

PUPIL ATTENDANCE POLICY

INTRODUCTION

1. All children have the right to an efficient full-time education. Perran-ar-worthal School takes seriously its responsibility to monitor and promote the regular attendance of its pupils. Irregular attendance disrupts continuity of learning, undermines educational progress, can lead to underachievement and may impede a child's ability to develop friendship groups within school.

What is expected of pupils

2. Pupils are expected to do all they can to attend school regularly and punctually and encourage other pupils to feel happy at school.

What is expected of parents

3. Parents have a legal responsibility to ensure that their children attend school regularly, and stay in school for every lesson after they have registered.

4. Parents are expected to:

- ensure that their children arrive at school on time, properly dressed, with the right equipment and in a condition to learn
- keep requests for their children to be absent to a minimum
- provide a reason for any lateness or period of absence
- work closely with the school to resolve any problems that may impede a child's attendance
- take family holidays during school holiday periods, not during term time
- be aware of curriculum requirements and be especially vigilant with regards to attendance at important times, such as during SATS.

5. A reason for a period of absence is always required, preferably before the absence. If a child is ill or prevented from attending that day for an unavoidable reason, parents should phone the school office after 8.45am and before 9.30am. A message can be left on the office phone if necessary.

6. Requests for holidays during term time shall not be authorized by the headteacher unless authorization is sought in advance and special or exceptional circumstances are identified.¹ If parents wish to request a period of absence for their child, they must complete the correct form (see Appendix 1), which is available from the school office or can be downloaded from the school website. Part of the form will be returned showing whether or not the absence has been authorized. Schools have been directed not to authorize absence for family holidays during term time unless there are exceptional circumstances e.g. service family limitations. All schools within the Penryn Partnership have agreed to honour this directive.

7. Parents may be prosecuted if a child does not attend school regularly and punctually. This is to ensure that parents carry out their duty to secure suitable education for their children.

¹ The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amend the 2006 Regulations to clarify that leave of absence during term time shall not be granted unless there are "exceptional circumstances" (our underlining).

8. If a child is in the care of foster parents or in a residential home, it is important that the carers recognize their parenting role where attendance at school is concerned. They will be supported by close co-operation between the school, education welfare services and the social services where such a child's attendance is irregular.

What is expected of the school

9. The school will endeavour to provide an environment that is conducive to educating every individual pupil. The school will:

- create a school ethos that pupils want to be part of
- encourage open communication channels between home and school
- meet all statutory requirements in relation to attendance
- give a high priority to punctuality and attendance
- follow up unauthorized absences, patterns of absence and absences condoned by parents
- develop effective strategies to follow up intermittent and long-term absenteeism and reintegrate long-term absentees.

Recording and monitoring attendance

10. The school has a statutory responsibility to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions. A register of attendance must be taken once at the start of the morning session and once during the afternoon session. The register must record whether a pupil is present, engaged in an approved educational activity off site or absent. If a pupil is absent the register must record whether the absence is authorized or unauthorized.

11. The class teacher will take a register recording who is present and absent from school at 9.05am. The register officially closes at 9.30am and any pupil arriving after this will be marked as "late (after register closed)" – code U.

12. During the morning, the absences from that morning and the previous afternoon will be recorded on the electronic registration system and all the pupils present marked as 'present'. Any absences will be assessed and the appropriate code entered into the system. The register is again taken at 1.00pm.

Strategies to promote good attendance and punctuality

13. Our aim is to promote punctuality and track persistent lateness that may need to be addressed. Pupils are expected to arrive at school between 8.45am and 9am. At 9:00am the classroom doors are locked. Any parents arriving at school with their child after 9:00am must report to the office to sign their child in and provide a reason for lateness.

14. Every class teacher will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they can succeed.

15. Teachers will share attendance figures with parents at termly parental consultation meetings.

16. Pupil attendance figures will be published with the annual academic reports.

17. The headteacher and the EWO will review the attendance of all the school's pupils each term and identify any pupil whose absence is a cause for concern.

18. The local authority has a responsibility to provide education and promote the regular attendance of all statutory school-age children. Through the education welfare service, the local authority provides support to schools and parents to fulfill their legal duty. The education welfare service is the enforcement agency of the local authority and, as well as providing guidance and

support through its officers, may take a parent to court for not meeting their legal responsibilities in relation to ensuring the attendance of their child at school.

19. Further information may be found in guidance issued by the local authority.

COVID Pandemic and attendance

20. During a period of time when the attendance of pupils may be affected by a pandemic, such as COVID-19, the school will use code X to record that a child has been able to attend school due to a COVID related illness or the need to self-isolate. See pupil attendance code chart at the end of this policy document.

Penryn Partnership Absence Request Form

(Please read the notes on the back of this form before you complete it and return it to your child's school. If you have children in more than one school within the Partnership please complete a form for each school.)

Child's name: _____ Class or tutor group: _____

First day of absence from school: _____

Last day of absence from school: _____

Total number of days absent: _____

If you have Siblings at other Partnership schools (please give name(s) of children and school)

Why are you planning an absence during term time? Please include any information you would like us to consider.

I have read the notes overleaf. The information I have given on this form is correct:

Signature of parent or carer: _____ Date: _____

For school use only

Request approved/not approved: _____ Date: _____

Headteacher's signature: _____ Date: _____



Review of attendance coding following changes to DFE guidance

There have been amendments to the Education Regulations (Pupil Registration 2006) act. These amendments remove reference to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear **that head teachers may not grant any leave of absence during term time** unless there are exceptional circumstances.

Whilst we understand that some absences may include times when your child is ill or attending appointments, (preferably out of school time) it is important that we all work together to try to ensure that your child has the best possible chance of success whilst at school.

Warning

If you decide to still take your child out of school, without permission, you will be committing an offence under the Education Act 1996. We may refer the matter to Cornwall Council who may decide to take legal action against you. A penalty notice can be issued under Section 444A and 444B of the Education Act 1996. This carries a fine per child, per parent, of £60 if paid within 21 days or £120 if paid after this but within 28 days. Failure to pay the penalty notice may result in Court action. Persistent absences not authorised by the school may result in a prosecution in the Magistrates Court, leading to fines up to £2,500 and / or custodial sentences. The Council may also apply for the costs incurred in taking the matter to court.

If you have a problem getting your child to school let us know. We may be able to help.

At the end of the day we all need to work together for the benefit of your children.



DFE Pupil Attendance Codes 2019/20 and 2020/21 Academic Years

From Autumn 2020, subject to parliament, the DfE intends to collect the codes with red highlighting which are not currently collected in the census as they do not equate to an authorised or unauthorised absence. Autumn 2020 data will be collected in the Jan 2021 School Census.

DFE Pupil attendance codes 2019 to 2020 academic year - the only code where the category description has changed is code X.

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

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N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
X	Non-compulsory school age absence - not counted in possible attendances and not attending in circumstances relating to coronavirus (COVID-19) (2020 to 2021 only)
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances (not collected in school census)
'W'	Planned whole or partial school closure - not counted in possible attendances (not collected in school census)

