



# **Greenvale School Attendance Policy**

**Signed: May 2023**

**Next Review date: June 2024**

# ATTENDANCE POLICY

## 1. Introduction

Greenvale is committed to providing an education of the highest quality for all its pupils and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. The whole school community has a responsibility for promoting excellent attendance: parents, carers, pupils and all school staff.

## 2. School's Roles and Responsibilities

All staff at Greenvale have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all pupils are able to learn and feel valued members of the school community. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

## 3. Registration

The school is required to mark the attendance register twice each day: at the start of the day and at the start of the afternoon session. Class teachers are responsible for completing the attendance registers by indicating where a student is present or absent and Office staff will input prescribed codes (shown below) after the reason is ascertained.

### Register Code

# - School closed to pupils

/ - Present (AM)

\ - Present (PM)

B - Educated off site (NOT Dual registration)

C - Other Authorised Circumstances (not covered by another appropriate code/description)

D - Dual Registered - At another educational establishment

E - Excluded (no alternative provision made)

F - Extended family holiday (agreed)

G - Family holiday (NOT agreed or days in excess of agreement)

H - Family holiday (agreed)

I - Illness (NOT medical or dental etc. appointments)

J - Interview

L - Late (before registers closed)

M - Medical/Dental appointments

N - No reason yet provided for absence

O - Unauthorised absence (not covered by any other code/description)

P - Approved sporting activity

R - Religious observance

S - Study leave

T - Traveller absence

### Present Or Absent

Authorised Absence

Present

Present

Present

Authorised Absence

Authorised Absence

Authorised Absence

Authorised Absence

Unauthorised Absence

Authorised Absence

Authorised Absence

Present

Authorised Late

Authorised Absence

Unauthorised Absence

Unauthorised Absence

Present

Authorised Absence

Authorised Absence

Authorised Absence

U - Late (after registers closed)	Unauthorised Absence
V - Educational visit or trip	Present
W - Work experience	Present
X - Non-compulsory school age absence	Present
Y - Enforced / Partial Closure	Present
Z - Pupil not yet on roll	Present

Registers will be called promptly at 9.15 and 1.20 by the class teacher.  
Registers will close at 9.30 and 1.30.

#### 4. **Categorising Absence**

A mark will be made in respect of each pupil during registration. Any pupil who is not present at this time will be marked unauthorised absent unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate. Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment / correction are distinguishable. School staff will amend the registers to indicate lateness if a pupil arrives after the register closes.

The school recognises the clear links between attendance and attainment, and attendance and safeguarding children. If absence is frequent or continuous, and except where a pupil is clearly unwell, staff at Greenvale will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a child's home does not mean an absence becomes authorised. The decision whether to authorise an absence **will always rest with the school**. The school works closely with the local authority Attendance and Welfare Officer who supports the school to analyse attendance and carries out home visits when the school has concerns.

**Please note:** As of 1 September 2013, there has been a change in The Education (Pupil Registration) (England) Regulations 2006. Where there used to be the option for Head teachers to grant leave of absence during the term time in 'special circumstances' of up to ten days in a year, this has been removed. Leave of absence in term time is discouraged. Parents are not automatically allowed to take their child out of school on holiday. Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be for an exceptional circumstance.

#### 5. **Absences will be authorised in the following circumstances:**

- (a) where leave has been granted by the school in advance, for example –
  - a pupil is involved in an **exceptional** special occasion e.g., family wedding.
  - in **exceptional** circumstances, where permission has been granted for a family holiday for which the parents have sought permission in advance.
- (b) where the school is satisfied that the child is too ill to attend.
- (c) where the pupil has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand);
- (d) where there is an unavoidable cause for the absence, which is beyond the family's control, e.g. extreme weather conditions;

- (e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- (f) where the pupil is entitled to home to school transport provided by the Local Authority and no suitable transport arrangements have been made
- (g) the pupil is of no fixed abode, his/her parent is engaged in a trade which requires him/her to travel, the pupil has attended school as often as the nature of the trade permits
- (h) in other **exceptional circumstances** (e.g., a family bereavement) and **for a limited period**.

