

EASTHAMPSTEAD PARK COMMUNITY SCHOOL

Students Attendance and Punctuality Policy



This policy is available on the school website and a paper version is available on request from the school office.

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1. INTRODUCTION

Easthampstead Park Community School (EPCS) fully recognises its responsibilities to ensure students are in school and on time and therefore having access to learning for the maximum number of days and hours.

Our policy applies to all children and young people registered at this school and is therefore shared with parents/carers and students on admission to the school. In law **compulsory** school age applies to all children from the start of the term commencing on or after the child's 5th birthday, until the last Friday in the June during the academic year that the young person becomes 16.

We firmly believe that all students benefit from excellent attendance at school and it is the key to an individual's social, emotional, educational progress and attainment. Students' attainment and their level of attendance are clearly linked. We are committed to encouraging and supporting parents/carers in ensuring that their children achieve the maximum possible attendance. This is achieved by providing an outstanding learning environment, which allows issues that prevent full attendance to be identified and acted on promptly.

Every day of education and indeed every lesson matters. In the National Curriculum where there is built in progression, children who are persistently late or absent will soon get behind with work and then do not understand current lessons when they return. The introduction to a lesson and to the school day is crucial to the child's understanding of their own learning. Children who miss school frequently will undoubtedly have gaps in their learning which may impede their progress and the ability to engage in lessons. This in turn has a knock on effect for their ability to concentrate and their behaviour. Children who do not understand the lesson will frequently behave inappropriately to cover their inability to engage with the work. Frequent absence has a profound and cumulative effect on achievement.

Legal position: 'Every child of a compulsory school age, who is a registered student of a school, must attend school regularly'

The Court has determined that 'Regular' attendance means that which is 'in accordance with the rules prescribed by the school' (Isle of Wight Council v Platt, 6 April 2017 [Supreme Court - 2017] UKSC on appeal from 2016 EWHC 12 (Admin)).

It has been underpinned by the principles established in the relevant Children Acts, Education Acts, Regulations and Guidance from both the Department for Education September 2018 and the local authority.

Although parents/carers have the legal responsibility for ensuring their child's attendance, the governors and staff will work together with other professionals and agencies to ensure students are encouraged and supported. Procedures in this policy will ensure that this happens and that children do not slip through the net.

1.1 Aims and Objectives

This policy ensures that parents/carers, students and all staff in our school are fully aware and clear about the actions necessary to promote good attendance.

What we do to maintain good attendance and punctuality among our children:

1. Raise awareness of attendance and punctuality issues among all staff, parents/carers and students.
2. Ensure that parents/carers have an understanding of the responsibility placed on them for making sure their child attends regularly and on time.

3. Equip children/young people with the skills needed to take responsibility for school attendance and punctuality appropriate to their age and development.
4. Maintain clear effective communication channels on school attendance matters.
5. Develop and implement procedures for identifying, reporting and following up cases of poor attendance and lateness.
6. Support students who have been experiencing any difficulties at home or at school which are preventing good attendance.
7. Develop and implement procedures to follow up non-attendance in school.
8. Establish a safe environment where students can:

Be Healthy
Stay Safe
Enjoy and Achieve
Make a Positive contribution

2. LEGISLATION

2.1 Section 7 of the Education Act 1996

Section 7 of the Education Act 1996 states the parent of every child of compulsory school age shall cause him or her to receive efficient full-time education suitable to their age, ability and aptitude, and to any special educational needs they may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday and ceases to be so on the last Friday in June of the school year in which they reach the age of 16.

2.2 The Education (Student Registration) (England) Regulations 2006

The Education (Student Registration) (England) Regulations 2006, as amended by 2016 regulations, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the student was:

- Present
- Present at approved educational activity
- Absent, or
- Unable to attend due to exceptional circumstances.

3. ATTENDANCE PROCEDURES

Students learn best when parents/carers and staff work in partnership to maximise students' attendance at school and everyone is clear of expectations and procedures. We expect that as soon as your child starts their education at Easthampstead Park Community School you will abide by our School Attendance and Punctuality Policy.

The staff have an obligation to enquire and challenge the reasons for students' absences and/or lateness and do insist on written evidence for any such absences. There is also an expectation that the staff report concerns over absence and lateness to the Headteacher. The school may send letters to parents/carers as to their child's current attendance level, unexplained absences or lateness or any other concerns.

