

# Attendance policy

King's Academy Northern Parade



<b>Prepared by:</b>	Liz Davies	<b>Date:</b> September 2023
<b>Approved by:</b>	KANP Governing Body	
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## **King's Academy Northern Parade**

### **Attendance Policy**

#### **Introduction**

A good education is vital for children and young people and regular attendance at school is a key factor in opening up more opportunities in adult life. Good attendance helps children to make good progress in school and fulfil their potential in life.

#### **Aims**

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

#### **Legislation and guidance**

This policy meets the requirements of the school attendance guidance 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.

#### **Roles and responsibilities**

##### **The governing board**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

##### **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 pupils

##### **The Education Welfare Officer**

The Education Welfare officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the leadership team
- Arranges calls and meetings with parents to discuss attendance issues

##### **Class teachers**

Class teachers are responsible for recording attendance on a daily basis onto Study Bugs.

### **School attendance team**

The school attendance officer and attendance lead are expected to take calls from parents about absence, record it on the school system and monitor Study Bugs.

### **Recording attendance**

#### **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 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

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

### **Procedures**

	Year R	Year 1&2	Junior School
School gates open at	8:30am	8.30am	8.30am
Doors open at	8:35am	8.30am	8.30am
Doors and gates close	8:45am	8.45am	8.45am
Any children arriving after this time will need to enter via the main school office on Doyle Avenue and will be marked as late.			
Registers close	9.15am		9.15am
Any pupils arriving after this time will be given an unauthorised absence mark.			

### **Unplanned absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible using the Study Bugs app where possible.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Parents/carers will be asked to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

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.

### **Planned absence**

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

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

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

### **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

### **Following up absence**

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by a phone call
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### **Reporting to parents**

The school will report to parents on their child's attendance annually in the written end-of-year report.

### **Authorised and Unauthorised Absences**

One of the most important ways a parent can support the education of their child and the child's social, emotional and academic development is to ensure they attend every day and on time and avoid any unauthorised absences.

The Education Act 1996 section 444(A) requires parents to ensure their children of compulsory school age receive efficient full-time education. The law says that parents/carers whose children of compulsory school age are absent from school without good reason are committing an offence.

### **Approval for term-time absence**

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Parents/carers are asked to complete a Leave of Absence form, available from the school office.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments

- 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

Any absence not approved by the headteacher is an unauthorised absence.

Unauthorised absence can include birthdays, holidays, visiting relatives, arriving late and having days out.

### Holidays

In total there are 175 non-school days a year.

This gives families the opportunity to: spend time together, go on family visits and days out, go on holiday, go shopping, attend routine appointments.

If your child has a holiday of 1 week during term time and 10 days of illness, they would miss 75 hours of education in an academic year. If this pattern were to be repeated throughout your child's school life, they would miss almost a year of their education.

Children who go on holiday for a week during the term, may miss out on more than one week of work. Before they go on holiday, they can be distracted and afterwards they may not be able to access learning because they have missed out on part of their learning journey.

If parents/carers take their son/daughter out of school, then the absence is deemed unauthorised and may incur a fixed penalty notice by Portsmouth City Council. (see Appendix 2)

Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 Days	2 Weeks	60 Lessons
90%	19 Days	4 Weeks	120 Lessons
85%	29 Days	6 Weeks	180 Lessons
80%	38 Days	8 Weeks	240 Lessons
75%	48 Days	10 Weeks	300 Lessons
70%	57 Days	11.5 Weeks	345 Lessons
65%	67 Days	13.5 Weeks	405 Lessons

### Strategies for promoting attendance

The school aims to promote good attendance in all pupils. It does this by:

- Weekly attendance awards for each class
- 100% attendance certificates on a termly basis
- Whole school awards for attendance and punctuality

### Attendance monitoring

The senior leadership team and the Education Welfare Officer at our school monitor pupil absence on a weekly basis.

A pupil's parent/carer is expected to notify the school via StudyBugs or by telephone in the morning if their child is going to be absent due to ill health.

Absenteeism is dealt with on a scaled system:

	Number of days absent by the end of the year	Number of lessons missed	Absence percentage	Overall attendance percentage
Green	10	50	5%	95%
Amber	20	100	10%	90%
Red	30	150	15%	85%

**Green level:** Parents/carers are invited in to discuss any attendance issues they have with the school (e.g. Education Welfare Officer, attendance team), whilst being reminded of their statutory responsibility. Establishing good links and a working partnership with parents/carers is an important prerequisite for achieving good levels of attendance. The school will not authorise illness over 5 days unless satisfactory information has been shared with the school e.g. telephone call, proof of medication or photocopy of appointment card.

