TRELEIGH CP SCHOOL
Every Child.
Every Day.
Every Chance.

Treleigh CP School

Attendance Policy

Policy Status: Statutory

Review Date: October 2029
Reviewed By: Headteacher/SLT

ATTENDANCE POLICY

This policy complies with:

- Education Act 1996;
- Children Act 2004;
- School Attendance (Pupil Registration) (England) Regulations;
- Working Together to Improve School Attendance (DfE);
- Keeping Children Safe in Education;
- Children Missing Education statutory guidance.

1. Introduction

1.1 **Treleigh CP School** 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.

1.2 The whole school community – pupils, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

1.3 The policy has been drawn up based on current government and Local Authority guidance and statutory regulations. The school will ensure that all members of the community know of the policy and have access to it.

2. School's roles and responsibilities

- Senior Attendance Champion (Headteacher): Steve Proctor
- Attendance Officer: Hayley James
- Safeguarding Lead involvement: Samantha Williams
- Governor responsible for attendance: Debbie Goodman

2.1 All staff (teaching and support) at Treleigh CP School have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our pupils are eager to learn, feel valued members of the school community and look forward to coming to school. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

2.2 Headteacher

The Headteacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. The Headteacher will ensure that up-to-date attendance data and issues are shared with all staff, pupils and parents (who will regularly be reminded about the importance of good school attendance) and that the Governing Body is fully aware of attendance data and targets. Attendance issues are identified at an early stage and support is put in place to deal with any difficulties.

2.3 Registration

i) The school is required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. Classroom teachers are responsible for completing the attendance registers on Arbor for present and late pupils and the Attendance Lead will then allocate the correct codes based on verbal communication with parents.

ii) The register will be called promptly at the start time for each year group by each class teacher and a mark will be made during the registration period in respect of each child.

iii) The registers will close 15 minutes after the start time. Any pupil who arrives **after** the closing of the register will be marked as **absent**. Any child arriving late but before the closing of the register will be marked as **late.**

The school registration times are:
EYFS - 08:25 and 12:30
Y1/2 Phase - 08:25 and 12:30
Y3/4 Phase - 08:35 and 13:00
Y5/6 Phase - 08:45 and 13:00

2.4 Categorising absence

i) A mark will be made in respect of each child following the close of the registers. Any child who is not present will be marked unauthorised absence 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. The decision about whether the absence should be authorised or unauthorised rests with the Headteacher.

ii) Treleigh School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a child's education as unauthorised absence. Any such inappropriate authorisation of absence could well send a message to parents that any reason for non-school attendance is acceptable. This in turn may make children extremely vulnerable to harm. If absence is frequent or continuous, except where a child is clearly unwell, staff at Treleigh School 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 pupil's home does not mean an absence becomes authorised. The decision whether to authorise an absence **will always rest with the school, based on whether period of absence requested is rare, significant, unavoidable, short**

iii) If no explanation about an absence is received by the school **within 2 weeks**, the absence will remain unauthorised;

iv) Absence will be authorised in the following circumstances:

(a) where leave has been granted by the school in advance, for example:

- a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
- a pupil is involved in an **exceptional** special occasion – in authorising such an absence the individual circumstances of the particular case and the pupil's overall pattern of attendance will be considered,
- in **exceptional** circumstances, permission has been granted for a family holiday for which the parents have sought permission in advance (see appendix for the school's term-time leave of absence form and example exceptional circumstances breakdown);

(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 / student's parents belong;

(f) the pupil lives more than two miles (if he/she is under eight) or three miles (if he/she has reached eight) and no suitable transport arrangements have been made by the Local Authority;

(g) the pupil / student is of no fixed abode, his/her parent is engaged in a trade which required him/her to travel, the pupil / student has attended school as often as the nature of the trade permits **and**, have reached the age of six, he/she has attended 200 sessions in the preceding 12 months;

(h) in other **exceptional circumstances** (e.g. a family bereavement) and **for a very limited period.**