Our school will undertake to follow the procedures set out in this policy below:

- To maintain appropriate registration processes
- To maintain appropriate attendance data
- To communicate clearly the attendance procedure and expectations of the school to all staff, parents/carers and students.
- To have consistent and systematic daily records which will give detail of any absence and lateness.
- To follow up all absences and lateness if parents/carers have not communicated with the school on the first day.
- To discuss with parents/carers what constitutes authorised and unauthorised absence (only the school can authorise absences, not parents)

- To strongly discourage any unnecessary absence through holidays taken in term time.
- To work with parents/carers to improve attendance and punctuality.
- To refer attendance statistics to Bracknell Forest Borough Council as required.
- The Governing Body understands it will fulfil its responsibilities and may appoint a nominated Governor or panel of Governors for attendance issues.
- All staff should be aware that they must report any attendance or punctuality concerns to the Attendance, Behaviour and Punctuality (ABP) Officer. The current ABP Officer is Mr Robert Fenton.
- Advice can be sought from the school's Education Welfare Provider where necessary.
- If a student on the Child Protection register is absent without explanation their Social Worker is notified by a deputy Designated Safeguarding Lead.
- If a student is in public care (CLA) the carer, social worker and education co-ordinator will be involved appropriately.
- To work closely with the Educational Welfare Officer (EWO) in applying the revised Code of Conduct and Protocol for the Issuing of Fixed Penalties Notice appropriately.

3.1 Attendance Expectations

We expect that all students will:

- ✓ Attend regularly
- ✓ Attend all lessons
- ✓ Attend punctually. The school day starts at 8.40am. Students should aim to arrive at 8.30am
- ✓ Attend prepared for the day.
- ✓ Discuss with parent/carer or member of staff any problems that prevent them from attending regularly and punctually so that they can be addressed promptly.

We expect all parents/carers will:

- ✓ Be aware of their legal duty to ensure that their child attends school on a regular full time basis – Section 7 Education Act 1996
- ✓ Ensure that their child arrives punctually and prepared for the day
- ✓ Ensure they contact school on every day of any absence
- ✓ When requested, provide evidence to support their child's absence from school
- ✓ Contact the school if a problem occurs that may or has resulted in their child not wanting to attend school.
- ✓ Be prepared to attend attendance meetings to discuss support for their child
- ✓ Arrange holidays outside of term time and medical appointments outside of school hours where possible.
- ✓ Provide the school with updated address and contact details.

We expect that school staff will:

- ✓ Provide a welcoming and calm atmosphere for students
- ✓ Keep an accurate register for registration and for all lessons
- ✓ Contact parents /carers, via text message, on the first day of absence where no prior explanation has been received, logging this on SIMS.
- ✓ Where parents/carers cannot be contacted a follow up letter/email will be sent
- ✓ Monitor students' patterns of attendance and letters may be sent to parents/carers if attendance falls below expected levels
- ✓ Inform parents/carers by letter/email if attendance becomes a concern
- ✓ Address any issues that are preventing regular attendance and draw up an attendance action plan with Head of Year, Attendance, Behavior and Punctuality (ABP) Officer and Parental Engagement Champion

- ✓ Refer to Education Welfare Officer (EWO) students presenting irregular and/or unjustified absences
- ✓ Celebrate good and improved attendance through assemblies, postcards home and reward days.

3.2 Absence procedure for parents

Parents/carers must notify the school **every day** of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.00am or as soon as practically possible.

To notify the school of an unplanned absence please telephone 01344 390824 (direct line) or 01344 304567 then press option 1. Alternatively, you can email attendance@epschool.org

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

Parents/carers 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/carers will be notified of this in advance.

If the school receives no contact from the parent/carer regarding absence, the Attendance Protocol will be instigated and the absence will be unauthorised.

3.3 Attendance Protocol

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.

Where a student is absent without explanation, the school will respond as follows:

- A telephone call will be made to the parents/carers of all absent vulnerable students by the Attendance, Behaviour and Punctuality Officer (ABP Officer). If there is no response the ABP Officer will contact the student's named emergency contacts.
- A text message will be sent to the parents/carers of all absent students by the ABP Officer asking them to contact the school to explain their child's absence.
- If any student leaves the school site without permission, school will contact parents/carers and take appropriate action to ensure the child's safety and welfare.

