

# Attendance Policy Including EYFS



	Name	Date
<b>Prepared by</b>	James Griffiths	November 2023
<b>Checked and Reviewed by</b>	Caroline Jessop	December 2023
<b>Ratified by Board of Governors</b>	WR	
<b>Next School Review</b>		December 2025

## Table of Contents

1. Aims.....	3
2. Legislation and guidance .....	3
3. School procedures .....	3
4. Authorised and unauthorised absence .....	5
5. Attendance monitoring .....	6
6. Safeguarding and welfare of children .....	7
7. Roles and responsibilities .....	7
8. Monitoring arrangements .....	8
9. Links with other policies .....	9
Appendix 1: attendance codes .....	10

## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- Setting high expectations for the attendance and punctuality of all pupils
- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every child has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure pupils have support in place to attend school

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.

## 2. Legislation and guidance

This policy meets the requirements of [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set 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 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The School Attendance \(Pupil Registration\) \(England\) Regulations 2024](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013 and the 2024 amendment](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

## 3. School procedures

### 3.1 Attendance register

We will keep an electronic 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, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, 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

See Appendix 1 for the DfE attendance codes.

We will also record:

- [For pupils of compulsory school age] Whether the absence is authorised or not
- The nature of the activity, where a pupil is attending an approved educational activity
- The nature of circumstances, where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

The school doors are open to children between 8:45 am and 9:00am on each school day and there will always be a member of staff on the door to welcome the children. Parents and carers are encouraged to drop the children off directly to their classroom but may also drop them at the entrance if they wish.

The morning register is open between 8:45 am and 9:05 am, any child who arrives after this time and before 9:30 am will be marked in as late (see section 3.4). The afternoon register is taken at 1:30 pm and will be kept open until 1:35 pm.

### **3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health. Absences should be reported to the office by 9:00 am or as soon as practically possible. This should be done by phone (you can leave a voicemail up until 8:30 am) or via email [admin@dallingtonschool.co.uk](mailto:admin@dallingtonschool.co.uk)

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

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

Notification of medical/dental/optical appointments should be sent via email to [admin@dallingtonschool.co.uk](mailto:admin@dallingtonschool.co.uk)

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### 3.4 Lateness and punctuality

A child who arrives late but before the register has closed (between 9:05 am – 9:30 am) will be marked as late, using the appropriate code. Arrival after 9:30 am counts as a session absence.

### 3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

If an absence has not been reported to school – the office will endeavour to contact the parent/carer between 9:30 am and 10:00 am to ascertain the reason for absence. If contact cannot be made the absence will be marked as unauthorised. The office will follow up on all absences.

### 3.6 Reporting to parents

Parents will be made aware of their child's attendance record during Teacher/Parent meetings and their overall attendance record will be in their annual end of year report. Where a child is persistently absent, contact will be made with the family as explained in section 5 and 6.

## 4. Authorised and unauthorised absence

### 4.1 Granting approval for term-time absence

The Head will only grant a **leave of absence** to a pupil during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the Head's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as:

- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
- The death or terminal illness of a close relative, only if the Head is satisfied that the circumstances are truly exceptional
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs"
- To attend a wedding or funeral of a close relative if the Head is satisfied that the circumstances are truly exceptional

Leave of absence will not be granted for a pupil to take part in protest activity during school hours.

As a leave of absence will only be granted in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

The Head will consider each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Head's discretion.

## **5. Attendance monitoring**

The office monitors children's absence on a weekly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). Parents are expected to call or email on each morning their child will be absent unless they stated a specific number of days on the first day of absence.

If a child's absence goes above 5 days we will contact the parents to discuss the reasons for this.

If the attendance level falls below 94% we begin to make enquiries and keep a close eye on attendance. If the school continues to have concerns, then the parents are called to be alerted to the degree of absence. If the attendance level continues to fall, the Head contacts the parents and offers a meeting to discuss ways in which the school can be supportive.

### **5.1 Sensitive or complex circumstances**

In cases where attendance is affected due to psychological, emotional, social or other health related issues, parents should liaise as soon as possible with the class teacher and the school SENCO. For more sensitive or complex cases, parents should contact the Head.

