



## Walton & Lees Hill CE Primary School

### Attendance Policy

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**POLICY REVISED BY FULL GOVERNING BODY: September 2023**

**Name:** Mary Alston

**Position:** Chair of Governors

**Next Review Date:** September 2025

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#### **Aims and Objectives**

We aim for our pupils

to:

- feel valued by creating an environment where children develop self-respect, healthy attitudes to life choices and build self esteem
- Understand the importance of good attendance in school in this process
- Pupils will know that their presence is important

#### **Role of Staff**

Attendance is the responsibility of all school staff who respond to absenteeism firmly, consistently and with care. Registers are taken at the start of the morning and afternoon session. Class Teacher will ensure that telephone contact is sought immediately to ascertain the whereabouts of any absent child. When all contact numbers have been exhausted and the child's whereabouts have not been established the head teacher must be informed. Children's Services will be informed if a child's whereabouts remain unexplained for two days. Where the Headteacher has reasonable cause for concern for the safeguarding of a child social services may be contacted earlier. The Teacher should complete the online and paper register in accordance with the codes given and inform the Headteacher.

An Electronic Admission Register records the personal details of every pupil in the school, along with the date of admission, re-admission to school, information regarding parents and details of previous schools. Admission Registers are maintained for 25 years after the last entry was made.

Daily attendance registers are completed online, with paper fire registers in the classroom. Up-to-date children's emergency contact information is stored in the fire register and office at all times. Daily attendance registers close 30 minutes after the start of the session i.e. 9.25am and 1.25pm.

Authorised attendances are coded as follows:

/ = am \ = pm Present in school during registration

L = Late arrival before the register is closed. Late marks are recorded after 9.05am and 1.10pm respectively.

B = Approved off-site educational activity

D = Dual registered at another educational establishment

J = Interview or visit to another educational establishment

P = Approved supervised sporting activity

V = Educational visit or trip

Authorised absences are coded as follows:

U = Pupil arriving after register has closed (unless other reason more applicable)

C = Leave of absence authorised by school

E = Excluded, but no alternative provision made  
H = Family holiday granted only in exceptional circumstances  
I = Illness (not medical or dental appointments)  
M = Medical / hospital or dental appointment  
R = Religious observance  
T = Gypsy, Roma and Traveller absence  
Y = Unable to attend due to exceptional circumstances  
# = Planned whole or partial school closure (e.g. holidays, teacher days etc.)

Unauthorised absences are coded as follows:

N = No reason provided for absence  
G = Family holiday not agreed or in excess of agreement  
O = Absent from school without authorisation

### **Role of the Headteacher**

Attendance issues will be given high profile. Families who experience difficulties with attendance will be offered advice and support from the Headteacher, who will also reiterate a parents' legal obligation regarding attendance. This may include 1:1 conversations, a letter or if the problem is extended inviting parents, attendance governor and child if appropriate to an attendance panel meeting to address and improve the situation.

Parenting contracts, orders and penalty notices for irregular attendance are available to promote better school attendance and behaviour if required. In such cases the local authority will be involved. In extreme cases further action may be taken by the local authority such as prosecutions against the parents and /or Educational Supervision Orders.

### **Role of Parents/Carers**

Parents and carers are responsible for ensuring their child attends school regularly, punctually and suitably equipped and in fit condition to learn. In line with our attendance targets parents should be aiming for their child not to be absent for more than 5 days in entire school year.

If a child is absent from school parents should contact school as soon as possible by telephone, giving their name, child/ren's name and the reason for the absence so that all children can be accounted for every day. Medical advice is that children suffering from coughs and colds should carry on as normal, including going outdoors.

There are specific minimum periods of absence advised for particular illnesses, that school can inform you of. These are safeguards against the spread of infection and a common sense arrangement to make sure that children are really fit to attend school. Doctors can also advise you of these. In addition it is sometimes necessary that children in a household where there is a case of infectious disease should be kept away from school. In such a situation work can be sent home for your child.

Absences in school time are discouraged because of the detrimental effect it has on a child's education. It is always difficult for a child to make up for lost time after an absence and can leave them feeling confused in lessons on their return. The Headteacher is no longer able to authorise requests for absence in term time unless there are exceptional mitigating circumstances.

Absences that coincide with examinations or tests cannot be authorised. If a request is refused and the child(ren) taken out of school regardless, the parents will be breaking the law and the absence has to be marked as unauthorised.

**Medical Appointments**

Parents are requested to make appointments (including doctor, dentist, and hospital appointments) out of school hours **wherever possible** so that absence from school can be avoided.

**Role of Pupils**

Pupils will be made aware of the importance of maintaining high attendance. 100% attendance is rewarded at the end of the school year.

**Role of Governors**

A named attendance Governor will represent the governors at an attendance panel where necessary. The Governing Body will monitor the attendance and absence rate regularly. Attendance will be an agenda item at the first Governors meeting after completion of previous term. A nominated Governor will work alongside the Headteacher on attendance issues.

**Monitoring and Review**

The Governors will monitor the effectiveness of this policy and review it annually, or sooner, if necessary.

# REVIEW SHEET – Attendance Policy

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate, amendments which have been made to later versions.

Version Number	Version Description	Date of Revision
1	Original	June 2017
1	Annual Review – No changes	May 2018
2	Minor procedural changes made	May 2019
3	Minor changes to wording, removal of work experience code as not relevant for setting and that contact will be made in writing if child does not attend, change to rewarding attendance and school name and logo	May 2022
4	Minor changes made in ‘Parents/Carers’ Section	Sept 2023