In certain circumstances the school may also:

- Carry out a safeguarding home visit, or contact the police and/or social services where there are concerns for the immediate safety and welfare of the child.
- Write to the parents/carers to highlight attendance or punctuality issues.
- Require parents/carers to provide medical evidence, or other documentation, to support the level of absence.
- Invite parents/carers to a meeting to discuss how the school can support improved attendance.
- Refer to an external agency to offer support, guidance and advice.
- Refer parents/carers to the school's Education Welfare Service provider for formal intervention.
- Refer to Bracknell Forest Borough Council requesting a penalty notice or to consider prosecution.

3.4 Support Systems

The attendance of all students at the school is monitored and where concerns are identified, the school will work with families to explore the reasons for the absences and to try and resolve any difficulties.

The school recognises that irregular attendance can be an indication of difficulties in a child's life. This may be related to problems at home or in school. Parents/carers are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and/or behaviour in school, for example, bereavement, divorce/separation, incidents of domestic abuse. This will help the school identify any additional support that may be required. Referrals may also be made to external agencies for targeted support.

The school understands that some students are more likely to require additional support to attend school regularly and will implement a range of strategies to support improved attendance.

Strategies used may include:

- Discussions with parents/carers and students
- Involvement of the Parental Engagement Champion
- 1:1 mentoring
- Individual reward systems
- Additional learning support
- Behavioural support
- Reintegration support packages
- Engaging the support of other agencies
- Referral to the school's Education Welfare Service provider
- Referral to Bracknell Forest Borough Council

We aim to work in partnership with families by offering support that is child focussed and planned in discussion and agreement with parents/carers.

3.5 Reintegration

We all realise that returning to school following a period of absence can be very difficult for some students, whatever the reason for their absence. In these situations, school staff will plan carefully with parents/carers and students, together with any relevant agencies about how best to support the student's return to school.

3.6 Late arrival

There is an expectation that all students will arrive on time.

Students arriving after 8.45am and before 9.00am will be regarded as late and will receive an L code in the register. Students arriving during this period should enter the building through the main entrance and report to the ABP Officer and the Head of Year on duty. Students will be required to attend a late detention lasting 20 minutes at the end of the day.

The school's morning register closes at 9am. Any student arriving after this time will receive a U code in the register, which amounts to an unauthorised absence for the entire morning session. Again, students arriving after 9am should enter the building through the main entrance and report to the Welfare Office. Students will be required to attend a late detention unless they have arrived late due to a medical appointment, lasting 20 minutes at the end of the day.

Afternoon registration is taken between 3.00pm – 3.10pm and there is no allowance for lateness.

Students who continue to be persistently late may be at a disadvantage when a reference for college or employment is required, as this will reflect their poor punctuality. Staff will refer concerns regarding a student's punctuality to the ABP Officer, who will then liaise with the Head of Year.

Parents/carers may be invited into school to discuss their child's punctuality if the school believes that their lateness is affecting a student's ability to benefit from the education offered. Repeated late arrival after the close of registration may result in a Fixed Penalty Notice or prosecution being

pursued by Bracknell Forest Borough Council.

3.7 Threshold for formal intervention

When a student's attendance falls below expected levels, the school will write to the parents/carers notifying them that there is a concern that their child is missing a significant part of learning. The parents/carers will be asked to contact the school if they are aware of any issues that may be influencing their child's ability to attend school regularly.

Should attendance remain a concern, a further letter will be sent notifying the parents/carers that medical evidence will be required in order that any future absences from illness are authorised.

Examples of when the school may require a parent/carer to provide authenticity of illness via medical evidence are as follows:

- Students whose attendance was below 90% at the end of the previous academic (Persistent Absentee.)
- Students whose attendance is currently below 90% (Persistent Absentee).
- Students who have had 3 separate periods of illness in a 6 week period.
- Students who are absent from school immediately preceding or following a school holiday.
- Students who have a pattern of absence on a specific day.
- Students who are absent for 3 or more consecutive days.
- Absences of more than five days

If a parent/carer fails or refuses to engage and attendance remains a concern, a referral will be made to the school's Education Welfare Service provider, who will offer further support and guidance but may also initiate a referral to Bracknell Forest Borough Council for consideration of legal sanctions, which may be in the form of a Penalty Notice or prosecution in the Magistrates' Court.