**Amber level:** Contact will be made with parents/carers asking them back to meet with a member of the senior leadership team to discuss further issues. If the absences are related to medical issues the parents/carers will then be required to provide evidence of each absence. The evidence can be doctor or hospital appointment cards.

**Red level:** Parents/carers will be informed that they will be referred to our school safeguarding team and will be invited in for a further meeting to discuss barriers to attendance. Referrals will also be made to outside agencies, e.g. Early Help or the Multi-Agency Safeguarding Hub if necessary. A fixed penalty notice may also be incurred by Portsmouth City Council (see Appendix 2)

**The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.**

Children who are persistent absentees are classed as a vulnerable group and will be treated with a safeguarding response, in line with KCSiE 2023.

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.

### Monitoring arrangements

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

### Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy

- Behaviour policy

**Useful Links:**

<https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/school-attendance>  
[/https://what0-18.nhs.uk/professionals/school-childcare-staff/should-child-go-schoolnursery-today](https://what0-18.nhs.uk/professionals/school-childcare-staff/should-child-go-schoolnursery-today)

## **Appendix 1: Attendance Codes**

The following codes are taken from the DfE's guidance on school attendance.

<b>CODE</b>	<b>DEFINITION</b>	<b>SCENARIO</b>
<b>/</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

<b>CODE</b>	<b>DEFINITION</b>	<b>SCENARIO</b>
<b>AUTHORISED ABSENCE</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	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

## **Appendix 2: Portsmouth City Council Fixed Penalty Notice**

<https://www.portsmouth.gov.uk/services/schools-learning-and-childcare/schools/school-attendance/penalty-notice-leave-of-absence-in-term-time/>

## **Penalty Notice – Leave of Absence in term time**

### **What is a Leave of Absence in term time?**

A leave of absence is where parents or carers of a child decide to take their child out of school during term time. This may include holidays, religious observance, child performance and funeral amongst others.

### **What does the law say?**

Regulation 7(1) of the Education (Pupil Registration)(England) Regulation 2006 states;

**‘leave of absence may only be granted by a person authorised in that behalf by the proprietor of the school’**

Schools may therefore grant a leave of absence in term time, but only if they consider it exceptional circumstances.

Any application for a leave of absence must be made in advance and if granted, it is for the school to determine the number of days a pupil can be away from school.

### **What are exceptional circumstances?**

Neither the regulations nor the Department of Education define what might be considered exceptional circumstances.

It may include serious or terminal illness of a close relative, significant family trauma, a major family event like a relatives wedding or a one-off never to repeated experience. These events are examples only and it is for the school to decide if they consider any request to be exceptional circumstances.

### **How do I make an application for a Leave of Absence?**

A leave of absence form (LOAF) can be obtained from schools.

All applications must be made in advance of the leave and parents should give full details as to why they believe the application is exceptional circumstances.

### **Will my application just be dismissed?**

No, all applications must be judged on their own merits. Schools will consider why the application has been made and balance this against the child's record to ensure it does not have a negative impact on any educational progress.

School can for example take in a range of considerations before making a decision. This may include previous request, current attendance, school policy, attainment and progress, impending tests, exams or significant school events and frequency of applications.

### **How will I be informed about my application?**

Parents will be informed in writing by the school if the leave of absence has been granted or not.

## Can I appeal the schools decision?

No, there is no right of appeal, as the discretion to authorise is the schools alone.

## Can I get a Penalty Notice if I take the leave without permission?

Yes, if your child has 5 days or more, in an academic year, due to a leave of absence then we will issue a penalty notice.

## Who is responsible and what is the fine?

Each parent is individually responsible for the child's attendance and commits a separate offence if the child does not attend school on a regular basis.

- £60 payable within 21 days
- £120 payable between the 22nd and 28th day.

## If receive a Penalty Notice can I appeal it?

No, there is no right of appeal.

If however the penalty notice was issued to the wrong person, should not have been issued or contained material error, then we may withdraw it upon representations from you.

## Can I speak someone about Penalty Notices?

Yes, we have dedicated members of staff who you can contact on the number below. In addition to this we have additional information on our website.

Please address any queries to:

**School Attendance Service  
Floor 2, Core 1  
Civic Offices  
Portsmouth  
PO1 2EA  
Telephone: 023 9284 1419  
Fax: 023 9284 1725**