



**Coppetts Wood**  
A Sure Start Children's Centre

## **Attendance and Punctuality Policy**

At Coppetts Wood School, we aim to provide a high-quality education in a safe, caring and disciplined environment so that all pupils are able to reach their full potential. We are committed to meeting our 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.

### **Legislation & 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:

- 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:**

#### **1. The Governing Board**

The governing board 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.

If you have a link governor for attendance, or a committee responsible for attendance, add details of their role in the monitoring of pupil attendance.

#### **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
- Arranges calls and meetings with parents to discuss attendance issues
- Issuing fixed-penalty notices, where necessary

### **3. The Attendance Welfare Officer (EWO)**

The school Attendance Officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the 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

### **4. 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.

### **5. School office staff**

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

### **Recording Attendance:**

#### ➤ **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 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 8.45am on each school day. The register for the first session will be taken at 9.05am and will be kept open until 9.15am. The register for the second session will be taken at 1.30pm and will be kept open until 1.45pm.

#### ➤ **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.

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.

#### ➤ **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.

➤ **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

➤ **Following up absence**

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Make first day response calls to first contact number (or if no answer, the next contact number on file.) A text message may also be sent.
- If no response, a telephone call will be made to the emergency contacts to ascertain a reason.
- If there is still no response the Head Teacher/ Designated Safeguarding Lead will be notified of the absence. A decision will be made as to whether a home visit would need to be undertaken. Any known professionals involved with the family may be contacted if appropriate.

Children who will be priority for home visits are –

- Any child known to Social Care
- Any child where there are safeguarding concerns but no social care involvement.
- Any child with Medical needs (child or parents).
- Any child with Special Educational Needs or Disabilities
- Any child with a history of poor attendance.
  - Where a home visit to be made, and there is no response a standard letter to be hand delivered.
  - Identify whether the absence is approved or not
  - Identify the correct attendance code to use

Where a nursery child is having high levels of absence, the Children's Centre will be notified. When a nursery child is absent for 10 consecutive days with no appropriate reason supplied, the Admissions Team may be notified, and funding may be withdrawn for their nursery place.

➤ **Reporting to parents**

Parents will be notified of their child's attendance termly through annual school reports (summer term) and parent evenings (autumn and spring terms).

Parents will also be notified of attendance in general through:

- Discussion and presentations at weekly coffee afternoons
- School council magazine send to all parents every half term highlighting good attendance as well as hints and tips.
- School notice boards and newsletters
- Reminders via text

**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. Any applications for term time leave of absence should be completed in advance to the absence to the Headteacher.

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

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 2.3 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
- Traveler pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travelers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travelers. Absence may be authorised only when a Traveler 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

➤ **Reducing persistent absence**

Parents will be notified by letter where levels of absence become of concern or a child has become a persistent absentee. Copies of letters will be kept in the child's school records and transferred to secondary school.

Where attendance continues to be of concern and has not improved as a result of the letter, the Attendance Officer / Head Teacher will meet with parents to identify and resolve issues contributing to poor attendance. Referrals to supporting agencies will be initiated to support this process where appropriate.

The Education Welfare Team will be notified where attendance has failed to improve, despite measures taken by the school. An Education Welfare Officer may invite you to a meeting to offer support with improving your child's attendance, it is vital you attend these meetings as failure to do so may result in legal sanctions being taken.

Children who are missing from school for 10 consecutive days or more or who fail to return to school within 5 days following a Leave of Absence, without contacting the school to provide reason for absence, will be referred to the Child Missing Education Officer for the Borough of Barnet.

If your child is having any problems with school, work, friends or there are issues at home, you can find support from the school in confidence and we can work towards a resolution together.

➤ **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
- Where there have been 6 unauthorised absences due to lateness in a 4 week period

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

**Strategies for promoting attendance:**

The school will promote regular attendance through:

- Attendance celebrated during weekly ‘special mentions’ assemblies with prizes
- Attendance notice boards and displays
- Items in newsletters, magazines, social media and the school website
- Parents evening and new intake meetings

**Attendance monitoring:**

- The Attendance Officer at our school monitors pupil absence on a daily basis.
- A pupil’s parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health.
- A pupil’s parent/carer is expected to call the school each day their child is ill.
- If a pupil’s absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.
- 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 and a referral made to the Education Welfare Team.

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.

Attendance data will be collected to track attendance of individual pupils, to identify whether 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.

We will ensure that registers are kept accurately and archived for a minimum of 3 years.

**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

<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
<b>W</b>	Work experience	Pupil is on a work experience placement

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	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 Traveler absence	Pupil from a Traveler community is travelling, as agreed with the school

#### Revision History

<b>Version</b>	<b>Revision Date</b>	<b>Revised By</b>	<b>Revision</b>
1.0	June 2021	Kirstie Barrett	New policy

#### Distribution

<b>Shared with</b>
<ul style="list-style-type: none"> <li>• Staff via Briefing and on shared network</li> <li>• Governors via committee meetings/email</li> </ul>

<b>Date for next review</b>
July 2023