Saint John's

Attendance Policy September 2024

Next review: Summer Term 2025

Attendance Policy

Principles

progress and emotional wellbeing. An ethos of high levels of attendance and punctuality is recognised and valued across our whole school community. We monitor attendance regularly and offer support through our pastoral system for any pupil who may find attending school a challenge. Attendance is crucial to effective learning and the continuity of learning experiences, and the school places emphasis on this in its communication with parents/guardians. Parents have a legal duty to ensure their child attends school regularly.

The following guidance has been taken into consideration when developing this policy: Working Together to Improve School Attendance. August 2024.

Our attendance policy aims to:

- Support children and their parents/carers to have the highest possible levels of attendance and punctuality.
- Ensure that all children have full and equal access to the best education that we can offer.
- Make parents/ carers aware of their legal responsibilities.

School education lays the vital foundations for arch clearly demonstrates the link between regular attendance and educational progress and attainment. As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

attendance as part of our safeguarding duties.

Expectations

We expect that all parents/carers will:

- Ensure regular school attendance.
- Ensure that their child arrives at school prepared for the school day, punctually and in time for registration. Lateness is monitored and may be recorded as an unauthorised absence.
- Telephone or email (<u>bhoffice@sjcs.co.uk</u> or <u>shoffice@sjcs.co.uk</u>) the School Office on the first morning of absence with brief details.
- reluctance to come to school so that any problem can be quickly identified and dealt with.
- Follow application procedures regarding a request for leave of absence during term time,

Parents/carers have a legal responsibility to ensure that children of statutory school age (the term after the child turns five) attend school on a regular and full-time basis. A pupil whose attendance drops to 90% each year will, over their time at school, have missed the equivalent of two whole terms of learning.

We expect that school will:

- Provide a safe learning environment.
- Keep regular and accurate records of attendance and punctuality.

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- Contact parents/ carers when a child fails to attend and where no message has been received to explain the absence.
- Follow up all unexplained absences to obtain explanations from parents/carers. Although
 parents/carers may offer a reason, only the school can authorise the absence. In the case of
 long term or frequent absence due to medical conditions, information from a GP or other
 relevant body may be requested to assist school in offering appropriate support.
- Meet regularly with the Local Authority Attendance Improvement Officer (AIO) to monitor and support school attendance and punctuality.
- Provide intensive and bespoke support to children at risk of persistent absence.
- Authority, Early Help, Social Care.
- Share attendance data with parents/carers and make it clear what ant risk of persistent absence.

• Identify suitable provision and reasonable adjustments for pupils unable to access education due to prolonged ill health.

School Attendance Strategy

Whilst Lisa Bedford is our Senior Attendance Champion, for day-to-day aspects of attendance, please contact reception at Byron House (01223 353817) or Senior House (353532).

We are partner with other agencies to help us do this. Safeguarding and attendance are closely linked and we will work with families in many different ways to overcome barriers to attendance. All staff have direct access to our trained Designated Safeguarding Lead, and this is important for this work.

School is responsible for monitoring whole school attendance data and using this to inform how we support pupils. We share this data within the school staff to ensure continuity of support. Attendance data is analysed regularly, and children whose attendance is falling or deemed to be a concern will be noted. This will be communicated with parents and carers. Support will then be put in place. Children whos

engage in substantial support.

We have a whole-school ethos of promoting attendance. This means that we train every staff member in attendance procedures so that everyone understands the processes for attendance and the pastoral structures in school. We train, remind and support all staff to follow this policy, and constantly refer to it.

Our early intervention process

Our aim is to work collaboratively to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place. Concerns about late arrival or a pattern of absences will be shared. If a pupil is regularly late for school or is often absent, then the parents/guardians will be contacted so that a solution to the problem can be found.

All staff at are concerned about chi

welfare and happiness. Frequent absence may raise safeguarding concerns. It is important to note that, all schools must inform the local authority of any pupil who fails to attend school regularly or following an unauthorised absence of more than 10 school days (continuous). The School will comply with its statutory duties and local authority requirements with regard to reporting unauthorised absences.

- Step One. Telephone call advising parent/carers of our concerns regarding the level of their , and offering support.
- Step Two. use) to offer support and further explain the effect the absence/lateness is having on the child.
- Step Three. Send an invitation to attend a meeting to discuss the needs of a pupil and family and identify ways that barriers to attendance can be removed. (Attendance Contract)

Registration

At both sites, the Registers close at 8:30am. Children arriving between 8:30am and 8:45am should make their way to their Form rooms, where they will be marked in as late by the teacher. Children who arrive after 8:45am must report to the School Secretary before joining their class such that their safe (and late) arrival can be recorded in the register.

Pupils who arrive at school after the register has been taken, but before it is closed, will be recorded - late on the register.

Pupils who arrive at school after registers close, without an unavoidable reason, will have their - unauthorised late which then impacts on their overall attendance level.

It is a legal requirement that a register of attendance is taken during the morning and afternoon at

Illness

Children who are unable to attend school due to diarrhoea or sickness can return after they have been 48 hours dear.

Children with mild coughs, colds, sore throats, sneezes and runny noses who are otherwise well can continue to attend school. However, if they develop a high temperature they should stay at home until their temperature has reduced and they are well enough to return to school.

Medical Needs and SEND

When children are prevented from accessing school due to physical or mental ill health, school will try to identify the barriers these pupils face, and support any medical needs. W needs mean they need reasonable adjustments or support because it is complex or long term, we may seek medical information to better understand the needs of the pupil and identify the most suitable provision. This may take a variety of forms, which we will discuss with parents/carers on an individual basis.

We are able to make adjustments to practice and policies to help meet the needs of pupils who are struggling to attend school, as well as making formal reasonable adjustments under section 20 of the Equality Act 2010 where a pupil has a disability. Any adjustments must be agreed by, and regularly reviewed with, the pupil and their parents/carers.

Definitions of Leave

We expect attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence.

Authorised leave

An absence is classified as authorised when a pupil has been away from school for a legitimate reason such as:

- Illness or a medical appointment. There is an expectation that the pupil will be in school for registration or return to school after the appointment, depending on where the appointment falls within the school day and the health of the pupil.
- Religious Observance only day(s) exclusively set apart for religious observance by the religious body to which
- The leave of absence has been authorised due to a short and exceptional, unavoidable circumstance.

Unauthorised leave:

An absence is classified as unauthorised when a child is away from school without the permission of the school, even with the support of the parent/carers, such as:

- Visiting family, taking part in a protest or birthdays.
- There has been no reason provided by the parent/carers to support an absence.
- Failure to follow school procedures or inform the school when taking a pupil out of school during term time
- A leave of absence that has not been authorised due to not being considered an exceptional circumstance.

Term-Time Leave:

Authorised Absences

We cannot legally authorise any leave of absence unless there are exceptional dircumstances. The Department for Education (DFE) hdFE) ime Leave

<u>Appendix</u>

Register Coding:

1. If a pupil is present in school the following codes from table 1 should be used

Code	Register Text	Meaning	Criteria	Statistical Value
1	Present (AM)	Present at school at AM		

			skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfills the educational purpose for which the pupil's attendance has been approved.	
W	Work experience	Attending Work Experience	 W code can only be used if the pupil is present at the activity Under arrangements by school or LA In session for which it is recorded The place is somewhere other than the school, another school where the pupil is registered, or a place where educational provision has been arranged for the pupil by a local authority under section 19(1) of the Education Act 1996 or sections 42(2) or 61(1) of the Children and Families Act 2014. the activity is of an educational nature. the school has approved the pupil's attendance at the place for the activity; and the activity is supervised by a person considered by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfills the educational purpose for which the pupil's attendance has been approved. 	Attending an approved educational activity (present)

Attending any other approved educational

			by the school to have the appropriate skills, training, experience, and knowledge to ensure that the activity takes place safely and fulfills the educational purpose for which the pupil's attendance has been approved.	
D	Dual Registration	Dual Registered at another school	 The school at which the pupil is scheduled to attend must record the pupil's attendance and absence with the relevant code. Code D may only be used by either school for a session where the pupil is scheduled to attend the other school at which they are registered. 	Not a possible attendance (neither present or absent)

3. If a pupil is absent with leave

Code		Meaning	Criteria	Statistical Value
C1	Regulated Performance or Employment abroad	Leave of absence performance or regulated employment abroad	 Performance licence issued by LA or Body of Persons Approval issued by LA or Justice of peace has given licence for pupil to go abroad for performance or regulated purpose 	Authorised absence
M	Medical/dental appointments	Leave of absence for Medical or dental Appointment	 Agreement in advance Application by parent child normally lives with Minimum time necessary Where pupil is absent at registration 	Authorised absence
J1	Interview	Leave of absence for Interview	 Agreement in Advance Application by parent child normally lives with the leave is to enable the pupil to attend an interview for employment or admission to another educational institution. 	Authorised absence
S	Study Leave	Leave of absence for Studying for public examination		Authorised absence
Х	Untimetabled for non-compulsory school-aged pupils	Non – Compulsory School age pupil	 For part time attendance Absence for timetabled sessions 	Not a possible attendance (neither

		not required to attend school	to use appropriate code and not X	present or absent)
C2	Part-time timetable	Leave of absence compulsory school age pupil subject to part time timetable	 Exceptional circumstances if the school and a parent who the pupil normally lives with have agreed that, exceptionally, the pupil should temporarily be educated only part-time. Temporary 	Authorised Absence
С	Authorised absence for exceptional circumstance	Leave of absence exceptional circumstances	 Exceptional circumstances No blanket approach Head of School's discretion Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance. 	Authorised absence

4. Pupil Absent other Authorised reasons

Code	Meaning	Criteria	Statistical
	_		Value

T Parent travelling fo8001 ref

R Religious Observance Religious Observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to (not the parents themselves)	Authorised Absence
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Illness (not medical appointment) The pupil is unable to attend due to illness (both physical and mental health related).

arrangements have been made by a local authority for boarding accommodation for the pupil at or near the school; and (iii) no suitable arrangements have been made by a local authority for enabling the pupil to become a registered pupil at a qualifying school nearer to their home.	

			unavoidable cause) if they are unable to attend because they are serving a community based (i.e., non-detained) part of a sentence of detention, referral order, or youth rehabilitation order that requires them to be absent during the school day	
Y6	Public health guidance or law	Unable to attend in accordance with public health guidance or law	The pupil's travel to or attendance at the school would be: contrary to any guidance relating to the incidence or transmission of infection or disease published by the Secretary of State for Health and Social Care (or the equivalent in Scotland, Wales and Northern Ireland), or • prohibited by any legislation relating to the incidence or transmission of infection or disease.	Not a possible attendance
Y7		Unable to attend because of any other unavoidable cause	This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause. Schools must also record the nature of the unavoidable cause (regulation 10(6))	Not a possible attendance

Y7 Unable to attend because of other unavoidable Cause

Unable to attend because of any other unavoidable cause This code should be used only where something in the nature of an emergency has prevented the pupil from attending the session in question. The unavoidable cause must be something that affects the pupil, not the parent. The fact that a parent has done all they can to secure the attendance of the pupil at school does not, in itself, mean the pupil has been prevented by unavoidable cause.

Schools must also record the nature of the unavoidable cause (regulation 10(6))

Not a possible

G	Family holiday (not agreed)	Holiday not granted by school	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday. A school cannot grant a leave of absence retrospectively. If the parent did not apply in advance, leave of absence	Unauthorised absence
N N	No reason yet provided for absence	Reason for absence not yet established	should not be granted. Where absence is recorded as code N (reason not yet established) in the attendance register, the correct absence code should be entered as soon as the reason is ascertained, but no more than 5 school days after the	