time must send a written request to the head

teacher before arrangements are made (Appendix 2). Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. Each request will be considered individually and will take the following factors into account:

- Length of the proposed leave
- Age of the pupil
- The pupil's general absence/attendance record
- Proximity of statutory assessments
- Pupil's educational needs
- General welfare of the pupil
- Circumstances of the request
- Purpose of the leave
- Previous term time holidays taken
- When the request was made

All requests for leave of absence will receive a written response. Where a request has been granted, the letter should state:

- The expected date of return
- That parents must contact school should any delays occur

If the permission to take leave is not granted and the pupil is absent, the absence will be **unauthorised**. In such cases the school may refer the matter to the Education Welfare Service who may issue a Penalty Notice.

Religious Observance Jordans acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and that this necessitates a consideration of authorised absence or special leave for religious observance. (Code R)

It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body.

Parents are requested to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Absence in excess of this will be categorised as unauthorised.

Traveller Absence: The aim for the attendance of Traveller children, in common with all other children, is to attend school as regularly and as frequently as possible.

To protect Traveller parents from unreasonable prosecution for non-attendance, the Education Act 1944, section 86, states that a Traveller parent is safe from prosecution if their child accrues 200 attendances (i.e. 200 half days) in a year. Traveller absence (Code T) is acceptable only when the family is engaged in a trade

or business that requires them to travel and when the child is attending school as regularly as that trade permits.

It does not mean that part-time education for Traveller children is legally acceptable, nor does it relieve parents of their duties to ensure that their children are receiving suitable education when not at school.

When in or around Buckinghamshire, if a Traveller family can reasonably travel back to their base school (see below) then the expectation is that their child will attend full-time.

Jordans will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the pupil must have attended in the last 18 months. Traveller children can register at other schools temporarily whilst away from their base school. In such cases, the pupil's school place at Jordans will be kept open for them whilst travelling. This is to protect them from unfairly losing their place at their school of usual attendance.

Jordans can operate effectively as the child's base school only if we are engaged in on-going dialogue with Traveller families. This means that parents must:

- advise of their forthcoming travelling patterns before they happen; and
- inform the school regarding proposed return dates

Jordans will authorise absence of Traveller children if we are satisfied that a family is travelling and has given indication that they intend to return.

Traveller children will be recorded as attending an approved educational activity when:

- The child is on roll and attending another visited school
- Undertaking supervised educational activity under the jurisdiction of another Local Authority's Traveller Education Service
- The child is undertaking computer based distance learning that is time evidenced

Where Traveller children are registered pupils at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as for any other pupil.

### **Deletions from the Register**

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

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the Local Authority
- The pupil has ceased to be of compulsory school age

- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- When a parent informs the school in writing that the pupil is to be withdrawn to be educated outside the school system
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- A pupil has left the school but it is not known where he/she has gone after both the school and the Local Authority have tried to locate the pupil

Jordans will follow Buckinghamshire County Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

## **Roles and Responsibilities**

### **Using Attendance Data**

All pupils' attendance will be monitored and will be shared with the Local Authority and other agencies if a pupil's attendance is a cause for concern.

Every three weeks the secretary will provide the Headteacher with attendance data for the previous five weeks for each pupil.

This pupil level data will be used to trigger school action as set out in the escalation of intervention (Appendix 1).

Attendance data will also be used to identify emerging patterns and trends to inform whole school strategies to improve attendance and attainment.

Jordans will share attendance data with the Local Authority as required. All information shared will be done so in accordance with the Data Protection Act 1998.

### **Support Systems**

Jordans School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce / separation. This will help the school identify any additional support that may be required.

Jordans also recognise that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs, those with physical or mental health needs, migrant and refugee pupils and looked after children.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Referrals to support agencies
- Learning mentors
- Friendship groups
- Reward systems
- Time limited part time time-tables
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

### **Legal Sanctions**

Where intervention fails to bring about an improvement in attendance, Jordans will notify the Buckinghamshire Education Welfare Service of the irregular attendance.

The Education Welfare Service or school, may invite parents to attend a Parenting Contract Meeting and issue a formal warning of a Penalty Notice.

Parenting Contracts (Anti Social Behaviour Act 2003) A Parenting contract is a voluntary agreement between the Local Authority, school and the parent, it can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance.

The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly.

The contract can be used as evidence in a prosecution should irregular attendance continue.

Penalty Notices (Anti Social Behaviour Act 2003) Penalty Notices will be considered when:

- Intervention has failed to bring about improvement and further unauthorised absence has occurred following written warning to improve.
- A pupil has taken leave of absence i.e. for the purpose of a holiday in term time and the absence has not been authorised by the school

A Penalty Notice gives the parent the opportunity to avoid a prosecution. A £60 fine, per parent/carer, per child must be paid within 21 days. The fine increases to £120 per parent/.carer, per child if paid after 21 days but within 28 days of the date the Notice was issued.



Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996.

**Review**

This policy and procedures will be reviewed **annually**.

---

Signature: .....

Signature: .....

Headteacher

Chair of Governors

Date: .....

Date: .....

### Intervention Flow Chart

School will notify parent of the child's irregular school attendance and offer them the opportunity and support to improve.

If you receive a letter informing you of concerns regarding your child's attendance you should

- Speak with your child to see if there are any reasons why they are reluctant to attend
- Contact the school to discuss any difficulties you or your child may be experiencing.
  - Ensure your child attends school regularly

If there is no improvement and the parent has not provided a good reason for the absence, the school may refer to the Education Welfare Service

The Education Welfare Service will invite you to attend a Parenting Contract Meeting and may issue a Warning of a Penalty Notice.

A Parenting Contract is a voluntary agreement between you and the Local Authority aimed at supporting you in improving your child's school attendance.

Whilst your involvement in a Parenting Contract is voluntary, if you fail to engage with the support offered and your child's attendance remains irregular, the Education Welfare Service may issue a Penalty Notice or begin legal proceedings in the Magistrates' Court.

If you are issued with a Penalty Notice of £60 per parent/carer, per child this must be paid in full within 21 days otherwise the Penalty will increase to £120 per parent/carer, per child. If you fail to pay the Penalty by the 28<sup>th</sup> day, the Education Welfare Service may instigate legal proceedings against you.

If you are found guilty of this offence you can be fined up to £2500 and/or be imprisoned for a period of three months.

Application for Leave of Absence

Regulation 8 – Education (Pupil Registration) Regulations 1995

**PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE  
FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS**

Name of School: JORDANS

Proposed Dates of Absence From: \_\_\_\_\_ To: \_\_\_\_\_

I request permission from the school's Governing Body for my child:

Name: \_\_\_\_\_ Class: \_\_\_\_\_

to be granted Leave of Absence for the above dates.

Please give details and reasons for the proposed absence:

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*The completed form should be submitted to the Headteacher of your child's school not less than one month before the proposed period of absence. Parents are strongly advised to discuss the application with the Headteacher before submission.*

*The Governing Body will carefully consider your request and may take your child's attendance record into account. If permission is refused any absence for the above period will be recorded at the end of the school year as unauthorised absence.*

**Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.**

**Having a good education will help to give your child the best possible start in life.**

**If your child is absent for any period, he or she may miss essential elements of their learning programme.**

**For Office Use:**

Academic Year  
No. of sessions (half day) school has been open in year to date

No. of authorised absences to date  
No. of absence as authorised holiday to date  
Total no. of absences to date