***Except in the circumstances described above, absences will be unauthorised.***

Some examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent/carer.
- the school is not satisfied with the explanation.
- the pupil is shopping during school hours.
- the pupil is absent for **unexceptional** reasons, e.g., a birthday.
- the pupil is absent from school on a family holiday without prior permission.

### **5.1 Approved Educational Activity**

Where a pupil is engaged in off-site approved educational activities, the school will check his/her attendance daily before entering the appropriate code in the register.

## **6 Collection and Analysis of Data**

A member of the school's office staff will ensure that attendance data is complete, accurate, analysed and reported to the Deputy Headteacher.

Accurate attendance returns are made to the DfE within the stipulated time frame.

The Headteacher reports attendance to the school's Governors termly.

## **7. Systems and Strategies for Managing and Improving Pupil Attendance**

1. On a daily basis office staff will go through the registers between 9.30 am and 10.00 and any absences will be noted. If no explanation has been received, school will attempt to contact the parent/carer. After multiple attempts to contact, if the school fails to communicate with the parent/carer by telephone, families will receive an email/message explaining that school will be completing a welfare check. If there is no response from the family, the school will then follow up with a visit to the family home. If we still remain unable to contact the family the police or social services will be notified.

*See Children missing education Statutory guidance for local authorities September 2016 for further details.*

2. If the child returns to school with no explanation of the absence from their parent/carer, the parent will be contacted, or a letter will be sent to the parent/carer requesting this information.

3. If a pattern of concern re attendance is developing, the Headteacher will speak or write to the parent/carer about their child's pattern of absences.

4. If there is no significant improvement, the Headteacher will contact the parents/carers and invite them into school to discuss attendance.

5. Once point 4 is reached the Attendance and Welfare Officer should receive copies of all previous attempts made.

The school adheres to Lewisham Local Authority protocols with regard to non-attendance including the issuing of penalties.

Students' attendance is monitored regularly by the Headteacher and/or Deputy Headteacher, with the Deputy Headteacher meeting termly with the Attendance and Welfare Officer. Termly 'Student Cause for Concern' meetings review attendance alongside academic and personal development. Key Stage coordinators support the improvement of attendance in their key stage by working with parents/carers when attendance is below 90%. This can also include chairing Team Around the Family (TAF) meetings and liaising with social care.

## **8. Parents' / Carers' Responsibilities**

Children are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This may give the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent.

The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), The Education Act 1996 states that all children should attend school regularly and punctually. Section 444 of the Act says: "If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence". (NB Where the Education Act refers to "he", it also means "she")

### **8.1 Greenvale expects parents/carers will:**

- ensure their children attend the school regularly.
- support their children's attendance by keeping requests for absence to a minimum.
- not expect the school to automatically agree any requests for absence, and not condone unjustified absence from school.

### **8.2 Parents/carers will also be expected to:**

- notify school by telephone on the first day of absence and confirm in writing in the home/schoolbook upon their child's return to school.
- ensure their child arrives at school on time, properly dressed and with the right equipment for the day.
- work in partnership with the school, for example by attending parents'/carers' meetings and consultations, taking an interest in their child's work and activities.
- contact the school without delay if they are concerned about any aspects of their child's school life. Greenvale will endeavour to support parents/carers to address their concerns.

## **9. Conclusion**

Regular school attendance is a necessary contributor to ensuring positive outcomes for all children. These include:

- good school attendance supports children in reaching their maximum potential and enjoying the fulfilment this brings.
- the best way to safeguard children is to ensure they attend school regularly.

