



# CUMNOR C E PRIMARY SCHOOL

## ATTENDANCE POLICY

Agreed by Governors:  
**July 2016**

V. CARR (Chair of Govs)

E. READ (Headteacher)

To be reviewed July 2019

### 1. Introduction

- 1.1 Cumnor CE Primary School is committed to providing an education of the highest quality for all its pupils / students 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. High attainment depends on good attendance.
- 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 is based on current government and Local Authority guidance and statutory Regulations.

### 2. School's roles and responsibilities

- 2.1 All staff (teaching and support) at Cumnor Primary 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 every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.
- 2.2 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. This person will also ensure that up-to-date attendance data and issues are shared with the Senior Leadership Team, who will then in turn share the information with their key stage teams.
- 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 using the prescribed codes (shown overleaf).
  - ii) The register will be called promptly at **8.50 am** and **1.00 pm** by each class teacher and a mark will be made during the registration period in respect of each child.
  - iii) The registers will close at **9.00 am** and **1.05 pm**. Any pupil who arrives **after** the closing of the register will count as **absent**. Pupils who arrive before the register closes will be counted as **present** but will be dealt with under the school's policy on punctuality and lateness.

## REGISTER CODES

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

## 2.4 Categorising absence

- i) A mark will be made in respect of each child during registration. Any child who is not present at this time 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 classroom teacher / Headteacher.
- ii) Cumnor Primary 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 authorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can render children extremely vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff will therefore 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 or not to authorise an absence **will always rest with the school**.
- 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 / student's overall pattern of attendance will be considered,
  - (b) where the school is satisfied that the child is too ill to attend;
  - (c) where the pupil / student 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, eg 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 / student 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** (eg a family bereavement) and **for a very limited period**.

v) 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;
- the school is not satisfied with the explanation;
- the pupil is staying at home to mind the house;
- the pupil is shopping during school hours;
- the pupil is absent for **unexceptional** reasons, eg a birthday;
- the pupil is absent from school on a family holiday;
- 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 Staff Training

The Headteacher will ensure that all staff responsible for taking registers, including any temporary or supply staff, receive sufficient training to enable them to perform the task accurately.

### 3. **Collection and analysis of data**

3.1 The Headteacher will ensure that attendance data is complete, accurate, analysed and reported to the senior leadership team, 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 Attendance is monitored by class and by reasons for absence. It is also analysed by gender, ethnicity, pupils with special educational needs and those who are vulnerable to poor attendance.

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

### 4. **Systems and strategies for managing and improving attendance**

4.1 Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment.

#### 4.2 First-day calling

Cumnor Primary School has in place a system of first-day calling. This means that parents will be telephoned on the first day a pupil is absent without explanation to establish a reason for the absence. This helps to identify at an early stage pupils who do not have a good reason for absence or who may be absent without their parents' knowledge.

#### 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 Education Attendance and Engagement Service

If there continue 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 Attendance and Engagement Service.

#### 4.5 Lateness and punctuality

Pupils are expected to arrive at school, and 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 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 / student 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 / student 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 (see para. 4.3). If the matter is not resolved quickly, it will be referred to the Education Attendance Service.

4.6 Pupils who arrive late for school but before the register closes are monitored for frequency of lateness. If the lateness is persistent, the parents will be requested to give adequate reason. If this is not sufficient to resolve the problem, the Education Attendance and Engagement Officer is informed.

4.7 For health and safety reasons it is important that the school knows who is in the building. Pupils arriving late should therefore report to the main school office. **It is important that all pupils / students arriving late following this procedure.**

4.8 For the same reason it is important that pupils leaving the premises legitimately (eg for a medical appointment), or returning to school later in the day report to the main school office.

### 5. **Term-time Holidays**

5.1 Term-time holidays will not be authorized except in extreme circumstances.

### 6. **Extended leave of absence**

6.1 In considering absence for extended trips overseas Cumnor School will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity 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 Kingham Primary School.
- 7.2 Cumnor Primary School 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.
- 7.3 Parents will also be expected to:
- notify Cumnor Primary School on the first day of absence, by telephoning the school before 9.00am, or by speaking to the school secretary whilst dropping off siblings.
  - 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, signing homework diaries when asked to do so, 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. Cumnor Primary School will endeavour to support parents to address their concerns.

## **8. Pupils' / students' 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 their class teacher.
- 8.2 Pupils should attend all their lessons on time, ready to learn. If they have been absent from school they should give their class teacher a note from their parents to explain the absence. Pupils also have a responsibility for following school procedures 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.

# CUMNOR CE PRIMARY SCHOOL ATTENDANCE POLICY

## A GUIDE FOR PARENTS

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

Your child should be at school in good time for registration. The morning register will be called promptly at **8.50am** and the afternoon register at **1.00pm**

### 2. What happens if my child is late?

Registration finishes at 9.00am in the morning and **10 minutes after lunch break ends**.

If your child arrives between **9.00am** and **9.10am** he/she will be marked **late**.

If your child arrives after **9.10am** he/she will be marked **absent**.

If your child arrives within 10 minutes after the lunch break ends he/she will be marked **late**.

If your child arrives later than 10 minutes after the lunch break ends he/she will be marked **absent**.

Pupils who arrive after registration should report to the school office, where they will be signed into the Late Book. If a pupil is late on five or more occasions then a letter will be sent home to you. If lateness continues you will be required to meet with a member of staff to discuss the reasons for the lateness and the Education Welfare Officer may be informed.

### 3. Does the School need letters explaining my child's absence or will a phone call do?

We expect a parent/carer to telephone the school on the first day of absence. If you do not phone us, we will phone you. Reasons for absence that are given over the telephone will be recorded by the Office Administrator. If we have not made contact by telephone we will need a written explanation on your child's return to school. 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 and the Education Welfare Officer may be informed.

### 4. What reasons will the school accept for absences?

- Illness
- Emergency dental/medical appointment (please make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details – an *Absence Request Form* is available for this purpose. In cases of recurring absences through illness you may be asked to produce a medical certificate.

### 5. What is unacceptable?

The school will not authorise absence for holidays, day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

### 6. Will the School contact me if my child is absent?

The school operates a first day response to absences: we will phone you if we have not heard from you by 10.00am. This is because we believe it is our responsibility to ensure your child's safety as well as their regular

school attendance. If after 3 days of absence contact has not been made a letter will be sent to the parent/carer. If the school still do not hear from the parent/carer the Education Welfare Officer will be informed.

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

**7. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?**

The school recognises that such absence can be important for children to keep in touch with their extended family. If you are planning to make such a visit you must contact the headteacher to discuss arrangements and complete an Absence Request form. The school will set work for your child to complete while they are away. As far as possible we will ensure the work set reinforces the educational value of such a visit.

The school will not authorise absence during SATs examinations (second full week of May) and will take account of general school attendance and length of the extended absence before authorisation is given.

**8. What can I do to encourage my child to attend School?**

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.

**9. My child is trying to avoid coming to School. What should I do?**

Contact your child's class teacher immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.