



# Attendance Policy

Reepham High School and College

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Responsibility of: Assistant Headteacher i/c Personal Development

<b>Approved by:</b>	Local Governing Board	<b>Date:</b> Autumn Term 2023
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## **Introduction**

Reepham High School and College recognises that every child matters and will promote, through all its policies, an environment where pupils are healthy and safe, where they enjoy coming to school, where they can make a positive contribution to Reepham High School and College and community life and where they maximise their own achievements.

Reepham High School and College will strive to provide a welcoming environment for all pupils, and staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

Reepham High School and College will establish an effective system of incentives and rewards to acknowledge the efforts of pupils in improving and maintaining their attendance and will challenge the behaviour of those pupils and families who do not prioritise efforts in improving and maintaining attendance and punctuality.

Reepham High School and College will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide information, advice and guidance.

Where families decide to have a pupil registered at Reepham High School, they have an additional legal duty to ensure this pupil attends school regularly. This means the pupil must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school. The DfE has produced guidance for maintained schools, academies, independent schools, and local authorities: *Working Together to Improve School Attendance*. Our Attendance Policy reflects the key principles of that guidance.

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

This policy is written with the above guidance in mind and underpins our school ethos to:

- Promote children's welfare and safeguarding.
- Ensure every pupil has access to the full-time education to which they are entitled.
- Ensure that pupils succeed whilst at school.
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school.

The policy has been developed in consultation with parents and carers, teachers, local Headteacher Associations, the Local Authority and school governors. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school, and to outline Reepham High School and College's commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure, and valued.
- Raising awareness of the importance of good attendance and punctuality.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

For our pupils to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is a rule of Reepham High School and College that pupils must attend every day, unless there are exceptional circumstances, and it is the headteacher, not the parent, who can authorise the absence.

## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance.
- Reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to the 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 promote and support punctuality in attending lessons.

## 2. 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 (pupil with attendance less than 90%).

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the headteacher to account for the implementation of this policy.

### 3.2 The headteacher

The 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.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices (through Norfolk County Council), where necessary.

### **3.3 The designated senior leader responsible for attendance**

The name and contact details of the senior leader responsible for the strategic approach to attendance in our school is: Mr A Edgar, Assistant Headteacher. Email address: [aedgar@reephamhigh.org.uk](mailto:aedgar@reephamhigh.org.uk)

The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.

### **3.4 The attendance officer**

The attendance officer is Ms Caitriona Boal; she can be contacted via [attendance@reephamhigh.org.uk](mailto:attendance@reephamhigh.org.uk)

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7).
- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher.
- Working with education welfare officers to tackle persistent absence.
- Advising the headteacher/assistant headteacher when to issue fixed-penalty notices.

### **3.5 Class teachers/form tutors**

- Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on SIMS.
- Tutors are also responsible for liaising with home about work during absences, and about ensuring students are well supported and made to feel welcome when coming back into school.

### **3.6 School admin/office staff**

School admin/office staff will:

- Take calls from parents about absence on a day-to-day basis and record it on the school system.
- Transfer calls from parents to the Pastoral Leaders in order to provide them with more detailed support on attendance.

### 3.7 Parents/carers

Parents/carers are expected to:

- Provide the school with a minimum of two emergency contact numbers for their child.
- Make sure their child attends every day on time.
- Contact the school every day that their child is absent, prior to registration if possible, by telephoning the school absence line on 01603 870328 option 1, by emailing [attendance@reephamhigh.org.uk](mailto:attendance@reephamhigh.org.uk), or by completing the absence option on Parentmail, always stating the reason for absence.
- Ensure that, where possible, appointments for their child are made outside of the school day.

### 3.8 Pupils

Pupils are expected to:

- Attend school every day on time.
- Attend every timetabled session on time.

## 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 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.

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

Pupils must arrive in school by 08:45 on each school day.

The register for the first session will be taken at 08:45 and will be kept open until 09:15. The register for the second session will be taken at 14:00 and will be kept open until 14:25.

## 4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 08:45 or as soon as practically possible by contacting the school (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/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.

## 4.3 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. 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. 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.

Morning registration will take place at the start of school between 08:45 to 08:50. The registers will remain open until 09:15. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation e.g. school transport was delayed. The afternoon registration will be taken at tutor time at 14:00. Pupils arriving after the start of tutor time will be coded as late.

Pupils who are persistently late will be spoken to and supported by tutors and pastoral leaders to help overcome any possible barriers to punctuality. Consequences will be put in place if no valid reason is given by the pupil. Communication with home will be made by tutors or Pastoral Leaders.

## 4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
- 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 – this will be no later than 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 continues, the school will consider involving an education welfare officer.

10 Days' Absence - Any pupil who is absent without an explanation for 10 consecutive days will have a home visit from a member of the school's safeguarding team and will be reported to the Local Authority, by submitting a referral to the Children's Services Attendance Team; this is a legal requirement. The school will include details of the action that they have taken.

## 4.6 Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels, for example, via half-termly attendance reports.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil 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.

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

Any request should be submitted as soon as it is anticipated and, where possible, at least 2 weeks before the absence, and in accordance with any leave of absence request form, accessible on request from the attendance officer at [attendance@reephahigh.org.uk](mailto:attendance@reephahigh.org.uk). The headteacher may require evidence to support any request for leave of absence.

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.
- An absence due to a family emergency or unavoidable cause such as a medical hospital procedure or funeral.

### 5.2 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. To encourage our pupils in maximising their attendance we promote excellent attendance using the following strategies:**

- Half termly email home celebrating good attendance.
- Half termly traffic light email sent home.
- Celebration assemblies and prize draws.
- Attendance data on all reports.
- KS3 Summer Activities reward.
- Regular tutor interviews discussing attendance.
- No pupil will be disadvantaged by an absence which is no fault of their own and pupil needs will be taken into consideration when promoting good attendance.

## **7. Attendance monitoring**

### **7.1 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.

### **7.2 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.

### **7.3 Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers/form tutors, and Pastoral 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.

## 7.4 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.
- Record attendance data on all reports.
- Send half termly communication home celebrating good attendance.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 3 years by Mr A Edgar. 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
<b>Authorised absence</b>		
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

<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>Code</b>	<b>Definition</b>	<b>Scenario</b>
<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