(i) Except in the circumstances described above, absences will be unauthorised . The school may request medical evidence where there are ongoing concerns regarding attendance or where illness absence forms part of an emerging attendance pattern (e.g. appointment notifications, doctors notes, prescriptions). It is the parents' responsibility to provide this evidence. If this is not provided then the child's absence will be recorded as Unauthorised. Some other examples of reasons for **not** authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the pupil is absent for **unexceptional** reasons
- the pupil is absent from school on a family holiday without prior permission;
- the pupil has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

2.5 Approved educational activity

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

2.6 Absences after close of class registers

Any sudden absences that occur during the day will be picked up immediately by the class teacher and reported to the school office. The school office will advise the Headteacher.

2.7 Staff Training

The Headteacher will ensure that all staff responsible for taking registers (on Arbor), including any temporary or supply staff, receives sufficient training to enable them to perform the task accurately. Coding is inputted in the office on Arbor.

2.8 The school will operate a **support-first attendance culture including:**

- Early identification of attendance concerns.
- Understanding barriers to attendance.
- Individual support plans.
- Attendance mentoring.
- Multi-agency working.
- Reasonable adjustments where attendance is affected by SEND, health needs or mental health difficulties.

2.9 Attendance and mental health

The school recognises that some pupils experience barriers to attendance relating to:

- anxiety;
- emotional wellbeing;
- mental health difficulties;
- neurodiversity;
- special educational needs and disabilities.

The school will work with families and professionals to support reintegration and sustainable attendance. Reasonable adjustments will be considered where appropriate.

3. Collection and analysis of data

3.1 The Headteacher will ensure that attendance data is complete, accurate, analysed and reported to staff, parents and the governing body. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

3.2 Accurate attendance returns are made to the DfE (via the Local Authority and on Arbor).

4. Systems and strategies for managing and improving attendance

4.1 Attendance has a high profile at Treleigh CP School. Parents are regularly reminded about the importance of good attendance and its links to attainment.

4.2 Treleigh School has procedures for dealing with unexplained absences. Families are contacted from 9.30am daily if no explanation of absence is given and referred to the Headteacher. This call is made at 9am for children who we have safeguarding concerns.

4.3 Meetings with parents

Where there is an emerging pattern to a pupil's absence over a 3 to 4 week period (or sooner if staff are particularly concerned), with or without explanation, the school will invite parents to a meeting to discuss the reasons for the absences. Plans should be put in place with the parents and pupil to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

4.4 Referral to the Local Authority Attendance Team

If there continues to be unauthorised absences by the end of the specific time (or sooner if the pupil is failing to attend school at all), the matter will be referred to the Education Welfare Service. This escalation is detailed within the school's escalation flow chart (appendix 1).

4.5 Lateness and punctuality

Pupils are expected to arrive at school on time every day. It is very disruptive to their own education, and that of others in their class, if they are late. Pupils who arrive after the register closes (15 minutes from the registration opening time) will be marked absent for the whole session (a session being a morning or an afternoon). This absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the pupil to be

late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes. A pupil who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence. If the matter is not resolved quickly, it will be referred to the Education Welfare Service. Should we be unable to resolve any ongoing lateness issues, we reserve the right to bring forward the close of register. This may mean that your child's lateness could be recorded as unauthorised which could result in the Education Welfare Service considering enforcement proceedings against you. We will always inform you in writing should this action be necessary.

4.6 Pupils who arrive late for school but before the register closes need to order lunch, if required.

4.7 For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late after the register has closed should therefore report to the school office and should be signed in by their parents into the entry system. **It is important that all pupils arriving late follow this procedure**.

4.8 For the same reason it is important that parents of pupils leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day inform the school office. The school office will record that the child has left the school site and will mark them back in when they return.

4.9 Pupils missing after registration (post-registration truancy)

Where a pupil has been marked present for a session but subsequently cannot be located, or leaves the school premises without permission, the school will treat this as an immediate safeguarding concern. Staff will not assume that the pupil's absence is deliberate or that they are safe.