- regular attendance at school supports children's emotional and social health and development.
- the school curriculum teaches children to be healthy.
- schools and the LA have a statutory duty to promote the safety and welfare of children.
- membership of a school community builds confidence, gives children a sense of belonging and teaches them to contribute to and be responsible for the well-being of others.
- good school attendance supports engagement in further education, employment or training in the future, which in turn helps to support a prosperous and fulfilling lifestyle.

### **10 Reviewing the Policy**

The school will review this policy each year.

### **11 Equality Impact Assessment**

This policy has been screened for potential adverse impact on specific groups within the school community. It is not believed that this policy will have any such adverse impact.

Signed:

Dated 26<sup>th</sup> May 2023

## **APPENDIX 1 A GUIDE FOR PARENTS/CARERS**

### **1. When does my child need to be in school?**

School opens for pupils at 9.15 a.m. Your child should be ready in good time for the school transport to ensure that they arrive on time.

### **2. Does the school need letters explaining my child's absence, or will a phone call do?**

We would expect a parent/carer to telephone the school on the first day of absence before 9.30am and confirm in writing in the child's home/schoolbook upon their return. If you do not phone us, we will try to contact you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's end of year report.

### **3. What reasons will the school accept for absences?**

- Illness
- Dental/medical appointment (Please make routine appointments after school or during the holidays, wherever possible)
- Day of religious observance
- Family bereavement
- **Exceptional** special occasions, e.g., a family wedding, where permission has been granted in advance using a Special Leave of Absence Request form
- Other **exceptional** circumstances, where permission has been granted in advance using a Special Leave of Absence Request form.
- Attending an interview e.g., for college

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

### **4. What is unacceptable?**

The school will not authorise absence for day trips, visiting relatives, shopping or birthdays.

### **5. Will the school contact me if my child is absent?**

We would expect a parent/carer to telephone the school before 9.30am on the first day of absence. If you do not phone us, we will try to contact you. This is to ensure your child's safety as well as their regular school attendance. Failure to reach a responsible adult will result in staff from the school visiting your home for a "safe and well visit". Should the school fail to contact you we will contact the police or social services to report your child as missing. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's Annual Review report.

If we are concerned about aspects of your child's attendance or punctuality, we will contact you to discuss the best way forward.

### **6. What can I do to encourage my child to attend school?**

Try to make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

**7. My child is reluctant to come to school. What should I do?**

Contact your child's teacher and openly discuss your worries. It is important that we identify the reason for your child's reluctance to attend school and work together to resolve the problem. In some cases, you may find it helpful to discuss the circumstances of your child's difficulties with an Education Welfare Officer. The school may also refer you to an Education Welfare Officer who works with staff and families if difficulties with attendance arise.



## APPENDIX 2

### Absence follow up procedure for the office

1. Registers complete by 9.45am
2. Unauthorised absences collated and families contacted/1<sup>st</sup> attempted contact by 10.30. **If they are an independent traveller and not in, they must be contacted FIRST and at the earliest opportunity. On the first instance that contact cannot be made, you must let SLT know.**
3. Outstanding families communicated to SLT by 1.30 having made attempt 2. This will have been followed up with an email *see below*; (email to have DHT and AHT Bcc'd in) and a text message *see below*:

Text:

**Urgent: Please contact the school with reason for absence. If we do not hear back, our SG procedures are that we may have to perform a welfare visit.**

Email:

**Subject: Urgent – Please respond.**

Dear \_\_\_\_\_

**We have been unable to contact you and therefore have no reason for \_\_\_\_\_'S absence today. Please contact us as soon as you can, but by no later than 2 PM with a reason for absence. Our Safeguarding Procedure (SG) is that we will more than likely perform a welfare check and visit you at home if we do not hear from you by then. Please refer to our attendance policy for more information.**

**Kind regards,**

**Greenvale School**

4. Office to make additional attempt of contact by phone between 2 & 3 PM
5. By 3:00pm please **update SLT and have letters ready (printed with address on envelope) for home visit –**

Letters can be found:

Greenvale School\Admin - General\Absence Monitoring

Please email letter to KS coordinator.