

Attendance Policy

Author: CIR updated Sept 2019
Created: JIG Sept 2015
Review Date: September 2020



The aim of the policy

At Rosebery, we firmly believe that all students benefit from regular school attendance. In fact, evidence suggests that a student with attendance of below 90% has only a 27% chance of achieving 5 grades 9-4 in their GCSE results, regardless of ability. To this end, we will do all we can to ensure that our students achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted upon promptly. Our expectation is that all students' attendance is 100%, unless there is a genuine reason for absence approved by the Headteacher or delegated member of staff.

Each year, a number of students from every year group achieve 100% attendance, emphasising that it is an achievable target. There are a number of rewards provided for students who achieve termly 100% attendance and yearly 100% attendance recognising their continued effort.

The legal framework

Under Section 7 of the Education Act 1996, parents/carers are responsible for making sure that children of compulsory school age receive full-time education. Parents have a legal responsibility to ensure their child's regular attendance at the school where they are registered. If a child of compulsory school age who is registered at a school fails to attend regularly at the school, the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

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](#)

Expectations

We expect that all students will:

- attend school regularly
- attend school punctually
- attend school appropriately prepared for the day

- discuss promptly with their form tutor, Deputy Head of Year or Head of Year any problems that prevent them from attending school

We expect that all parents/carers who have day to day responsibility for the children and young people will:

- encourage regular school attendance and be aware of their legal responsibilities
- ensure that the child/children in their care arrive at school punctually, prepared for the school day
- contact the school before 8.00am on the morning of each day of the student's absence by calling the 24-hour attendance line [01372 845469] **and** send a letter (attendance@rosebery.surrey.sch.uk.) which will be kept on the student's file upon her return to school. The letter should explain the reason and date(s) of absence, giving the student's full name. Any unexplained absence is recorded as unauthorised absence
- contact the school promptly whenever any problem occurs that may keep the child away from school

Note: Participation in extra curricular activities, including after school outings and school journeys, is dependent on the student attending school for the whole day.

Rosebery School has a responsibility to ensure form tutors and teachers:

- complete registers accurately and punctually at least twice a day, during registration and the students' period 4 lesson
- assist the Attendance Officer in investigating any unexplained non-attendance when the student returns
- inform the Attendance Officer/Head of Year of concerns
- be alert to early signs of disaffection which could culminate in non-attendance and to report these concerns as soon as possible to the Head of Year

Responding to Non-Attendance

When a student does not attend school, the school will respond in the following manner:

- If no telephone call is received from the parent/carer, the Attendance Officer will activate the 'First Day Absence' call; the system will call/text the parent/carer contact numbers until a response is received
- In the event that no response or follow up letter is received; the absence will be recorded as unauthorised
- If there is no response from the parent/carer after 2 days of unauthorised absence, the Head of Year and Assistant Headteacher will be notified
- Further contact will be attempted to the parents/carers and if necessary, a home visit will be conducted

Persistent absence

- Absence is monitored regularly in conjunction with the Educational Welfare Officer (EWO)
- Any student with an attendance percentage of below 95% and there is a concern for further absences; initial contact will be made by the Head of Year via either a phone call or letter, to parents/carers
- If, at the next attendance check, there is no improvement, a letter of concern will be sent home by the Head of Year, requesting medical evidence to be provided before authorizing any further absences
- If there continues to be no improvement in attendance, a letter of concern will be sent home by the Assistant Headteacher and a referral to the EWO made by the Head of Year

- Once a referral has been made to the EWO, they will arrange a meeting to set out the expectations for attendance and relevant targets
- Failure to comply with the expectations set by the EWO may result in a Penalty Notice being issued, an application for an Education Supervision Order, or court prosecution
- At any stage the school may ask for medical evidence to be provided before authorising any further absences

Lateness

AM Registration 8.30am – 8.50am. Registers are closed at 9.05am

PM Registration 12.10pm

- Students are expected to go to their lockers before morning registration starts
- If a student arrives late to school after 8.30am but before 8.50am, they will sign in with the member of staff on late gate duty, this will result in a behaviour point. When the student arrives at registration, the form tutor will record the late arrival to include the number of minutes late
- Students arriving at school after 8.50am will report to the Attendance Officer to sign in. Failure to sign in will result in intervention from the Head of Year
- Arrival after 9.05am is recorded as an unauthorised absence and will be reflected in the students’ percentage attendance figure
- Continued lateness will be referred to the Head of Year

Holidays

The school holiday dates are published a year in advance and we ask parents/carers to book their family holidays during the school holidays. The Education (Pupil Registration)(English)(Amendment) Regulations 2013, which became law on 1 September 2013, state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. The Headteacher should determine the number of school days a child can be away from school if leave is granted. In accordance with the above Regulations, requests for leave of absence are treated sympathetically but only in exceptional circumstances, which can be supported by official documentation, can they be approved. The policy of Surrey County Council, to which this school has agreed, states that parents who take their child out of school for five days or more during term time, without the authority of the Headteacher, will each be liable to receive a Penalty Notice. Penalty Notices will be issued by the Local Authority.

Unauthorised Absences

Unauthorised absences, including truancy, are recorded on a student’s registration certificate, which may be used as a point of reference for future employers, colleges or universities.

Absences that the school is unable to authorise include:

- Arrival after 9.05am
- Shopping trips, even if this is for school uniform
- Treat days out
- Looking after a relative/pets
- Trips to the hairdresser/other non-medical related appointments
- Inability to participate in a school activity

- Tiredness following participation in extra-curricular activities

Penalty Notice

The Education Welfare Service, working in conjunction with Surrey County Council, may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount. The amount payable on issue of a Penalty Notice per parent is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

Circumstances when a Penalty Notice may be issued

A Penalty Notice may be issued to parents/carers who are failing to secure their child's regular school attendance and are failing to engage with supportive measures to improve attendance proposed by the school or Education Welfare Officer.

- Where a child is taken out of school for a holiday during term time for five days or more within a three-month period (this need not be consecutive) without the authority of the Headteacher, **each parent** is liable to receive a penalty notice for each child. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised
- Students identified by police and education welfare officers engaged on Truancy Patrols and who have incurred unauthorised absences
- Unauthorised absences or late arrival after the close of registration on seven occasions in any six-week period (not including school closures). The liable parent/carer will receive a written warning from the Education Welfare Services of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. During this period, the student is not expected to incur any further unauthorised absence
- When an excluded student is found in a public place during school hours within the first five school days of an exclusion without justifiable reason

With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.

Changing Schools

It is important that, if families decided to send the child/children in their care to a different school, they inform the Head of Year as soon as possible. A student will not be removed from the school roll until the following information has been received and confirmed in writing:

- the date the student will be leaving this school and starting the next
- the address of the new school
- the new home address, if it is known

The student's school file will not be released to her new school until the correct information is forthcoming.

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