In accordance with the provisions of the Education Act 1996, parents/carers found guilty in a Magistrates Court of failing to secure their child's regular attendance at school will receive a criminal record and a fine of up to £1000 for an offence under a Section 444 (1) or a fine of up to £2500 or a maximum of 3 months imprisonment for an offence under Section 444 (1a).

4. REGISTERING STUDENTS

4.1 Opening and Closing of the Attendance Register

Registration will take place at the start of each morning session at 8:50am and in each individual lesson. All registers will be taken electronically using SIMS. Lesson registration enables patterns of internal truancy to be identified which may suggest problems with a particularly subject, or wider issues.

The register provides the daily record of attendance of all students. It is a legal document that may be required in a court of law as evidence, for example in prosecutions for non-attendance. Student's registers may be view on SIMS learning gateway.

Only the school can authorise absence, on the basis of information provided by parents/carers. Where explanations are not felt to be acceptable, the absence will remain unauthorised and parents/carers informed.

The main codes used are those laid down by the DfE from September 2006 (Updated October 2016):

- / present AM
- \ present PM
- O unauthorised absence
- I authorised absence for illness
- M authorised absence for medical/dentist appointment
- C authorised absence for other exceptional circumstances

- L late arrival (before register closed)
- U late arrival (after register closed)
- G family holiday not authorised by Headteacher
- V education visit
- B educated off site

4.2 Dental and medical appointments

Parents/carers are asked not to arrange these during school sessions, except in cases of urgency, so that considerable interference with school work is avoided. Please do not keep students out of school for a whole half day session unless absolutely necessary.

If an appointment in school time is unavoidable, please advise the ABP Officer in advance of the date via email to attendance@epschool.org or the Absence Line on 01344 390824. On arrival at school or when leaving school, all students must sign in and out at the Welfare Office.

If your child becomes ill during the school day, they must ask for permission to go to the school medical room and, if necessary, parents/carers will be contacted for their child to go home. Students must never contact parents/carers directly to make arrangements to go home.

Where a student is likely to be absent from school due to serious illness or treatment the school may involve outside organisations in order to support the student's academic progress.

5. HOLIDAYS - Leave of Absence

5.1 Legislation

Amendments made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013 came into effect in September 2013 and prohibit a Headteacher from granting a leave of absence unless in "exceptional circumstances". This includes holiday taken during term time.

Any leave of absence granted due to "exceptional circumstances" is done so entirely at the Head teacher's discretion and they will determine the number of days your child can be absent. The regulations do not allow for retrospective approval to be given and therefore a written application must be made to the Headteacher in advance of the leave being requested.

Should a leave of absence be taken without having obtained the prior permission of the Headteacher, or your child is kept away for longer than was approved, the absence will be recorded as unauthorised and the matter may be referred to Bracknell Forest Borough Council for consideration of prosecution or a Penalty Notice may be issued.

A Penalty Notice is a fine of £60 per parent per child if paid within the first 21 days of issue, which rises to £120 if paid after 21 days but within 28 days. Bracknell Forest Borough Council will consider taking legal action if the Penalty Notice remains unpaid after 28 days of the date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent.

5.2 Requesting a leave of absence

There are 190 school days (380 sessions) a year which every student is expected to attend. There are also approximately 70 days (140 sessions) of school holidays. Parents/carers should ensure that family holidays are taken during school holiday periods only.

The dates for school holidays are published a year in advance on the school website and by Bracknell Forest Borough Council. We therefore do not see any reason for parents/carers to need to take their child out of school during term time.

In the interest of our students' education, the Head teacher **will not be prepared to grant leave of absence at any time** for family holidays, family visits, and holidays with friends or youth

organisations or outside sporting clubs in school time. There is strong DfE evidence that students who are absent from school for any length of time regularly underachieve in their school work, assessments and examinations.

If a family feels there are **exceptional circumstances** warranting an absence during term time, then a "Leave of Absence" form must be collected from reception or downloaded from the school website and returned to the ABP Officer, Mr Fenton, after completion. Requests should be made at least **two school weeks** prior to the leave of absence, so that appropriate consideration can be given and a response made. On receipt of the application the Headteacher will decide whether to authorise the absence, taking into account the nature and circumstances for the request when making that decision.

Permission will not be granted for any leave of absence during any public examination period (for example GCSEs, A Levels), internal school examinations or controlled assessments.

