Attendance Policy

Leehurst Swan School

Approved by:	Headteacher Representative of the Governing Body	**Date:** 30.10.23
Last reviewed on:	30.10.23	
Next review due by:	30.10.24	

This policy applies to the whole school including EYFS and is available on the school website for parents to access.

Policy statement

Being in school is important to a child's achievement, wellbeing, and wider development. Evidence shows that the pupils with the highest attendance throughout their time in school gain the best GCSE and A Level results. Every moment in school counts, and days missed add up quickly. Leehurst Swan School is committed to encouraging regular attendance at school and ensures that the application of this Attendance Policy is non-discriminatory in line with the UK Equality Act (2010) and the UN Convention on the Rights of the Child.

• Leehurst Swan School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

• This document is available to all interested parties on our website and on request from Reception and should be read in conjunction with the following documents: -

- Missing Pupil Policy

- Uncollected Pupil Policy

- Registration Procedures (see below)

- Timetable for the school day

- Wiltshire Council Attendance Policy

• This document is reviewed annually or as events or legislation change requires.

• The next scheduled date for review is September 2024.

1.1 Leehurst Swan School is committed to fulfilling its obligation to keep an attendance register of all pupils of compulsory school age (5-16).

1.2 Leehurst Swan School is committed to ensuring that the attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

1.3 Leehurst Swan School requires regular attendance and the presence of pupils is checked daily at the start of morning lessons and in the afternoon. Teaching staff who take the registers must ensure they are filled in properly in accordance with the procedures in this document.

1.4 Registers are completed electronically using the attendance module of the school's database. All teachers can access registers of the current academic year. The Data Manager (Jess Patrick) has access to registers from previous academic years. They are fixed every month, with an updated version each time it is backed up. A separate electronic copy is retained on tapes. The attendance register is kept for at least three years.

1.5 Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below.

1.6 The Headteacher is responsible for the strategic approach to attendance in school.

1.6 In the first instance following up and checking on attendance lies with the school Receptionist. Information will then be recorded on CPOMS and the relevant staff informed as necessary.

2 Procedure for parents and staff:

2.1 **Parents:**

Parents should either contact the school receptionist by telephone or email before 8.30am or email their son's/daughter's tutor to inform them of any absence or illness. This should be repeated on every day of the absence.

The school requests that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Headteacher well in advance of the date. Absence for personal reasons is sometimes unavoidable. In these circumstances, parents should write to the Headteacher requesting leave of absence in advance of the date. A 'Leave of Absence Request Form' is available within the parent's section of the school website.

Any authorisation for a leave of absence in term time will only be granted in exceptional circumstances, in line with the law, and where a leave of absence in term time is not agreed, or no application has been made, or the pupil does not return on the agreed date, that absence will be unauthorised and the parent/carer may incur a penalty notice.

2.2 **Registers**: The Attendance Register must include the following:

- The pupil's tutor group
- whether the pupil is absent or present at any given morning/afternoon session
- information about authorised and unauthorised absences (if statutory age) including:
    - attending an approved educational activity outside school (approved by the Headteacher and supervised by a person approved by the Headteacher, and including work experience or sporting activity)
    - unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school or local authority, where the home is not within walking distance)

- taking authorised absence (granted leave of absence by the Headteacher or a person acting on the Headteacher's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)

- taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

The attendance register is kept electronically. Paper copies of the registers can be printed at any time. Summary statements of attendance for every pupil can be printed at any time. The attendance register must include the pupil's class/tutor group and an indication of whether the pupil is present or absent at any given morning or afternoon session.

2.3 **Staff:**

All members of staff must be familiar with the following procedure:

1. Sign in to Schoolbase
2. Click on 'Registration by Week' then 'Select A Group'
3. Work your way down the register, marking student attendance by selecting either the green tick if the pupil is present or the appropriate register mark from the drop-down list (see below) accessible by clicking on the three red dots. It is good practice to call out each child's name as you complete the register and **always ensure you can see the pupil**.

/ - Present - This must be selected during registration to confirm the presence of the pupil. 'Present' cannot be entered unless the tutor has seen the pupil.

I – Illness

M - Medical or dental appointment - This must be used when the parent/guardian has informed the school or class teacher or tutor of a medical or dental appointment.

N - No reason yet- Select this option when the pupil is not physically in registration and no correspondence from parents has been received. Any absence marked in this way is unexplained and should be followed up by tutors and the entry accordingly.

P - Approved sporting activity - This must only be used when confirmation has been given from the Games/PE department about absence. Team lists will be placed on the PE notice board and on the parent's section of the school website. Fixtures are published on the weekly bulletin.

L - Late - arrived before register closed – registration closes at 0840

F - Agreed extended family holiday- This must only be used when the Headteacher has confirmed that permission for an extended family holiday has been granted.

G - Family holiday not agreed- This must be used when the tutor/class teacher has been informed that a pupil is on holiday, but no agreement has been given by the Headteacher.

