

# **Avon House School**

## **Attendance Policy (including EYFS)**



**CELEBRATING & SUPPORTING  
EVERY CHILD**

**To be reviewed: Summer 2026**

<b>Review date:</b>	September 25	August 2023	August 2022
<b>Reviewed by:</b>	AC	GB	GB

## **Attendance Policy (including (Whole School including EYFS)**

The information noted in this policy takes into consideration best practice and guidance highlighted in Working Together to Improve School Attendance Guidance (August 2024). High levels of attendance and regular punctuality are crucial to maximizing educational opportunities. In line with the Equality Act 2010 and the UN Convention on the Rights of the Child, we have high expectations on all our pupils to be in school. We have a responsibility to promote the importance of attendance and punctuality to support the safeguarding of all pupils.

*“Improving attendance is everyone’s business. The barriers to accessing education are wide and complex, both within and beyond the school gates, and are often specific to individual pupils and families. Good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is that school is a calm, orderly, safe, and supportive environment where all pupils are keen and ready to learn.” (DFE Working together to Improve School Attendance, August 2024).*

### **Aims**

- Ensure every child has access to full-time education to which they are entitled
- Promote good attendance
- To ensure that school attendance is effectively monitored
- To respond promptly and appropriately to attendance problems
- Ensure that there is not a persistent pattern of absences on certain days or events
- Encourage parents to work in co-operation with the school and perform their legal duty by ensuring their child of compulsory school age, who are registered pupils attend regularly and are punctual to their lessons
- Ensure compliance with relevant Education Laws, Regulations and Government Guidance

This document is available to all interested parties via the School’s website and on request from the School Office. It should be read in conjunction with:

- Admissions Policy
- Missing Student Policy
- Safeguarding and Child Protection Policy
- First Aid Policy

The School is fully committed to ensuring that the implementation of this policy is nondiscriminatory, in line with the UK Equality Act (2010).

## **Registers**

Attendance registers are a legal document, and schools must take a register at the start of the morning session, and again during the afternoon session. Only the school (and not parents) can authorise an absence. Where the reason for a child's absence cannot be established at the time the register is taken, the teacher will leave the pupils registration blank for the Deputy Head Pastoral/ Welfare officer to input the reason for the absence. If a reason for absence is provided by the parent, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code. We do not expect parents to take pupils out during term time unless there are exceptional circumstances which will be considered by the Head on a case-by-case basis. Whilst the Headmaster will consider all requests on a case-by- case basis, parents must be aware that requests may be refused. The Department for Education (DfE) have not provided any guidelines as to what they would consider to be exceptional circumstances. This is solely at the discretion of the Head.

## **Expectations**

Good attendance and punctuality is essential to ensure that pupils make good academic progress and feel part of school life. Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-round development of a child, and they should be allowed to take full advantage of educational opportunities available to them by law. Good punctuality is essential to maximise learning and also develop positive behaviour.

Parents should:

- Ensure their child attends daily and on time
- Keep the school fully informed on all matters that might affect their child's attendance. Medical appointments may need to be referenced by an appointment letter.
- Telephone the school or email the school office on the first day of any absence to provide an explanation for the absence.
- For longer absences parents may be asked to bring in proof of medical appointments or illness (e.g. prescription or appointment card) or other causes of absence
- Make doctors and dental appointments outside school hours wherever possible. If this is not possible parents should email the school office copying in form teachers/tutors confirming dates and times of an appointment
- Plan family holidays outside term time
- There is an expectation for parents to work with the school to resolve any attendance issues

Pupils should:

- Attend all lessons and all relevant activities when at school
- Pupils are expected to be ready to learn and organised with the right equipment
- In the case of sickness pupils should inform their parents who will in turn be expected to contact the school
- Pupils are expected to follow the protocols in place for late arrival.

## **Following up Unexplained Absences and Monitoring Attendance**

- Parents/carers are required to contact the School before 9:30 am to advise of absence or illness by phone or email.
- Any unexplained absences are followed up by the School Office as soon as possible on the day via text and/or telephone calls to parents /carers in the first instance and the attendance records updated.
- Any pupils designated as vulnerable are followed up as a priority and for any student with a Child Protection Plan, the Local Authority will be notified within 48 hours.
- The Deputy Head Pastoral, Inclusion Lead or The Head may also be involved in following up absences, particularly where there is a pattern of poor attendance or where the school has particular concern for the safety of a pupil.
- Should a pupil be missing from School without authorisation or explanation and there has been no contact with parents, the Designated Safeguarding Lead and Head will be informed and a decision taken about how to proceed.
- To support pupils returning after a long period of absence (illness or other reasons), the pupil's needs are considered and adjustments made by the school in liaison with, but not exclusively, the child, their family, the House Lead, Welfare officer and Class teacher. Such adjustments are regularly reviewed and amended as appropriate.
- Following a half termly review of attendance the Deputy Head Pastoral may write to the parents offering support or arrange a meeting regarding pupils attendance.

