



Ringwood School  
A National Teaching Academy

# Student Welfare

Attendance Policy

Updated: November 2022

To be Reviewed: November 2024

Policy Category:	Student Welfare
Policy Number & Version:	v2
Policy Owner:	Assistant Headteacher for Attendance
Authorised By:	
Authorisation date:	
Statutory, regulatory and/or contractual considerations:	Statutory
Review Frequency:	Bi-annually
Reviewed:	

## Contents

1. Aims.....	<b>Error! Bookmark not defined.</b>
2. Legislation and guidance.....	<b>Error! Bookmark not defined.</b>
3. School procedures.....	<b>Error! Bookmark not defined.</b>
4. Authorised and unauthorised absence.....	7
5. Strategies for promoting attendance .....	11
6. Attendance monitoring.....	12
7. Roles and responsibilities.....	12
8. School leavers .....	14
9. Monitoring arrangements.....	14
9. Links with other policies .....	15
Appendix 1: attendance codes .....	16
Appendix 2: What can I do to encourage my child to attend school?.....	18

.....

## 1. 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

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.

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our students and endeavour to provide an environment where all students feel valued and welcome. Parents/carers, students and School staff all share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to students and their parents/carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities on offer, it is vital your child is at school, on time, every day the School is open, unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school and higher education, employment or training

## 2. 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.

This policy complies with our funding agreement and articles of association.

### 3. SCHOOL PROCEDURES

#### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken 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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

The school day begins at 8.40am and students are expected to be in their tutor room at this time.

The register for the first session will be taken at 8.40am and will be kept open until 9.00am. The register for the second session will be taken at 2.00pm.

#### 3.2 Unplanned absence

Parents must notify the [School](#) on the first day of an unplanned absence (for example, if their child is unable to attend due to ill health) by 8.40am or as soon as practically possible (see also section 6).

Contact should be made by telephoning the [School](#) on 01425 475000 (a voicemail can be left) or by emailing ([attendance@ringwood.hants.sch.uk](mailto:attendance@ringwood.hants.sch.uk)).

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required.

Absence due to illness will be 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 parents 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 will be notified of this in advance.

### **3.3 Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents 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.

If your child has a planned medical or dental appointment in school hours, the Attendance Officer must be informed in advance. Contact should be made by telephoning the school (01425 475000) or by emailing ([attendance@ringwood.hants.sch.uk](mailto:attendance@ringwood.hants.sch.uk)); the appointment should also be written in the student's diary, so they can show it to reception when signing out.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code ('L').

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code ('U'). This mark shows the student to be on site, but is legally recorded as an absence.

It is important to be on time at the start of the morning and afternoon school sessions and to all lessons. The starts of school/lessons are used to give out instructions or organise work. If your child is late they can miss work, time with their class teacher, cause disruption to the lesson for others, and it can be an embarrassing experience for them, leading to possible further absence.

- **The school day begins at 8:40am and all students are expected to be in school in their tutor room at this time.**
- All lateness is recorded daily. Punctuality sanctions from the school will follow based on this information and it could also be used by the courts, should a prosecution for non-attendance or lateness be necessary
- If a student is late due to a medical appointment, they will receive an authorised absence, coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Students who are consistently late are disrupting not only their own education but also that of the other students. On-going and repeated lateness is considered as unauthorised absence and could be subject to legal action (see section 4.3 for further detail).

Parents/carers of students who have patterns of lateness will be contacted to discuss the importance of good time-keeping and how this might be achieved. If lateness persists, parents/carers will be invited to attend the School and discuss the problem and further support will be offered to reduce lateness.

### **3.5 Following up absence**

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.

If your child is absent and we have not heard from you, on the **first day of absence** we will telephone or email you as soon as possible during the school day. This is because we have a duty to ensure your child's safety, as well as their regular school attendance.

- **Third Day Absence**

If your child is not seen and contact has not been established with any of the named parent/carers after three days of absence, the school is required to start a 'child missing in education procedure' as set out by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents/carers and the child, including making enquires to known friends and/or wider family. Home visits may also be attempted without prior contact being established.

