

# Attendance Policy

## Vision

Our vision is that children are nurtured to love learning, love one another and love God.

*'Love learning, love one another, love God.'*

Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself  
(Mark 12)



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## Attendance

At Holy Trinity School we expect each child on roll to attend school between the hours of:

**Nursery:** 8.45am to 11.45am or 12.45pm to 3.45pm

**Infants:** 8.45am to 12.15pm – lunchtime – 1.15pm to 3.20pm

**Juniors:** 8.45am to 12.30pm – lunchtime – 1.30pm to 3.30pm

## 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [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](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [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.

Children should only be absent from school for medical reasons or very specific circumstances. Absence from school has a detrimental effect on a pupil's progress and attainment. Holy Trinity Primary School is aware that maintaining a high level of attendance is important if a child is to achieve their potential in school. Holy Trinity is aware of the importance of maintaining high levels of attendance in order to safeguard its pupils. Low attendance rates and Children Missing in Education (CME) can be an indicator of safeguarding concerns and must be taken seriously.

Parents are informed regularly of the importance of good attendance and punctuality. Where there is poor attendance or punctuality, each case is treated individually. The school works with parents, and if necessary the school Education Welfare Officer, to assist parents in finding a solution.

## School procedures

### Registers

It is a legal requirement that the school keeps detailed records of lateness and absences. Registers are marked twice a day, they should be completed within 5 minutes of the start of the session. Children who arrive at school after the register has been completed MUST report to the office; their parent should mark them in using the Inventory System. Children who arrive after registration but before 9.30 are marked as late. Those who arrive after 9.30 are marked as absent for the morning.

### Authorised and unauthorised absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Valid reasons for **authorised absence** include:

- Illness and medical/ dental appointments -
- 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
- Bereavement
- Receiving part-time and/or temporary education at an off-site unit, exclusion
- Occasional exceptional circumstances.

Authorised absence is granted at the Head Teacher’s discretion. (Reasons such as holiday, ill family members, shopping, waiting for a public utility service and non-urgent medical/dental treatment when an appointment could be made out of school hours are **not** acceptable reasons for absence and will not be authorised.) In extremely exceptional circumstances if an “..... application is made by a parent with whom the children normally resides, a pupil **may** be granted leave of absence from the school to enable him to go away on holiday.” (Education (Pupil Registration) Regulations 1995) No more than 10 school days will be granted in any school year. Parents should develop and retain an appreciation of the importance for their child’s education of regular school attendance as well as their statutory duty to secure such attendance. We do not normally authorise absence as a matter of course.

On the first day of absence the parent/guardian/carer should inform the school by Parentmail, email (cbell@htprimary.com) or telephone by 9.30am. Proof of medical appointments must be obtained by parents and given/shown to the School Office.

Unauthorised Absence also refers to any absence that is not explained in a letter. It is not acceptable for a child to explain his/her own absence – it is the responsibility of the parent.

### **Following up absence**

If a child does not turn up to school and notice of their absence has not been received then school will contact parents/carers to find why the child is not in school.

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.

### **Reporting to parents**

Parents will receive an attendance report annually in the written end-of-year report, or via a termly written report.

### **Seeking approval for term-time absence**

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A request for absence form should be completed prior to any absence for consideration by the headteacher.

## **Strategies for promoting attendance**

Each week in Celebration Assembly, the classes with the best attendance are noted and they take an attendance cup back to class for the week. This is also reported in the weekly newsletter. Individual pupil attendance is celebrated by issuing certificates at the end of the summer term to those with 100% attendance for the year.

### **Attendance monitoring**

The attendance officer (Mrs Bell) monitors pupil absence on a daily basis.

Parents are expected to call the school each morning if their child is going to be absent due to ill health.

If a pupil's absence goes above 5 days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continues to rise, 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 and parents will receive a letter which highlights this and requests medical evidence for any subsequent absence.

Pupil-level absence data is 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. We compare our attendance data to the national average, and share this with governors.

### **Punctuality**

Regular lateness due to poor timekeeping is not acceptable and the school will take the following action to remedy this situation:

Records are kept in the office via the Inventory System of the time any latecomers arrive, together with the reasons for lateness. All lateness is monitored by the school, together with the Educational Welfare Officer. Parents are kept informed of their child's attendance through a colour coded (green, yellow, red) attendance summary, issued each term. If a pattern of lateness/punctuality is noticed the Head/Deputy will make contact with the parent in person or by telephone. This will ascertain if there are any extenuating reasons which, when met, will remedy the lateness. If there is no improvement, a formal letter will be sent and a meeting will be arranged with the Education Welfare Officer to discuss ways of remedying the situation. If problems continue, a specific referral will be made to the Education Welfare Officer who will contact the parents. In extreme circumstances it may be necessary for the LA to consider taking legal action.

### **The role of the Education Welfare Officer**

The Education Welfare Officer has a "statutory responsibility for enforcing school attendance. They monitor the registers and note regular patterns of poor attendance and punctuality. They meet with the Attendance Officer and Head teacher to discuss individual children with less than 85% attendance and will take action on behalf of the school, as appropriate, for each individual case.

## 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
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

