Pine Green and Evergreen Attendance Policy

Procedure Originator:	Sarah Long
Approved By:	Daniel Hartley
Queries to:	The office (Pine Green and Evergreen)
Review Interval:	3 years (Last reviewed March 2026)

Contents

1. Aims

We are committed to meeting our obligations with regards to school attendance by:

Promoting good attendance and reducing absence, including persistent absence

Ensuring every pupil has access to full-time education to which they are entitled

Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

> Part 6 of The Education Act 1996

> Part 3 of The Education Act 2002

> Part 7 of The Education and Inspections Act 2006

> The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)

> The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The Academy Council

The academy council is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the executive headteacher to account for the implementation of this policy.

3.2 The Executive Headteacher

The executive headteacher is responsible for:

> Implementation of this policy at the school

> Monitoring school-level absence data and reporting it to governors

> Supporting staff with monitoring the attendance of individual pupils

> Issuing fixed-penalty notices, where necessary

3.3 The Family officer

The school family support worker / SENCO / Admin team:

> Monitors attendance data across the school and at an individual pupil level

> Reports concerns about attendance to the executive headteacher

> Works with education welfare officers to tackle persistent absence

> Arranges calls and meetings with parents to discuss attendance issues

3.4 Form tutors

Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

3.5 School admin staff

School admin staff are expected to take calls from parents/care givers about absence and record it on the school system. They also make daily calls home for students that are absent.

3.6 Parents

- Parents are expected too
- Ensure their child attends every day the school is open except when a statutory reason applies.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).
- Only request leave of absence in exceptional circumstances and do so in advance.
- Book any medical appointments around the school day where possible
- Work with the school and local authority to help them understand their child's barriers to attendance.
- Proactively engage with the support offered to prevent the need for more formal support including any parenting contract or voluntary early help plan to prevent the need for legal intervention if necessary

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present

- Attending an approved off-site educational activity

- Absent

- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry

- The reason for the amendment

- The date on which the amendment was made

- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9am on each school day.

The register for the first session at Evergreen School and Pine Green Primary will be taken at 9.00 am and will be kept open until 10am. The register for the second session will be taken at 13:00 and will be kept open until 13.30pm. (Except on Fridays when it will be open at 12:00 and closed at 12:15)

The register for the first session at Pine Green Secondary will be taken at 9.15 am and will be kept open until 10:00 am. The register for the second session will be taken at 13:00 and will be kept open until 13.30pm.

4.2 Unplanned absence

The pupil's parent/care giver must notify the school on the first day of an unplanned absence by 9am or as soon as practically possible (see also section 7).

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/care giver 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.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/care giver notifies the school in advance of the appointment.

However, we encourage parents/care givers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/care giver must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed will be marked as absent, using the appropriate code

Persiant lateness will involve contact with home and additional strategies implemented to ensure punctuality to school

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

Follow up on their absence with their parent/care giver to ascertain the reason, by a call on the first day and every day after of absence.

Ensure proper safeguarding action is taken where necessary

Identify whether the absence is approved or not

Identify the correct attendance code to use

4.6 Reporting to parents

> Attendance will be shared with parents / carers termly.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The executive headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the head teacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

> Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

> Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

> Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

5.2 Reducing persistent absence

The school's procedures for targeting unauthorised absence are to have parental meetings, communication with home and closer monitoring.

5.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

> The number of unauthorised absences occurring within a rolling academic year

> One-off instances of irregular attendance, such as holidays taken in term time without permission

> Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

The school's strategies for rewarding and improving attendance include

- Weekly improved attendance rewards in assembly

- Half termly reward trips for 90% pus attendance

- Daily sleuth points (10) for attendance

- Daily conversations with tutors around attendance.

- Following the EBSNA pathway for students with emotional based school non attendance

7. Attendance monitoring

The schools family support worker as well as the admin team at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

The pupil's parent/carer is expected to call the school each day their child is absent whatever the circumstances.

If a pupil's absence goes above 3 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continue to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

The school collects and stores attendance data, this allows us to

➢ Trach the attendance of individual pupils

➢ Identify areas or concern both individually and within groups

➢ Identify children that are in need of intervention and support

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Mr. D. Hartley, Executive Headteacher. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

❯ Child protection and safeguarding policy

❯ Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement
Code	Definition	Scenario

Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario

X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

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