



Chapelford Village Primary School

Pupils Attendance Policy

Learn

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Respect

Links with other policies:

Child protection and Safeguarding Policy

Behaviour Policy

Start and End of Day Procedures

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DOCUMENT STATUS

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1	February 2016	New Document adopted by Full Governing Body
1	Autumn 2018	Reviewed
2	Autumn 2019	Updated
2	Autumn 2020	Reviewed with Appendum

Ratified by governors on 22nd October 2019

Chair of Governors

Mr Steve Tottie

Head Teacher

Mrs Joanne Hewson

POLICY

School Vision



Values:

'Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated - pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school'.

School Attendance: Statutory guidance and departmental advice, DfE Aug 2013

This policy has been written in line with DfE Guidance 'School Attendance 2014'.

Aims of this Policy:

- To promote good attendance and reduce absence, including persistent absence;
- To ensure every pupil has access to full-time education to which they are entitled; and;
- To act early to address patterns of absence.

The Legal Framework

The government 'expects parents/carers to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.' The legal duty is outlined in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013

Registration Procedure

Effective registration practices are the underpinning of the successful management of pupil absence. Registration is an important part of the school day and not just an administrative routine. The school will maintain registers in line with the DfE guidance 'School Attendance 2014'.

If a child is to be absent from school, parents/carers should inform the school office of this, including the reason for the absence, at the earliest opportunity and no later than 9.30am.

The school will follow up any unexplained absences to:

- ascertain the reason;
- ensure the proper safeguarding action is taken;
- identify whether the absence is approved or not;
- identify the correct code to use before entering it on to the school's electronic register.

If parents/carers do not notify school about absences and the school cannot ascertain the reason, this will be recorded as unauthorised absence. This will also be referred to the school's Safeguarding Team.

Registration Times:

At Chapelford Village, all children will be registered twice daily at the following times:

- | | |
|-------------------------------------------|--------------------|
| • All Foundation Stage classes and Year 2 | 8.50am and 1.30pm |
| • Year 1 and Year 5 | 8.50am and 12.45pm |
| • Year 3 | 8.50am and 12.30pm |
| • Year 6 | 8.50am and 1pm |

At each registration, the school will record whether each pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances.

A list of the codes used to record lateness and non-attendance is included in [Appendix 1](#).

First Day Contact

There are occasions when we are unaware why the child is absent and we will contact the parent to check the reasons for the child's absence. Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process - [Appendix 2](#). The Safeguarding Team will be advised of any children absent from school without a valid reason via CPOMS.

First Day Contact for Children on the Vulnerable Pupil Register (VPR)

If a pupil on the VPR is absent from school and the school is unaware why the child is absent the following process is followed. The school office will telephone the parent/carer by 9.30am to check the reasons for the child's absence. If no contact is made, other contacts will be called to verify the child's absence. The Safeguarding Team will be advised of any children absent from school without a valid reason via CPOMS and the DSL will be notified in person to immediately investigate.

Start of School Day

All the classroom doors open at 8.45am until 8.50 am. This time is sufficient for all pupils to come into their classroom.

Authorised Absence

The decision as to whether to authorise any absence, including for illness, rests solely with the head teacher.

Planned Absence

The Headteacher may, at her discretion, authorise absence in exceptional circumstances.

Chapelford Village does not authorise any absence for family holiday. However, this is recorded with a different code to other unauthorised absence (See [Appendix 1](#)).

Notification of Absence Forms (for planned absences) should be completed in advance by parents/carers and returned to the school office before the planned absence commences - [Appendix 3](#).

School has the right to ask for evidence of absence such as doctors' notes, appointment letters etc - particularly if the child is absent for these reasons. School has the right to record these absences as unauthorised if evidence cannot be provided.

Monitoring of Attendance

In line with DfE guidance, pupils with attendance below 90% are classed as 'Persistent Absentees'. The school Safeguarding Team monitors attendance on a regular basis. Where attendance is close to/below the persistent absentee threshold, school may take actions aimed at supporting families to improve attendance. In cases where these actions are not successful, the school will take further action, including referral to the Local Authority Attendance Team.

Parents will be provided with termly copies of their child's attendance record.

Lateness:

School is aware that, from time to time, pupils may be late for registration for unavoidable reasons. However, it is expected that parents/carers will make reasonable provision to ensure that their child(ren) is/are in school for the start of the school day.

Teachers are instructed to close classroom doors at the start of the school day. This is to ensure a prompt start and minimal disruption to learning. Pupils must not be marked present if they were not in school during registration. Where pupils arrive after the start of the school day (i.e. 8.50am) pupils will need to be registered at the school office.