### **5.2 Additional Needs**

The School recognises some pupils may find it harder than others to attend School, and will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The School will make reasonable adjustments where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities e.g., ensuring the provision outlined in a pupil's education, health and care plan is accessed.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance,

Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and there are reasonable grounds to believe that the pupil will have to miss 15 consecutive school days or more for illness or the pupil's total number of school.

days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days.

## **6. Safeguarding and welfare of children**

In accordance with the official School Attendance Guidance [working together to improve school attendance \(applies from 19 August 2024\)](#), Dallington School will inform the appropriate local authority of any child who fail to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. The school will inform the local authority, in advance where the circumstances are known, of any child who is going to be deleted from the admission register, in accordance with the circumstances (e.g. home education, illness) set out in School Attendance.

Children Missing From Education Staff must report to the DSL and deputies any unexplained absences, any regular pattern or absences, any agreed absences that are prolonged and any indication that a child/family have a planned absence in term time that has not been approved by the school.

The school will hold at least two contact numbers for the child. The Head and DSL will discuss such absences with Islington Social Care Services.

In addition, the following circumstances will also be reported to the local authority where the child lives:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend school regularly (see KCSIE 2024)
- If a child has been taken out of school to be home educated
- If a child has been certified as medically unfit to attend
- If a child is in custody for more than four months, or has been permanently excluded

This duty arises as soon as the grounds above are met and in any event before deleting a child's name from the admission register. In the case of a child leaving the school when the next school is not known, the circumstance will be reported as soon as possible to the Local Authority in which the child lives

## **7. Roles and responsibilities**

### **7.1 The governing board**

The School Governors are responsible for monitoring attendance figures for the whole school. The governing board reviews attendance termly. It also holds the Head to account for the implementation of this policy.

### **7.2 The Head**

The Head is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors. The Head also supports other staff in monitoring the attendance of individual children.

### **7.3 The designated senior leader responsible for attendance**

The designated senior leader (also known as the 'senior attendance champion') is responsible for:

- Leading, championing and improving attendance across the school

- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with pupils, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Tina Saedi and can be contacted via [admin@dallingtonschool.co.uk](mailto:admin@dallingtonschool.co.uk)

#### **7.4 The school office**

The school office:

- Logs attendance on the electronic register
- Monitors attendance data at the school and individual child level
- Reports concerns about attendance to the Head
- Arranges calls and meetings with parents to discuss attendance issues
- Office staff listen to voicemails, take calls from parents about absence and relay this information to the class teachers as well as record it on the school's electronic system.

#### **7.5 Class teachers**

- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on the school's electronic system.

#### **7.6 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call or email the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **8. Monitoring arrangements**

This policy will be reviewed yearly by the school office. At every review, the policy will be shared with the governing board.



## **9. Links with other policies**

This policy is linked to our child protection and safeguarding policy and school behaviour policy.

## Appendix 1: attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
<b>Attending a place other than the school</b>		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>Absent – leave of absence</b>		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

<b>S</b>	Study leave	Pupil has been granted leave of absence to study for a public examination
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>C2</b>	Part-time timetable	Pupil is not in school due to having a part-time timetable
<b>C</b>	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
<b>Absent – other authorised reasons</b>		
<b>T</b>	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>I</b>	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
<b>E</b>	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
<b>Absent – unable to attend school because of unavoidable cause</b>		
<b>Q</b>	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
<b>Y1</b>	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
<b>Y2</b>	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency
<b>Y3</b>	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in

		the part of the premises that remains open
<b>Y4</b>	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
<b>Y5</b>	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> <li>• In police detention</li> <li>• Remanded to youth detention, awaiting trial or sentencing, or</li> <li>• Detained under a sentence of detention</li> </ul>
<b>Y6</b>	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
<b>Y7</b>	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
<b>Absent – unauthorised absence</b>		
<b>G</b>	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
<b>N</b>	Reason for absence not yet established	Reason for absence has not been established before the register closes
<b>O</b>	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
<b>U</b>	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
<b>Administrative codes</b>		
<b>Z</b>	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
<b>#</b>	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays