

<b>Policy owner:</b>	Deputy Head (Admin)
<b>Approving body:</b>	Governing Body
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## **Attendance Policy**

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**St Aubyn's School, Woodford Green, Essex**

## 1. Introduction

We have a continuing responsibility to proactively manage and improve attendance across their school community. Attendance is the essential foundation to positive outcomes for all pupils including their safeguarding and welfare and should therefore be seen as everyone's responsibility in school. That starts with the senior attendance champion on the school's leadership team, but includes all school staff.

The whole school community – pupils, parents and carers, teaching and support staff and governors – have a responsibility for ensuring good school attendance and have important roles to play.

It is expected that all pupils will attend school during the published term dates and at the published times unless parents/carers give good reason (and obtain permission where required) for absence.

## 2. Regulations

This policy is written in compliance with the [Department for Education Guidance: Working together to improve school attendance](#).

## 3. Reporting to the Local Authority and UK Visas and Immigration

St. Aubyn's recognises its legal duty to report certain attendance issues to the local authority. Failure to attend regularly (or any other immediate concern) will result in such a report being made, and ten successive days of unauthorised absence (unless explained) will routinely trigger that report.

The School will notify the Local Authority of any additions or deletions to our admissions register, at standard and non-standard transition points.

## 4. Schools' roles and responsibilities

The Governing body has ultimate responsibility for the safeguarding and promoting of the welfare of children who are pupils at the School and it delegates operational discharge of that responsibility to the Senior Management Team.

Mr. Shute, Deputy Head (Admin) and Designated Safeguarding Lead, is the Senior Attendance Champion on the school's leadership team. He can be contacted via the School Office (0208 5041577) or by email ([m.shute@staubyns.com](mailto:m.shute@staubyns.com)). He is responsible for ensuring that attendance data is complete, accurate, and analysed, and that matters of concern are dealt with appropriately. He is supported in this role by the Senior Management Team.

Registration is a legal requirement and requires pupils' attendance to be checked twice a day and a record kept. Class teachers are responsible for ensuring that registers are taken in the morning and afternoon.

Pre-Prep morning registration begins at the following times: EYFS 8:45, Y 1 & 2 08:40.

Registration ends at 9:00 for Nursery, 8:55 for Reception and 8:50 for Y1 & 2. Pupils arriving after registration will be marked as 'late'.

Pre-Prep afternoon registration begins at 12:05 for Nursery, 12:40 for Reception and 13:00 for Years 1 & 2.

Prep morning registration begins at 08:40am and ends at 08:50am. Pupils arriving between 08:50 and 09:00 must go straight to class and will be marked in as 'late'. If they arrive after 09:00 they must go to sign at the School Office.

Prep afternoon registration begins at 1:55pm and the register closes at 2:05pm.

The whereabouts of any child missing from afternoon registration (e.g. at the Nurse or a music lesson) is investigated by a member of the Office staff.

In the event of classes having to learn remotely (e.g. during a national lockdown), registers of attendance at those remote lessons will be kept by those teaching them.

## 5. Absence

### Absence from Registration:

If a pupil is absent at morning registration without a known reason, this will trigger a phone call to their parent or carer from a member of the office staff. This will be followed up until information regarding their whereabouts is ascertained. The reason for a pupil's absence will be identified as 'Unknown' on iSAMS unless it is already known and accepted by the School as legitimate. Good reason for absence must be given as per Government Attendance Codes. The registration code is visible to other staff. For afternoon registration, staff mark pupils present or absent and any inconsistencies are followed up by Office staff.

Any pupil who is absent for an extended period of time, and certainly when that period of time is five days or more, will be offered support, a call to parents from a class teacher and the opportunity to catch up on work at home, if appropriate.

### 5.1 Authorised Absence

Absence will be authorised in the following circumstances:

- (i) where leave has been granted by the School in advance;
- (ii) where the School is satisfied that the child is too ill to attend;
- (iii) where the pupil has a medical appointment;
- (iv) approved school visits
- (v) where there is an unavoidable cause for the absence that is beyond control, for example because of poor weather conditions or as a result of national or international travel delays or restrictions;
- (vi) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil or the pupil's parents belong;
- vii) for special circumstances, for example a bereavement in the family

Parents should let the school know as early as possible if a pupil needs to miss school for the above reasons.

Parents must request permission from the Head in advance if a pupil needs time off school in exceptional circumstances. The Head will then review the request as well as the current level of attendance before making a final decision with regards to granting authorisation. The Head will consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request. If leave of absence is granted, it is for the Head to determine the length of the time that the pupil can be authorised to be away from school.

A School cannot grant a leave of absence retrospectively. If the parent did not apply in advance, authorised leave of absence cannot not be granted.

The School will consider every application individually, but its policy is not to grant leave of absence for a holiday, other than in exceptional circumstances. An application must be made with appropriate explanation, in advance of the intended holiday.

#### Extended and Specific Period of Absence

For a request for any extended and specific period of absence, for example participation in a sport or external activity, the Head will require an initial meeting to determine the following facts:

- Appropriateness of activity so that it is always in the pupil's best interests
  - Safeguarding of the pupil during the activity
  - An agreed review date/s
  - Monitoring of the pupil's academic performance
  - Attendance/participation should be checked and documented
  - Parental agreement to help support any additional learning from home where appropriate
- These arrangements should be confirmed in writing with a copy placed in the pupil's file and a copy sent to parents.

#### 5.2 Approved educational activity

Where a pupil is engaged in off-site approved educational activities, the School will check their attendance on a daily basis before entering the appropriate code in the register.

#### 5.3 Unauthorised Absence Legal Requirements

St. Aubyn's School is required by law to inform the local authority of any child who is regularly absent, or who have missed 10 days or more without the school's permission. As part of the 2002 Education Act, Schools are required to investigate any unexplained absences.

The School will monitor unauthorised absence (as part of 5.4) and respond accordingly, working with parents and in accordance with the School's Safeguarding and Child Protection Policy.

#### 5.4 Monitoring absence and Punctuality

The School monitors pupil absence and punctuality at an individual and group level. The Pastoral team will check attendance and punctuality levels each half term. Follow-up action is taken as appropriate, including engagement with parents and pastoral staff as necessary. The school may send an email to parents of pupils who are consistently absent or late, in order to engage them in the process of improving their child's attendance record.

Where engagement in support is proving challenging, we will hold more formal conversations with the parents. This is likely to be led by the school's senior attendance champion and may include the school's point of contact in the local authority School Attendance Support Team (Educational Welfare Officer (EWO) and/or an Attendance Support Team Officer). These meetings should clearly explain the consequences of persistent and severe absence to the pupil and family and the potential need for legal intervention in future, but should also be an opportunity to continue to listen to and understand the barriers to attendance and explain the help that is available to avoid those consequences.

## 6. Attendance Register

The Attendance Register is kept on the School's Management Information System (iSAMS) which is backed up daily.

The attendance register is completed at the start of each morning session and once during each afternoon session as described in section 4. It shows whether the pupil is:

- (i) present;
- (ii) absent;
- (iii) attending an approved educational activity outside school;
- (iv) unable to attend through exceptional circumstances

The relevant attendance code (as per section 6.1) is also recorded for any of the above categories.

### 6.1 Attendance Register Codes

<b>Present Codes</b>	
/ \	present during registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
<b>Absent Codes</b>	
<b>Authorised Absences</b>	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment

Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption
Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
Y5	unable to attend as pupil is in criminal justice detention
Y6	unable to attend in accordance with public health guidance or law
Y7	unable to attend due to other avoidable cause (must affect the pupil NOT the parent)
<b>Unauthorised Absence</b>	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)

## 7. Attendance at Activities

The Deputy Head (Admin) organises before and after school activities and generates the registers by the start of each term. They also update them as necessary and inform the relevant staff when this is done. All pupils are expected to attend their before and after school activities if they are in school. Parents are expected to inform the relevant staff members well in advance if their child is unable to attend a session.

It is the responsibility of the member of staff taking an activity to register attendance. These registers are hard copies.

Before school activities are available for Prep pupils. If a pupil does not arrive for before school activities, their attendance is checked in class at morning registration as described in section 4.

After School Activities are for pupils from Reception to Year 6. Pre-Prep pupils are handed over to their activity teacher by their class teacher so absences are explained at that point. Prep pupils are registered by the activity teacher who reports absences to the Deputy Head (Admin) or another member of SMT. They will do a quick search for the pupil. The School Office calls home to follow up on any unexplained absence from after school activities and ensures that every child in Prep is accounted for.

## 8. Parents'/Carers' Responsibilities

The prime responsibility for ensuring that children receive an appropriate and full-time

education rests with parents / carers (defined by the Education Act 1996 as those with parental responsibility and those who have the care of a child), who will be supported and encouraged by the School. Parents will be expected to notify the School by phone or in writing explaining absence by 9:15am on the day of the first absence and every subsequent day of absence.

#### 9. Monitoring & Evaluation

This policy is applied on a daily basis and monitored by the senior attendance champion on a frequent and regular basis. Records are kept appropriately. The Champion will evaluate and review this policy in line with the agreed cycle of review.

Other related policies:

Admissions Policy

Safeguarding and Child Protection Behaviour Policy

Health and Safety Policy

HASPEV

Missing Child Procedure

Fire Safety Policy

Accessibility Plan

## Appendix - Local Authority Contacts and Reference Points

### Redbridge Education Welfare Service

<https://www.redbridge.gov.uk/schools/school-attendance-and-educational-welfare-services/>

020 8708 6020

[ews@redbridge.gov.uk](mailto:ews@redbridge.gov.uk)

Education Welfare Officer (EWO) - Jenny Shepherd ([Jenny.Shepherd@redbridge.gov.uk](mailto:Jenny.Shepherd@redbridge.gov.uk))

### Redbridge – Children Missing in Education (CME)

<https://eforms.redbridge.gov.uk/children-missing-education-referral/>