If a pupil arrives in school within the 30 minutes following registration time, they should report to the school office. This will be recorded as: 'Late arrival before the register has closed'

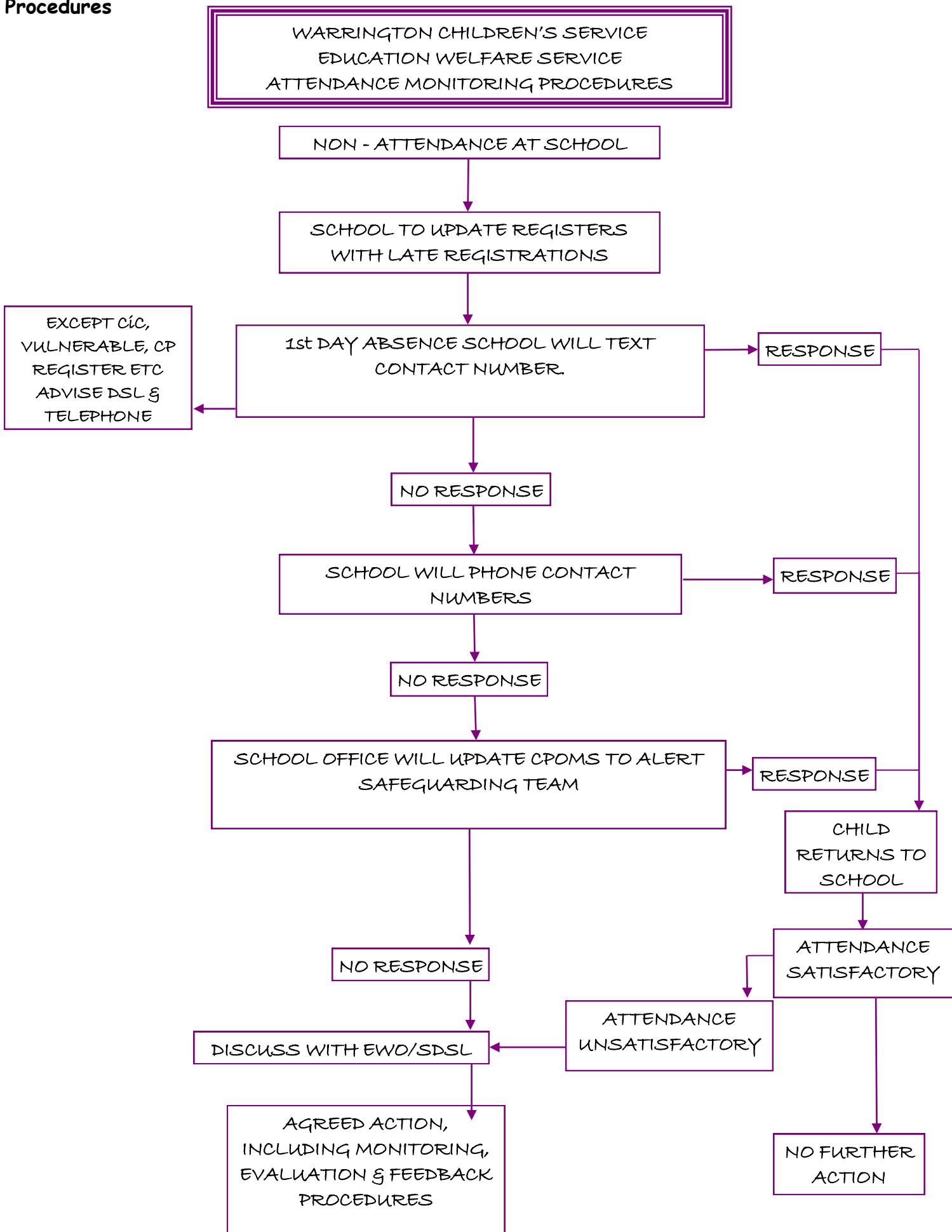
A pupil arriving after the register has closed will be recorded as: 'Late after the register has closed'. This is classed as an absence for that registration session.

If a child is regularly late, parents/carers will be contacted in an effort to resolve the problem. If lateness persists, the Local Authority will be informed and appropriate action may be taken.

Appendix 1: Registration Codes

- / Present am
- \ Present pm
- B Off Site Educated Activity
- C Leave of absence authorized by school
- D Dual Registered
- E Excluded but no alternative provision made
- G Holiday not authorised by the school or in excess of the period determined by the headteacher
- H Holiday authorised by the school
- I Illness (not medical/dental appointments)
- L Late (Before registers close)
- M Medical/Dental appointment
- N No reason yet provided for absence
- O Unauthorised absence
- P Participating in a supervised sporting activity
- R Religious observance
- U Late (After registers close)
- V Educational Visit/Trip
- X Not attending in circumstances relating to coronavirus (Covid-19)
- X Not required to be in school (non compulsory age children)
- Y Unable to attend exceptional circumstances
- Z Pupil not on admission register
- # Planned whole or partial closure

Appendix 2
Attendance Monitoring
Procedures



Appendix 3

Request for authorised leave from school

Notification of a Child's/Children's planned absence by Parent/Carer

Childs Name and Address:		
Teacher:		Class No:
Date(s) of Absence:	From:	To:
Time(s) of Absence If Applicable	From:	To:
I request a leave of absence for the following reason:		
Signed:		Date:
Relationship to Child:		
Acknowledgement by Headteacher:		
Date:		