The school will immediately activate its missing-child procedures and:

- Alert the headteacher and designated safeguarding lead (DSL), or their deputies, without delay.
- Make urgent checks to establish the pupil's last known location and undertake a coordinated search of the premises and grounds, while maintaining appropriate supervision of other pupils.
- Assess the risk, taking account of the pupil's age, developmental needs, any special educational needs or disabilities, known vulnerabilities and the circumstances of their disappearance.
- Contact the police without delay where the pupil remains missing or the circumstances indicate a risk of harm, following local missing-child protocols. Call 999 where there is an immediate danger or emergency. Searches and attempts to contact family must not delay an urgent police response.
- Contact parents or carers and, where necessary, emergency contacts, unless doing so could increase the risk to the child. In such cases, the DSL will seek advice from children's social care or the police.
- Make referrals to children's social care and notify the local authority and other relevant agencies as required by the circumstances and local safeguarding arrangements.
- Record the incident, enquiries, decisions, actions and outcomes, including relevant times, in the school's safeguarding records.

Once the pupil is located, the school will confirm their safety and wellbeing, listen to their account in an age-appropriate way and work with the pupil, parents or carers and relevant professionals to understand what happened. The school will review any safeguarding concerns, supervision arrangements and support needs, and agree measures to reduce the risk of recurrence.

Where concerns about unexplained or continuing absence remain, the school will follow its attendance and safeguarding procedures and work with the local authority, applying children missing education procedures where relevant.

5. Term-time holidays (please note statutory legislation, from Sept 2013)

5.1 Term-time holidays are intended for children whose parents are unable to take holiday at any other time.

5.2 Treleigh School will consider every application individually, its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays **is not a right**. An application must be made in writing using the appropriate form (see appendix 2), **in advance** of the intended holiday.

5.3 Requests for holidays for the following reason will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and overlap with beginning or end of term.
- conflicting work schedules with term times; seasonal working patterns

5.4 Treleigh School will respond to all requests for a leave of absence using the appropriate form giving the reasons for the decision, if requested.

5.5 Treleigh School will NOT authorise a holiday during periods of national tests, ie SATS examinations.

6. Extended leave of absence

6.1 In considering absence for extended trips overseas Treleigh School will take account of the following, each of which will remain subject to the exceptional circumstance guidance:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identify and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents could be encouraged to use the school holiday periods for at least part of their trip);
- the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved;
- where extended leave of absence is granted there will be an expectation that the pupil undertakes some school-set work during this period.

7. Parents' / carers' responsibilities

7.1 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), who will be supported and encouraged by Treleigh CP School.

7.2 Treleigh School expects parents / carers will:

- ensure their children attend the school regularly (the minimum Treleigh School expectation is 96%);
- 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;

- notify Treleigh School on each day of absence by speaking to the Attendance Lead in the school office. If we do not hear from you by 9:15am, our Attendance Lead will attempt to call you. If contact cannot be made on two separate occasions in one morning, we may carry out an unannounced home visit as a welfare check;
- ensure their children arrive 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' meetings and consultations, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives Treleigh School will endeavour to support parents to address their concern

8. Pupils' responsibilities

8.1 All pupils should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to any member of staff. It may be that this is for a safeguarding concern or that a child requires support from our Pastoral Support Team.

8.2 Pupils should attend all their lessons on time, ready to learn. If they have been absent from school they should provide a note from their parents to explain the absence. Pupils also have a responsibility for reporting to the school office if they arrive late.

9. Governors' responsibilities

Section 175 (2)