- **Ten Day Absence**

We have a legal duty to report the absence of any student who is absent without an explanation for 10 consecutive days. If a child is not seen and contact has not been established with any of the named parent/carers then the Local Authority is notified that the child is 'at risk of missing'. Children's Services staff will visit the last known address and alert key services to locate the child. Please make sure we always have an up-to-date contact number and email address and inform us of any changes to your contact details as soon as possible.

### **3.6 Persistent Absence**

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.

Where this absence is authorised, the School will expect that all students take responsibility for catching up on missed work on their return to school; students should seek advice and support from their individual class teachers. Parents/carers should continue to provide relevant correct absence certification to the School.

Absence for whatever reason disadvantages a child by creating gaps in his/her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

If your child has been absent and their attendance level is falling towards 90% we will contact you and, depending on the reasons for the absence, will look to put intervention in place to support your child's attendance. This will form part of an agreed attendance plan, with responsibilities for attendance being agreed between all parties.

Should attendance continue to fall below 90%, without sufficient reason, then the School will continue to make efforts to help attendance, with more stringent guidelines agreed. One of the possible outcomes at this point could be the instigation of legal proceedings (see section 4.3).

### 3.7 Reporting to parents

Attendance will be reported to parents regularly in the following ways:

- Students will be asked by their tutors to write their current attendance figure into their diary weekly; the student diary is the primary means of communication between the school and home.
- Attendance will be reported on every student's progress check during the academic year.
- Parents can see their child's attendance figure at any time through the Arbor Parent App.

## 4. AUTHORISED AND UNAUTHORISED ABSENCE

- For national guidance refer to:
  - 'Working together to improve school attendance' (updated 06/05/22): <https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>
  - 'School Attendance and Absence': <https://www.gov.uk/school-attendance-absence>
- For local Hampshire County Council advice and guidance, refer to:
  - Behaviour and Attendance Guide for Parents/Carers': <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents>

### 4.1 Understanding types of absence – Authorised and Unauthorised:

Students are expected to attend school every day for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:

- **Authorised Absence** - when the School has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- **Unauthorised Absence** - when the School has not received a reason for absence or has not approved a child's leave absence from school after a parent/carer's request. This includes (but is not limited to):
  - Parents/carers giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings
  - Truancy before or during the school day
  - Absences which have not been explained

A school can, if needed, change an authorised absence to an unauthorised absence and vice versa, if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell, but on return to school there is evidence they have been on holiday.

#### 4.2 Granting approval for term-time absence

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

It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional' are 'rare, significant, or unavoidable', which means the event could not reasonably be scheduled at another time. There are no rules on this, as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday and in the majority of cases holiday will not be authorised. Parents/carers wishing to apply for leave of absence need to fill in an 'Application for Leave of Absence Form' in advance of the absence and before making any travel arrangements; this form is available from school reception and/or the school website.

The School considers each application for term-time absence individually, taking into account the facts, specific circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- **Illness and medical/dental appointments** – as explained in sections 3.2 and 3.3
- **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.
  - For further advice and guidance on school attendance procedures and admissions for Gypsy, Roma and Traveller Children in Hampshire, visit:  
<http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-Section6.pdf>
- **Absence through child participation in Public Performances**, including theatre, film or TV work & Modelling. Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as 'C'



and authorised absence. The regulations related to children participating in public performances are separate to those around authorising leave of absence. Headteachers can authorise this absence.

- For further advice and guidance on child employment and performance licences in Hampshire, visit:  
<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childemployment>
- For National Advice on child employment and performance licences, visit:  
<https://www.gov.uk/child-performance-licence-england-scotland-wales>

Ringwood School work in partnership with local theatre company 'Forest Forge' and support one week block placements with this company.

- **Competing at regional, county or national level for Sport** - parents can seek leave of absence from school for their child to take part in a regional, county, national and international sporting events and competitions. Authorisation will be at the Headteacher's discretion; your child's Head of Year will wish to discuss with you the nature and frequency of the absence and how learning will continue if absence occurs.

Permission for your child to leave early or arrive late to attend coaching and training sessions are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

- **Teenage pregnancy** - support will be directed to keeping a student in school and, wherever possible, her return to full time education as soon as possible after the birth. A student who becomes pregnant should be allowed no more than 18 weeks authorised absence to cover the time immediately before and after the birth of the child. After that time, any absence should be treated as unauthorised.

If term time leave is taken without prior permission from the School, the absence will be unauthorised and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct parent/carers will be issued with a fixed-penalty fine, or other legal action in accordance the code (see section 4.3).

#### 4.3 Legal sanctions, including penalty notices for non-attendance

- For national guidance refer to: 'Parental responsibility measures for behaviour and attendance', which covers legal measures for non-attendance:  
<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>
- For local Hampshire County Council guidance, refer to: 'Behaviour and attendance guidance for parents/carers': <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents#step-7>

By law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Where a child has unauthorised absence the School must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from <https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents#step-8>

- **Penalty Notices (fines) for non-attendance at school:**

A Penalty Notice is a fine which may be issued as an alternative to prosecution. If it is paid it does not require a court appearance and does not result in a criminal record.

Section 444A of the Act gives powers to the Local Authority, and headteachers to issue Penalty Notices in circumstances where it is believed that a person has committed an offence under Section 444(1); that is, where a child fails to attend regularly at their registered school.

- **Who can be issued with a Penalty Notice:**

Where absence warrants the issuing of a Penalty Notice, anyone with Parental Responsibility, or having day to day care of the child can be issued with one Penalty Notice for each of the children with unauthorised absence. If two parents have two children this may result in four Penalty Notices, 2 Penalty Notices per parent.

- **How a Penalty Notice is issued and amount of the fine:**

Penalty Notices are either posted to your home or delivered to you by hand. Each Penalty Notice fine is £60 and should be made within 21 days of 'deemed service' (2nd working day after postmark on the envelope and receipt of posting). If paid after 21 days but within 28 days the Penalty is £120. The payment must be made directly to the local authority.

If the payment has not been made after 28 days, the Local Authority can decide whether to Prosecute the parent or withdraw the notice.

- **Further unauthorised absence from school:**

If you pay the Penalty Notice and your child has further unauthorised absences additional legal action may be taken. For example, in the event that a Penalty Notice has previously been served to you due to unauthorised holiday, should your child have any future unauthorised leave this may result in further legal action for you, such as prosecution or an Education Supervision Order.

- **Circumstances when a Penalty Notice are issued:**

The decision on whether or not to issue a Penalty Notice ultimately rests with the Headteacher, following the Local Authority's Code of Conduct for issuing Penalty Notices. This may take into account:

- A 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

A **fixed** Penalty Notice fine for unauthorised holiday will only be issued once. On receipt of the second such instance, other legal options could be considered.

In Hampshire, Penalty Notices are issued when a pupil has been:

- Recorded absent (unauthorised) for 10 or more half-day sessions (five school days) in the last 100 possible school sessions – these do not need to be consecutive
- Persistently late (coded U) for 10 or more half-day sessions after the register has been closed – these do not need to be consecutive.
- Persistently late before the close of the register (coded L), for 10 or more school sessions (these do not need to be consecutive) - unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

Unauthorised absence is absence not approved by the school and will be coded on your child's attendance record as one of the following:

- O: unauthorised absence
- U: late after close of registration
- G: non-approved leave of absence (holiday).
- Persistent Lateness (L) code which reaches the threshold may result in the issuing of a Penalty Notice.

- **Written warning:**

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter or through the 'Application for Leave of Absence form'. If your child has an ongoing pattern of unauthorised absence then you will receive a written warning of the possibility of a Penalty Notice being issued. This warning will advise you about the extent of your child's absence and warn you that if your child's attendance does not show a significant improvement and if this improvement is not maintained thereafter, a Penalty Notice may be issued without further warning.

- **No appeal process:**

There is no statutory right of appeal. Once a Penalty Notice has been issued, it can only be withdrawn if it can be shown that it was issued in error.

Further information on Penalty Notices for non-attendance at school (Education Act 1996, section 444A) and advice for parents and carers from Hampshire County Council, can be found here:

<https://www.hants.gov.uk/educationandlearning/behaviour-attendance-parents#step-8>

## 5. STRATEGIES FOR PROMOTING ATTENDANCE

The foundation for good attendance is a strong partnership between the school, parents/carers and the child. The Home/School agreement (found on page 24 of the student diary) contains further details of how we work with parents/carers and our expectations of what parents/carers will need to do to ensure their child maintains good attendance.

To help promote good attendance we will:

- Challenge students to have attendance over 95% and regularly discuss and explain the reasons why this is so important
- Report to parents/carers via student diaries every child's weekly attendance rate
- Celebrate good attendance rates with a weekly House point for 100% attendance and half termly points for attendance over 98%
- Reward good or improving attendance through tutor competitions and termly certificates
- Set individual targets for students identified as persistent absentees and reward progress
- Work with parents/carers, students and staff so that together we can raise attendance levels across the school. Parents can see their child's attendance figure at any time through the Arbor Parent App.
- Conduct home visits to encourage good attendance and support persistent absentees in attending school

## 6. ATTENDANCE MONITORING

The Attendance Officer monitors pupil absence on a daily basis.

Parents are expected to call the School in the morning if their child is going to be absent due to ill health (see section 3.2). Parents should call in every day that a child is absent, unless explicitly told they do not need to by the Attendance Officer (i.e. if a child has been admitted to hospital).

If a pupil's absence persists we will contact the parents to discuss the reasons for this. Continued falling attendance will trigger a meeting with the appropriate professional in school. This could include, for example, your child's Head of Year, the Attendance Officer, the SENCO and/or the Assistant Headteacher for Attendance.

If after contacting parents a pupil's absence continue to rise, we will consider involving the Hampshire County Council Inclusion Support Service. Failure to improve attendance and/or punctuality in line with specific short-term targets may also result in a referral to Hampshire Attendance Legal Panel (see section 4.3).

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.

**Record preservation** - School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups or microfiche copies.

Attendance data is used for internal purposes: for tracking the attendance of individual pupils and to identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

## 7. ROLES AND RESPONSIBILITIES

### 7.1 The Governing Body

The governing body is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

### 7.2 The Headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

### 7.3 The Assistant Headteacher

The assistant headteacher for attendance will:

- Oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school
- Ensure that attendance is both recorded accurately and analysed.
- Work alongside the attendance officer, heads of year and pastoral support team to ensure that attendance issues are identified at an early stage and that support is put in place.
- If absence is frequent or continuous, except where a child is clearly unwell, discuss with parent/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

### 7.4 The Attendance Officer

The Attendance Officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with the Hampshire County Council Inclusion Support Service to tackle persistent absence
- Arranges calls and meetings with parents, alongside Heads of Year and the Pastoral Support Team, to discuss attendance issues
- Advises the Headteacher when to issue Fixed-Penalty Notices

### 7.5 Class Teachers, Tutors and Cover Supervisors

Class teachers, tutors and cover supervisors will:

- Accurately record student attendance on a daily basis, using the correct codes
- Promote and reward good attendance at all appropriate opportunities
- Liaise with the attendance officer on matters of attendance and punctuality
- Communicate any concerns or underlying problems that may account for a child's absence with the attendance officer, head of year and/or safeguarding team

## 7.6 Reception staff

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

## 7.7 Students

Students should:

- Attend every day unless they are ill or have an authorised absence
- Arrive in school on time and be in tutor for morning registration by 8.40am each morning
- Go to all their lessons on time
- Take responsibility for registering at the Reception Desk if they are late (after 9.05am) or are leaving the school site during school hours

## 7.8 Parents/Carers

Ensuring your child's regular attendance at school is a parent/carer's legal responsibility (section of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents/carers will:

- Inform the School on the morning of the first and every subsequent day of absence.
- Discuss with the school any planned absences well in advance.
- Support the School with their child in aiming for 100% attendance each year.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request for leave of absence if it is for an exceptional circumstance.
- Ensure that their child catches up on any work missed due to absence. It is a student's responsibility to approach staff in person or via email for the work that they need to catch up.

## 8. SCHOOL LEAVERS

If your child is leaving our School (other than when leaving at the end of Year 11 or Year 13) parents/carers should:

- Give the school comprehensive information about their plans including: the date of any move; your new address and telephone numbers; the name and contact details of your child's new school; and the start date when known. This should be submitted to our School in writing to the headteacher.
- When confirmation has been received from the new school that the child has enrolled and started at the new school, they will be removed from our School roll.

If students leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. This requires schools and Local Authorities to carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

## **9. MONITORING ARRANGEMENTS**

This policy will be reviewed every two years (or sooner, if required) by the Assistant Headteacher – Attendance. At every review, the policy will be shared with the governing body.

## **10. LINKS WITH OTHER POLICIES**

This policy is linked to our child protection and safeguarding policy.

## **APPENDIX 1: ATTENDANCE CODES**

The following codes are taken from the DfE's guidance on school attendance:

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>/</b>	<b>Present (am)</b>	<b>Pupil is present at morning registration</b>
<b>\</b>	<b>Present (pm)</b>	<b>Pupil is present at afternoon registration</b>
<b>L</b>	<b>Late arrival</b>	<b>Pupil arrives late before register has closed</b>
<b>B</b>	<b>Off-site educational activity</b>	<b>Pupil is at a supervised off-site educational activity approved by the school</b>
<b>D</b>	<b>Dual registered</b>	<b>Pupil is attending a session at another setting where they are also registered</b>
<b>J</b>	<b>Interview</b>	<b>Pupil has an interview with a prospective employer/educational establishment</b>
<b>P</b>	<b>Sporting activity</b>	<b>Pupil is participating in a supervised sporting activity approved by the school</b>
<b>V</b>	<b>Educational trip or visit</b>	<b>Pupil is on an educational visit/trip organised, or approved, by the school</b>
<b>W</b>	<b>Work experience</b>	<b>Pupil is on a work experience placement</b>

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	<b>Authorised leave of absence</b>	<b>Pupil has been granted a leave of absence due to exceptional circumstances</b>
<b>E</b>	<b>Excluded</b>	<b>Pupil has been excluded but no alternative provision has been made</b>



<b>H</b>	<b>Authorised holiday</b>	<b>Pupil has been allowed to go on holiday due to exceptional circumstances</b>
<b>I</b>	<b>Illness</b>	<b>School has been notified that a pupil will be absent due to illness</b>
<b>M</b>	<b>Medical/dental appointment</b>	<b>Pupil is at a medical or dental appointment</b>
<b>R</b>	<b>Religious observance</b>	<b>Pupil is taking part in a day of religious observance</b>
<b>S</b>	<b>Study leave</b>	<b>Year 11 pupil is on study leave during their public examinations</b>
<b>T</b>	<b>Gypsy, Roma and Traveller absence</b>	<b>Pupil from a Traveller community is travelling, as agreed with the school</b>
<b>Unauthorised absence</b>		
<b>G</b>	<b>Unauthorised holiday</b>	<b>Pupil is on a holiday that was not approved by the school</b>
<b>N</b>	<b>Reason not provided</b>	<b>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>
<b>O</b>	<b>Unauthorised absence</b>	<b>School is not satisfied with reason for pupil's absence</b>
<b>U</b>	<b>Arrival after registration</b>	<b>Pupil arrived at school after the register closed</b>

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	<b>Not required to be in school</b>	<b>Pupil of non-compulsory school age is not required to attend</b>

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

## APPENDIX 2: What can I do to encourage my child to attend school?

### **1. My child is trying to avoid coming to School. What should I do?**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the School, the parents/carers and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending; this gives the impression that attendance does not matter and may make things worse.

Please either telephone or use the student diary to contact your child's Tutor or Head of Year as soon as possible and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem. In some cases you may find it helpful to discuss the circumstances of your child's difficulties with another professional, such as your GP.

### **2. What can I do to encourage my child to attend School?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

Your child will bring home their school diary each evening. Please ensure you look at it with your child and sign it ready for the next day.

Be interested in what your child is doing in school, chat to them about the things they have learnt, what friends they have made and even what they had for lunch!

Help them to plan their time, encouraging them to effectively schedule any home learning, ensuring a balance between study, family and leisure time every evening. Maintaining a balance will help alleviate any unnecessary stress.

Contact the School early if you are having trouble getting your child to school; if there are genuine concerns, working in partnership is often a good way to overcome them