



In our school we love deeply, respecting everyone and treating them with dignity;  
we aspire with confidence, working hard and embracing challenge and  
we serve God and the community, following the example of Jesus, to create a better world.

**Ephesians 5:2 (NLT)**

*“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us”*

## Attendance Policy

### Aims

Our school aims to meet its 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
- Building strong relationships with families to ensure pupils have the support in place to attend school

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.

The staff and governors of Latymer All Saints School strongly believe that good attendance is imperative for a good education. For our pupils to make progress and reach their full potential they need to have good to excellent attendance.

### Legislation and Guidance

This policy meets the requirements of the working together to improve [school attendance](#) 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.

## **Roles and Responsibilities**

### **The governing body**

The governing body is responsible for:

- regularly reviewing and challenging attendance data
- monitoring attendance figures for the whole school on a half termly basis.
- Making sure staff receive adequate training on attendance
- It also holds the headteacher to account for the implementation of this policy.

### **The Headteacher with the Senior Leadership Team (SLT)**

The Headteacher and SLT are responsible for:

- Implementation of this policy at the school
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Monitoring school-level absence data and reporting it to governors
- Devising specific strategies to address areas of poor attendance identified through data
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary (sole responsibility of the Headteacher)

### **The attendance officer**

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Make daily calls and text messages to parents when a child is absent without a reason given or exceeding acceptable days of absence for any given reason
- Send out daily text messages to parents when their child is late
- Liaise with class teachers and mentors regarding attendance and late concerns
- Reports concerns about attendance to Deputy Headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues

- Advises the headteacher when to issue fixed-penalty notices

### **Class teachers**

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

### **School office staff**

School office staff are expected to take calls from parents about absence and record it on the school system.

### **Parents/Carers**

Parents/carers are expected to:

- Make sure their child attends every day and on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

### **Pupils**

Pupils are expected to attend school every day, on time

### **Recording attendance**

#### **Attendance register**

The school will keep an attendance register of all its pupils, designated by classes.

Class registers will be taken at the start of the morning session of each school day and again after lunch for the afternoon 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.

The school will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

The school 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 8.50am on each school day.**

The register for the morning session will be taken at 8.50 am. The register for the afternoon session will be taken at 1.00pm for KS2 and 12.45pm for KS1

### **Unplanned absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.00am or as soon as practically possible, by calling the school office.

Absence due to illness will be marked as authorised unless the Childs' attendance so is below 95% or the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt or the child has a history of poor absence, the school may ask the pupil's parent/carer 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.

### **Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment, providing evidence in form of a medical appointment letter, email or text message.

However, we encourage parents/carers 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/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence; A decision as to whether this will be authorised will be decided on a case by case basis.

## **Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as an unauthorised absence, using the appropriate code (U), which will reflect on the child's overall attendance percentage

Punctuality issues are dealt with on an individual basis by a member of SLT and the attendance officer. The reasons for lateness will be discussed. If lateness continues the school notifies the Education Welfare Officer (EWO)

## **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/carer immediately to ascertain the reason.

If the school cannot reach any of the pupil's emergency contacts, 2 members of school staff will visit the home. We will ensure proper safeguarding action is taken where necessary, which could include contacting the police.

In addition, the school will:

- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained, preferably within 5 working days after the session.
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence is persistent, the school will involve an EWO.
- Absence that extend 20 sessions (10 days) without communication or a valid reason, may result in your child losing their place at Latymer All Saints

## **Reporting to parents**

Unless directed otherwise, the school provides a breakdown for each child on an end of year report.

## **Authorised and unauthorised absence**

### **Approval for term-time absence**

The 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 headteacher's discretion, including the length of time the pupil is authorised to be absent

for.

We define 'exceptional circumstances' to include funerals, serious illness of a close relative or other exceptional circumstances. The headteacher considers each absence on an individual basis. Exceptional circumstances do not include holidays, birthday celebrations or visiting relatives. At Latymer All Saints the Deputy Headteacher deputises for the Headteacher on dealing with requests for leave.

The school considers each application for term-time absence individually, taking into account the specific facts, attendance percentage, 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)
- Performance based absence – Request are to made by the performance agency directly. Authorisation will be given at the schools' discretion
- 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

### **Reducing persistent absence**

There are termly meetings with the EWO during which children with unauthorised absence are identified. This is followed by a meeting/letter and close monitoring. The headteacher receives a half-termly update of lateness and attendance. Where either of these is persistent (especially unauthorised absences) the school will initially invite parents in to discuss the issues around attendance. Measures will be put in place to support the family and help improve their child's attendance. Should these measures prove ineffective the EWO will be notified and the family could be subject to formal action by the Enfield Local Authority.

### **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 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

Be advised that if a child's attendance is at a concerning level and parents are not engaging with the school or EWO, or sufficient improvement is not made, you risk been taken to court, if the case is proven, the child's parents face a fine, a criminal record, and the loss of a school place

### **Strategies for promoting attendance**

Latymer All Saints, is an inclusive and friendly environment with an enriched, broad and balanced curriculum that encourages children to want come into school.

Our values of Love, Aspiration and Service, extend to our whole school community. We pride ourselves on building positive, supportive relationships with parents, carers and extended families. We want parents to be able to share openly what might be barriers to getting their children to school, so we can work together in breaking those barriers down. Attendance awards are given to classes and pupils throughout the year.

The school sets an aspirational threshold for good attendance of 96%.

### **Attendance monitoring**

#### **Monitoring attendance**

The school will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

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.

#### **Analysing attendance**

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

## **Using data to improve attendance**

The school will:

- Provide regular attendance reports to school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

## **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance

## **Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DFE is updated, and as a minimum bi-annually. At every review, the policy will be approved by the full governing board.

## **Links with other policies**

This policy is linked to our child protection and safeguarding policy as well as our behaviour policy.

Appendices Appendix A: Attendance Codes

**Report Accepted by the Governing Body: February 2023**

**Review Date: September 2024**



## Appendix A

### Attendance codes

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
C	Authorised absence as pupil is absent due to other authorised circumstances
E	Authorised absence as pupil is excluded, with no alternative provision made
H	Authorised absence due to agreed family holiday
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
B	Approved education activity as pupil being educated off site (NOT dual registration)
J	Approved educational activity as pupil is attending an interview
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance)
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances