



Grove Road Community Primary School

ATTENDANCE POLICY

Date of Policy Creation:	June 2019	Review Date:	September 2024	Responsibility:	FGB
Head teacher	Mr Christopher Harrison	Signed:	<i>Christopher Harrison</i>	Date:	7/11/22
Chair of Governors	Peter Harvey	Signed:	<i>Peter Harvey</i>	Date:	7/11/22

Policy Review

Date:	Notes:
June 2019	Policy Created
September 2019	Reviewed
September 2020	Covid Addendum and review
November 2021	Reviewed and rebranded.
November 2022	Reviewed Updated Headteacher and Chair of Governors Removed Covid Addendum Altered afternoon registration time to reflect lunchtime changes.



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Statement of intent

Grove Road Community Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

(a) to age, ability and aptitude, and

(b) to any special educational needs he/she may have

Either by regular attendance at school or otherwise.”

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.



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1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2018) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2020) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'

1.2. This policy will be implemented in conjunction with the following school policies:

- Complaints Procedures
- Positive Behaviour for Learning Policy

2. Roles and responsibilities

2.1. The governing board has overall responsibility for:

- The implementation of the Attendance Policy and procedures of Grove Road Community Primary School.
- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.



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- Having regard to 'Keeping children safe in education' (2020) when making arrangements to safeguard and promote the welfare of children.
 - Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.
- 2.2. The Headteacher is responsible for the day-to-day implementation and management of the Attendance Policy and procedures of the school, and distributing these to parents.
- 2.3. Staff, including teachers, support staff and volunteers, are responsible for:
- Following the Attendance Policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
 - Modelling good attendance behaviour.
 - Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- 2.4. Parents are expected to take responsibility for the attendance of their child during term-time.
- 2.5. Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.
- 2.6. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

3. Definitions

- 3.1. For the purpose of this policy, the school defines:
- **"Absence"** as:
 - Arrival at school after the register has closed.
 - Not attending school for any reason.
 - An **"authorised absence"** as:
 - An absence for sickness for which the school has granted leave.



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- Medical or dental appointments, which unavoidably fall during school time, for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.
- An **“unauthorised absence”** as:
 - Parents keeping children off school unnecessarily or without reason.
 - Truancy before or during the school day.
 - Absences which have never been properly explained.
 - Arrival at school after the register has closed.
 - Absence due to shopping, looking after other children or birthdays.
 - Absence due to day trips and holidays in term-time, which have not been agreed.
 - Leaving school for no reason during the day.
- **“Persistent absenteeism”** as:
 - Missing 10 percent or more of schooling across the year **for any reason**.

4. Training of staff

- 4.1. The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils.
- 4.2. Teachers and support staff will receive training on this policy as part of their induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Absence procedures

- 5.1. Parent/carers are required to contact the school as soon as possible on the first day of their child’s absence.



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- 5.2. Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- 5.3. A phone call will be made to the parent of any child who has not reported their child's absence on the first day that they do not attend school.
- 5.4. In the case of persistent absence, arrangements will be made for parents to speak to the Attendance Manager/Parent Support Advisor.
- 5.5. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without permission.
- 5.6. If a pupil's attendance drops below 85 percent, the attendance officer will be informed, and a formal meeting will be arranged with the parents.
- 5.7. Where a pupil has not returned to school for 10 days after an authorised absence, or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

6. Contact information

- 6.1. Parents are responsible for:
 - Providing accurate and up-to-date contact details.
 - Providing the school with more than one emergency contact number.
 - Updating the school if their details change.



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7. Attendance register

The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session via Scholarpack. This register will record whether pupils are:

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

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Gypsy, Roma and Traveller absence
- V = Education visit or trip
- P = Participating in a supervised sporting activity
- D = Duel registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register



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When the school has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

8. Attendance Manager

8.1. If they are persistently absent, pupils will be referred to the Attendance Manager and Headteacher who will attempt to resolve the situation through a parent agreement.

8.2. If the situation cannot be resolved and attendance does not improve, the Headteacher has the power to issue sanctions such as prosecutions or penalty notices to parents.

9. Lateness

9.1. Punctuality is of the utmost importance and lateness will not be tolerated.

9.2. The school day starts at 8.55am. Pupils should be in their classroom at this time.*

9.3. Registers are marked by 9.00am. Pupils will receive a late mark if they are not in their classroom by this time.*

9.4. The register closes at 9:05am. Pupils will receive a mark of absence if they do not attend school before this time.*

9.5. After lunch, registers are marked by 13.05pm within each phase of school. Pupils will receive a late mark if they are not in their classroom by this time.

9.6. Pupils will receive a mark of absence if they are not present at the time registration closes.



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10. Term-time leave

- 10.1. At Grove Road CP School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
- 10.2. The Headteacher is unable to authorise holidays during term-time.
- 10.3. The headteacher is only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the Headteacher will be satisfied by the evidence which is presented, before authorising term-time leave.
- 10.4. The Headteacher will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the Headteacher.
- 10.5. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- 10.6. If parents/carers take their child out of school during term-time without authorisation from the Headteacher, they may be subject to sanctions such as penalty fines.
- 10.7. In line with North Yorkshire Authority, 'Leave in term Time Guidance' and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations, **leave for pupils during term time is only authorised under very exceptional circumstances.** ^[1] The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.
- 10.8 Headteachers may now only grant leave in term time where the circumstances are exceptional, for example:
 - Death of parent/carer or sibling of the pupil;
 - Life threatening or critical illness of parent or sibling of the pupil;



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- Parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required).
- Family emergency or crisis

10.9 Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school, friendships and support from staff can provide children with stability and care during difficult times. The routine of school can provide a safe and familiar background during times of uncertainty.