The Headteacher's decision in response to any application for a leave of absence during term time will be made within 7 school days of receiving the said application.

If under exceptional circumstances permission is granted, then teachers are not expected to set work individually for a student who is away from school. It is the responsibility of the student to copy up any work from another student or contact their teachers directly.

6. FIXED PENALTY NOTICES (FPN)

The Headteacher reserves the right to follow EWS guidelines and as such may seek to refer a parent/carer to the EWS for consideration of a FPN if their child's attendance meets the criteria after previous consultation has been had regarding the school's concern over attendance issues. Referral may result in prosecution proceedings or a Fixed Penalty Notice being issued in accordance with Bracknell Forest Borough Council's 'Code of conduct and protocol for the issuing of Fixed Penalty Notices'.

As a school we agree and endorse Bracknell Forest Borough Council's "Code of Conduct and Protocol for the Issuing of Fixed Penalty Notices (Revised June 2017)".

If a Fixed Penalty Notice is issued, a separate Notice may be issued to each parent for each child. **THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS.**

If an issued Fixed Penalty Notice is not paid within the prescribed time limit for payment, each parent may be liable to prosecution at the Magistrates' Court for an offence contrary to Section 444 Education Act 1996, (failure to secure regular attendance at school of a registered student of compulsory school age), in the same way as if the Fixed Penalty Notice had never been issued.

The purpose of the Fixed Penalty Notice, where it is considered appropriate for such Notice to be issued, is to give a parent the time limited opportunity to avoid prosecution for a substantive offence contrary to Section 444 Education 1996. Any such prosecution following non-payment of an issued Fixed Penalty Notice will be for a substantive offence contrary to S. 444 Education Act 1996, rather than for non-payment of an issued Fixed Penalty Notice.

Prosecution for the substantive offence, if proved, may, in respect of the less serious offence contrary to S. 444(1) Education Act 1996 (being the parent of a child of compulsory school age who fails to regularly attend school), result in each such parent receiving a criminal conviction and /or Sentence by way of a Fine not exceeding £1,000.00.

Prosecution for the substantive offence, if proved, may, in respect of the more serious offence contrary to S. 444 (1A) Education Act 1996 (where the parent knows that the child is failing to attend regularly at the school and the parent fails without reasonable justification to cause that child to regularly attend school), result in each such parent receiving a criminal conviction and / or Sentence by way of a Fine not exceeding £2,500.00 and / or to a term of imprisonment not exceeding three

months, or else any such community based Sentence as deemed appropriate by the Court.

In addition, in all cases where one of the substantive offences is proved, the Prosecution will seek an Order for the Defendant to pay a contribution towards the Prosecution Costs of the case, including investigation costs, the application for which will be served upon the Defendants at the time of the relevant Court proceedings.

In addition, when a Court passes a sentence, it must also order that the relevant "Victim Surcharge" be paid by Defendants. Revenue raised from the Victim Surcharge is used by Central Government to fund victim of crime services through the "Victim and General Fund". The amount of the Victim Surcharge to be paid by Defendants depends on the type of Sentence imposed and, in the case of an adult offender receiving the maximum level of Sentence applicable for the type offences covered by this Attendance Policy, may result in a Victim Surcharge of up to £170.00 per Defendant / parent.

In addition to any other Sentence imposed, the Court has the ancillary power to impose a "Parenting Order", not exceeding 12 months in duration, on parents, where the Court considers such an Order appropriate. Any person found guilty of failing without reasonable excuse to comply with the requirement of a "Parenting Order" or with a direction of the nominated Responsible Officer in respect of it is liable to Breach proceedings and, in the event of conviction for the same, to a fine, not exceeding £1,000.00, and or any other non-imprisonable Sentencing option available to the Court in such case.

Any absence that has not been authorised may be referred to the Education Welfare Service and, where the criteria for doing so is met, may result in prosecution proceedings or a Fixed Penalty Notice being issued per parent per child.

7. Deletions from the Register

A student can lawfully be removed from the school's roll when it has been established that one of the specified criteria under Section 8 of The Education (Student Registration) (England) Regulations 2006 as amended, has been met.