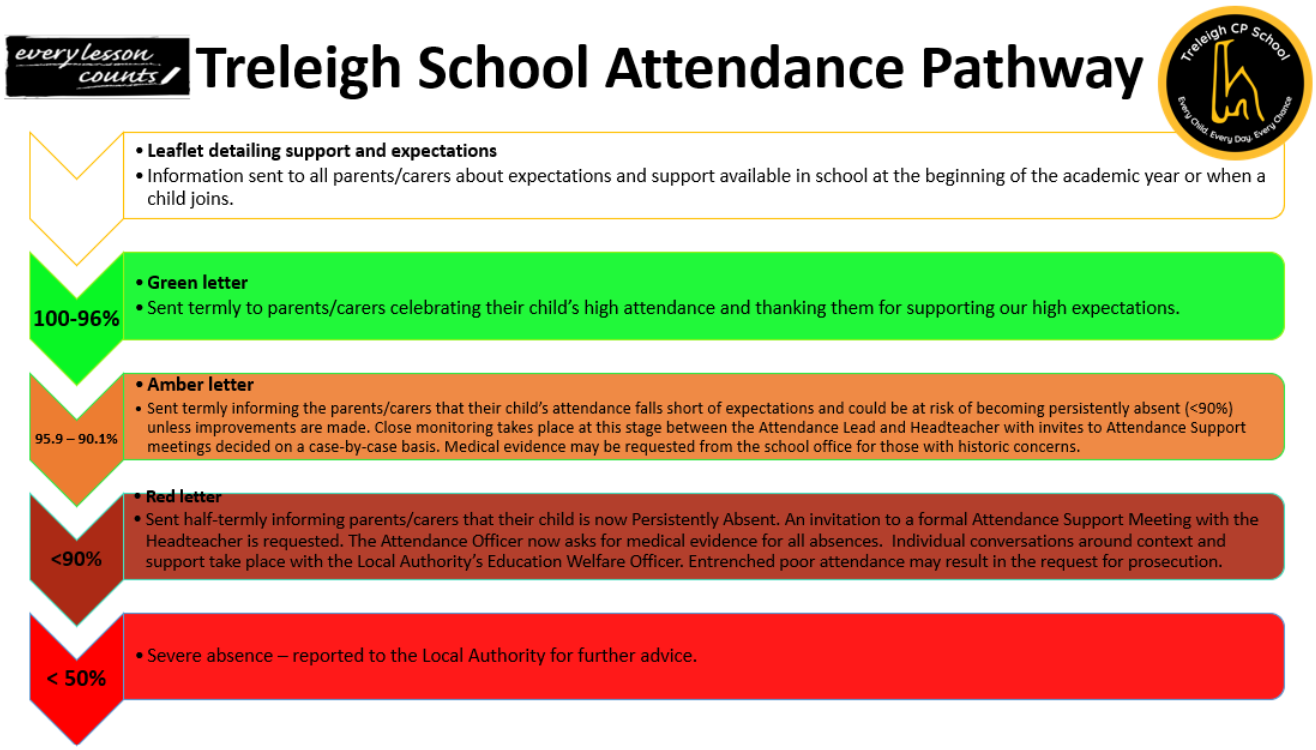
9.1 The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

10. Conclusion

Reviewing the policy

The school will review this policy every three years or in light of any significant changes.

Appendix1



Appendix 2

Information Classification: CONTROLLED

APPLICATION BY PARENT/CARER FOR EXCEPTIONAL LEAVE REQUEST

TRELEIGH SCHOOL

If you consider an absence during term time to be an exceptional circumstance, please complete this form and return it to the school office at least 15 school days before the date you wish to remove your child from school.

Pupil's name: _____ **Class:** _____ **Year:** _____

Home Address: _____

_____ **Post Code:** _____

Name of Parent/Carer completing this form: _____ **Signature:** _____

First day of absence: _____ **Date of return to school:** _____

Total number of days requested: _____ days

Reason for absence:

_____

_____

_____

_____

_____

I understand that if the absence request is unauthorised the school may request that Cornwall Council issue a Penalty Notice. I understand that a Penalty Notice is issued to each liable parent/carer of each child taken out of school and that this carries a fine of £60 if paid within 21 days, increasing to £120 if paid within 28 days. I understand that if I do not pay the fine, it may result in legal action being taken against me. ***I understand that parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) and Section 444(1A) of the Education Act 1996.***

Signed ..... Dated .....

(Please ensure you give at least 15 school days' notice of the proposed absence)

Appendix 3

If your child misses…	That is…	Which is…	And over their full education, this is…
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years