10.10 If you have exceptional circumstances, which have lead you to request leave in term time for your children, please complete the required form, which you can obtain from the school office. The Headteacher will then make a decision, on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

11. Religious observances

- 11.1. The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.
- 11.2. Parents/carers are required to inform the school in advance if absences are required for days of religious observance.

12. Appointments

- 12.1. As far as possible, parents/carers will attempt to book medical and dental appointments outside of school hours.
- 12.2. Where this is not possible, a note and appointment card will be sent to the school office.
- 12.3. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent/carer.
- 12.4. Pupils will attend school before and after the appointment wherever possible.



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13. Modelling, sport and acting performances/activities

- 13.1. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).
- 13.2. Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing or running the activity/performance is required to request a licence from the LA.
- 13.3. The organiser is required to allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.
- 13.4. The LA will only approve a licence application once it is satisfied that:
 - The pupil's education, health and wellbeing will not suffer; and
 - The conditions of the licence will be observed.
- 13.5. The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer.
- 13.6. The school will make additional arrangements for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.
- 13.7. The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.
- 13.8. The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.
- 13.9. The above requirement will be met by ensuring a pupil receives an education:



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- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

13.10. Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six-month period.

13.11. Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.

13.12. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day.

13.13. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent.

13.14. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

13.15. The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.

13.16. The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.

13.17. The maximum number of consecutive days that a child can perform is six – this applies to performances only.

13.18. Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum



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number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.

13.19. A licence is also required where a pupil will be absent from school and conducting a performance or activity abroad.

13.20. The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:

- Where rehearsals during the performance period are taking place;
- Where performances or activities are taking place; or
- Where the pupil is receiving their education, in order to check that licensing conditions are being met.

13.21. The LA has the power to amend or revoke existing licences at any time.

13.22. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.

13.23. The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation or variation, and against any condition under which a licence is granted or an approval is given.

14. Young carers

14.1. The school understands the difficulties that face young carers.

14.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

14.3. The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

15. Rewarding good attendance

The school acknowledges 100 percent attendance in the following ways:

- Certificates
- Attendance prizes



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- House points

16. Monitoring and review

- 16.1. The school monitors attendance and punctuality throughout the year.
- 16.2. Grove Road CP School's attendance target is 97 percent.
- 16.3. The maximum review period for this policy is every three years; the next scheduled review date for this policy is September 2024, changes to school operating procedure may mean that this policy is reviewed more frequently
- 16.4. Any changes made to this policy will be communicated to all members of staff and parents.

Attendance Monitoring Procedures

The following tables show specific procedures to maintain and encourage excellent attendance at Grove Road Community Primary school:

Daily procedures	By whom	Outcomes / action
Parents ensure pupils arrive at school on time	Parents / Carers	
Parents inform the school by 8.45 am, if their child is absent that day	Parents / Carers	Office/Support staff update registration codes
Pupils arriving late to school are registered at reception	Office staff	Absence mark on ScholarPack amended to a late mark
Teachers record attendance This is done at: 9.00 am and 1.05pm	Teachers / Supply staff	Staff use ScholarPack register



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1st day absence phone calls are made to inform parents of their child's unexplained absence for that day parents contacted, if required	Office Staff	Attendance codes updated
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Weekly procedures	By whom	Outcomes / action
Attendance/punctuality statistics produced by year group and school	Attendance Manager	Entered into Attendance Overview report to allow for monitoring and analysis
Attendance/punctuality statistics produced and shared in Celebration Assembly and displayed on the School Attendance Boards /Twitter	Attendance Manager	Parents are able to see which class(es) have been successful with their attendance and punctuality.
Absence codes for individual pupils are updated using Scholarpack to show reason for absence	Attendance Manager	Information provided here is used to provide targeted interventions as appropriate



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Half termly and termly procedures	By whom	Outcomes / action
Analyse attendance/punctuality data to monitor trends and progress	Attendance Manager	Identify specific ways to improve attendance of target groups
Assemblies to promote attendance/punctuality and share term's data and progress	All Staff	Children develop shared ownership and understand the importance of regular attendance
Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils	Attendance Manager / HT	Identify best ways to support family / pupil
Statistics produced for staff Individual attendance/punctuality discussed with pupils and families, at parents' evenings	Office Staff Class teachers	Mentoring and advice on attendance/punctuality issues provided to all families
Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions	Attendance Manager / HT	Targeted intervention for individual concerns
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families.	Attendance Manager / HT	Identify best ways to support family / pupil and identify ways to improve attendance



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Review success and impact of attendance/punctuality strategies for the term	Attendance Manager / HT	Amend and refine interventions as appropriate
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Penalty Notices

If a child is taken out of school without the Headteacher's authorisation, it will be recorded as unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.

Section 23(1) Anti-Social Behaviour Act 2007:

Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. The amount of the penalty is £60.

- ❑ If this is not paid within 21 days the amount rises to £120;
- ❑ If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

Section 444(1) Education Act 1996:

"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."

The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

Please note that:

- ❑ penalties and prosecutions are in respect of each parent for each child.

These prosecutions are criminal proceedings and could result in you having a criminal record.