H - Agreed family holiday - This must only be used when the Headteacher has confirmed that permission for a family holiday has been granted.

J – Interview - This must be used for:
• Year 11 work experience interviews.
• Pupils attending interview, assessment procedures at other schools/colleges.

O - Other unauthorised - This must be selected if, after a written request by the tutor/Reception to the parents/guardian to explain the absence, this has not been received. Tutors/class teachers should inform the Headteacher. This entry may be corrected when the reason is established.

R - Day set aside for religious observance - This must be used when pupils are absent for religious festivals. Parents must inform the school before the absence.

S - Study leave – Leehurst Swan School does not have a formal study leave period. However, if a parent requests absence for their child to study for examinations (during formal examination periods i.e. Year 11 Mock examinations and GCSE examinations) this code should be used.

U - Late and arrived after the register closed – the pupil as arrived after 8.40 and must sign in at Reception

V - Educational visit or trip - This must only be used when confirmation has been given from trip leader. The trip leader will put lists of pupils' names absent for the visit/trip on the staff notice board.

W - Work Experience - To be used only when the Careers Co-ordinator has confirmed names and dates of pupils on Work Experience.

Y - Partial and forced closure - This must only be used when the DfE or the Chair of Governors has ordered the closure of the school.

- School closure - This must only be used when the Headteacher has confirmed that the school is closed, e.g. outbreak of infectious disease, weather conditions.

B - Educated off-site

D - Dual registered - the pupil is registered in more than one educational establishment and is absent from this setting for educational purposes.

E - Excluded no alternative provision - This must only be used when the Headteacher has confirmed that a student has been permanently excluded.

T - Traveller absence - To be used where the pupil status is 'traveller'. Not applicable to Leehurst Swan School during the year 2023-2024.

X - Untimetabled sessions for non-compulsory school age children - Not applicable to Leehurst Swan School during the year 2023-2024.

Z - Pupil not on roll yet

C - Other authorised circumstances- This must be selected when the Headteacher has authorised the pupil's absence and the absence is not covered by any other codes.

Any code in red must be followed up at the earliest opportunity and the register updated as soon as possible.

3 Absence

The School Receptionist:

- telephones daily (starting at 9:00am) the parents of all absent pupils, for whom no prior explanation for absence has been received and recorded
- amends the register for pupils who sign in late
- enters on CPOMS the list of pupils who are absent
- enters on CPOMS staff with responses from parents to explain pupils' absences

4 Signing in/out

4.1 All pupils who enter school outside registration or exit school must either sign in or out at Reception. This is important for accurate fire registration. However, it does

not authorise an absence or explain an absence. Where pupils have signed out for treatments or appointments, these absences must be explained by communication from the parent and then the register changed by the School Receptionist or tutor to explain the absence.

4.2 If the School Receptionist, First Aid Coordinator or first aider has contacted the parent to pick up a sick pupil, then on collection the pupil must sign out. Parents should report any subsequent absences. The School Receptionist, First Aid Coordinator or first aider will inform, via CPOMS (category: First Aid), the tutor. The tutor will amend the register accordingly.

5 Following up unexplained absences

5.1 Parents should either contact the School Receptionist by telephone or email before 8.30am or email their son's/daughter's tutor/teacher to inform them of any absence or illness. The absence should then be recorded on CPOMS. This should be repeated on every day of the absence.

5.2 It is important that registers are correct, and absences are followed up for legal, fire and pupil safety reasons. Tutors should follow up all unexplained absences.

5.3 It is the responsibility of the tutor to update his/her tutor register.

5.4 If an absence cannot be explained this must be reported to the Headteacher. In the absence of the Headteacher the DSL/DDSL must be informed.

5.5 The Headteacher via the Registrar will report to Wiltshire County Council Education Authority the following attendance issues:

• 20 continuous days' unauthorised absence (other than for reasons of sickness or leave of absence).

• Failure to attend regularly

• Deletion from the school register when the next school is not known (to be reported to the Education Authority in which the child resides).

6. Maintenance of the Attendance Register Procedure

The IT network manager is responsible for ensuring back-up procedures are followed.

• Registers are backed up on a daily basis.

• Schoolbase is a cloud served application.

7. Review of Attendance

7.1 The Headteacher and SLT will audit attendance data at least on a termly basis. The following information will be gathered:

% of overall attendance
% of persistent absence (less than 90%)
% of severe absence (less than 50%)
% of unauthorised absence

The names of children with persistent, severe and unauthorised absence will also be logged. Attendance data will be used to support continued improvements to overall school and individual pupil attendance.

7.2 The Headteacher will produce a regular 'Pink List' to alert staff of the names of children for which attendance is a concern.

7.3 The Headteacher will meet termly with the Wiltshire Council Education Welfare Officer to discuss the attendance of children at the school.

7.4 The Headteacher will seek the support of and work with the Education Officer to improve the absence of individual children within the school in accordance with the Local Authority's Attendance Policy.