7.1 Moving School

Where parents/carers decide to send their child to a different school, it is important that they inform the school as soon as possible. The student will not be removed from the school roll until the following information has been received and investigated:

- The date the student will leave the school
- The name and address of the student's new school
- The student's new home address (if applicable)

An in-year transfer application form is available to download through the Bracknell Forest Borough Council website and should be completed by the parent/carer and signed by the Headteacher.

7.2 Children Missing from Education

All professionals working with children have a responsibility to ensure a child's wellbeing and to remain vigilant to their safety and welfare both inside and outside of school. When a student is absent from school for a substantial period of time and their whereabouts is unknown, the school will follow Bracknell Forest Borough Council's Children Missing from Education (CME) procedures. This will involve carrying out joint enquiries with Bracknell Forest Borough Council to establish the whereabouts of the child.

7.3 Elective Home Education

If a parent/carer wishes to Electively Home Educate (EHE) their child, the school will deregister the child at the point written notification is received from the parent/carer expressing their intention to do so.

8. Legal Framework

This policy has been devised in accordance with the following legislation and guidance:

- School Attendance, Department for Education (September 2018)
- School Attendance Parental Responsibility Measures: Statutory Guidance, Department for Education (January 2017)
- Bracknell Forest Borough Council's Children Missing Education Policy (September 2016)
- Keeping Children Safe in Education, Department for Education (September 2019)

Date reviewed:

June 2020

Responsibility for Implementation and Review:

Student Support Committee

Date of Next Review:

June 2021

Annex A

9. Definitions

For the purpose of this policy, the following definitions apply:

9.1 Regular Attendance:

- Attendance at every session the school is open to students unless their absence has been authorised

9.2 Absence:

- Not attending school for any reason
- Arriving at school after the register has closed

9.3 Authorised Absence:

The school has either given approval in advance for a student of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence. Examples of authorised absence:

- An absence due to illness or significant injury
- Urgent medical or dental appointments
- Religious observance
- Exceptional circumstances or unavoidable cause
- Formal exclusion from school

9.4 Unauthorised Absence:

The school has not been provided with an explanation for the student's absence or is not satisfied with the reasons given. Examples of unauthorised absence:

- Absences that have not been properly explained
- Parents/carers keeping children off school unnecessarily or without reason
- Truancy, or an unwillingness to attend school
- Shopping, birthdays or looking after other children
- Holidays in term-time which have not been agreed
- Illness where medical evidence has been requested but not provided
- Arrival at school after the register has closed

9.5 Persistent Absenteeism (PA):

A student is classed as a "persistent absentee" when their attendance falls to 90% or below for any reason. Over the course of an academic year this equates to 38 missed sessions (19 school days)

9.6 Parent/carer:

- Any natural parent, whether married or not
- Any parent who, although not a natural parent, has parental responsibility for a child or young person as defined by the Children Act 1989
- Any person who, although not a natural parent, has care of a child or young person i.e. lives with and looks after the child

ANNEX B

10. Roles and responsibilities

10.1 The Governing Body

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the head teacher to account for the implementation of this policy.

10.2 The Head teacher

The head teacher 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 teacher also supports other staff in monitoring the attendance of individual children and issues fixed-penalty notices, where necessary.

10.3 The Attendance, Behaviour and Punctuality (ABP) Officer

The attendance, behavior and punctuality officer:

- Monitors attendance data at the school and individual child level
- Reports concerns about attendance to the Senior Teacher responsible for attendance
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents/carers to discuss attendance issues
- Advises the head teacher when to issue fixed-penalty notices

10.4 Class teachers and tutors

Class teachers and tutors are responsible for recording attendance on a daily and a lesson by lesson basis, using the correct codes, and submitting this information promptly on SIMs.

Class teachers must follow up on any student's absence from their lesson.

Tutors must inform their Head of Year and the ABP Officer if they become aware of issues that may affect a student's attendance.

Tutors must follow up on any unauthorised absences on a weekly basis to ascertain the reason for absence.

Tutors must engage with parents/carers if absence and/or punctuality become an issue.

10.5 Administration staff and Welfare Office staff

If members of staff take calls from parents/carers about absence they must record it on SIMs.

Welfare Office staff must record students that arrive late, after 9.15am, to school on SIMs and also if a student leaves early because of illness or a planned absence.

10.6 Education Welfare Service (EWS)

EWS will meet regularly with the ABP Officer, identify pre-referral cases and agree with the school, identify 'live' cases and set an action plan for improvement and agree with the school students to progress to fast track.