## **Monitoring Attendance**

Where there is cause for concern, parents are informed about their child's attendance and absence levels. A referral may be made to the Local Authority if a pupils termly attendance falls below 90% and all attempts to work with the parents/carers to improve attendance have failed. The School will also report the following attendance issues to the Local Authority:

- ✓ 10 school days unauthorised absence per academic year
- ✓ Non-return within 5 school days after authorised absence of 10 school days or more
- ✓ Failure to attend regularly.

Notification of deletion from the School's Admissions Register will be done in accordance with the Education (Student Registration) (England) Regulations 2006.

## **Maintenance of the Attendance Register**

The attendance register records the following information:

- ✓ Original and amended entries;
- ✓ Name or title of any person making an amendment and the date the amendment is made.

- ✓ The iSAMS manager is responsible for creating an additional back up of the Attendance Register at least once a month and this is retained for three years after the school year in question.

Please remember that a school register is a legal document. In order for us to have a cohesive approach to the completion of the registers, the following should be noted:

- All registers must be password protected by the class teacher and teaching assistants and logins are not to be shared
- In order to use iSAMS securely outside of the school environment a two-step authentication is used these can be set to be updated on a 10 day cycle
- All data for iSAMS must be cross-checked by administration staff
- The register codes (Appendix 1) must be used to indicate absence and notice taken of changes made by Administrative staff during AM session to inform PM attendance data
- Registers must be sent to the office at 8.40 am and again at 1.00 pm for Early Years and 1.35 pm for the rest of school
- Any advance recording of an absence due to a pre-arranged appointment will be entered by administration staff
- The Welfare officer will check the registers at 8.45 am and 1.35 pm to ensure all classes have completed them
- The school secretary and Deputy Head Pastoral carry out an audit of class attendance and absences each half term

At the end of each academic year the Deputy Head Pastoral will print a summary of the pupils' attendance to be kept as part of the child's school record.

### **Monitoring and Review**

The Governing Body is ultimately responsible for the effective oversight, review and amendment of this policy and understands its legal obligation to do so. Day to day management and responsibility for the strategic approach to attendance in school is delegated to the Deputy Head Pastoral. This policy will be reviewed and updated bi-annually by the Deputy Head Pastoral or as events or legislation requires.

**NB** Most absences at primary level are explained by the parents. In our school, where the pupils are all delivered and collected (except in the summer term when Year 6 are often travelling to and from school alone in preparation for secondary), it would be very unusual to have an unexplained absence and possible truancy. However, we need to reinforce our policy of having a note or email communication on return to school and not just a verbal explanation or a message in the homework diary which cannot be filed.

### **Admissions Register**

All schools including independent schools are required by law to have an admission register. All pupils (regardless of their age) must be placed on the admission register and

have their attendance recorded in the attendance register. The Admission Register and Attendance Registers are recorded and backed up monthly, as required by legislation. The Admission Register contains the specific details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents/carers, and details of the school last attended. The Attendance Register records registration at the start of each morning session of each school day and once during each afternoon session. The registers are annotated with preset codes (please see Appendix 1 for an explanation of the codes). The iSAMs manager is responsible for creating an additional back-up of the Attendance Register at least once a month and this is retained for six years after the school year in question.

## Appendix 1. Register Codes and explanation

The national codes enable schools to record and monitor attendance and absence in a consistent way and are used to collect statistics through the School Census system. The data helps schools, local authorities and the government to gain a greater understanding of the level of, and the reason for, absence and the delivery of education.

<b>Present</b>	
/	The pupil is present in school AM.
\	The pupil is present in school PM.
U	Late arrival after the register is closed
<b>The following codes will be used to explain authorised absence from school</b>	
A	Authorised late
B	Educated off site
C	Absence from School that has been authorised by the Head.
E	Excluded but no alternative provision made
H	Leave of absence for the purpose of a family holiday granted by the school
I	Illness (not medical or dental appointment)
J	At an interview
L	Remote home learning
M	Medical or dental appointment
R	Religious observance - where a request has been made to, and authorised by, the Head.
S	Study leave
T	Parent travelling for occupational purposes
P	Sporting activities – where it has been approved by the Head that the student may be absent from School for external sporting activities, or where the PE department has a fixture off-site.
V	School organised Educational visit or trip
W	Work experience
X	Non-compulsory school age absence
#	School closure. When the School is closed to students, for example for weather reasons, INSET days, Bank Holidays or end of term times, the registers will be marked as "School Closed"
\$	Sessional (Early Years)
Y	Unable to attend due to exceptional circumstances as defined in the DfE Working together to improve school attendance guidance document.
<b>The following codes will be used to record unauthorised absence from school</b>	
G	Holiday not granted by the school or in excess of the period determined by the school
N	Reason for absence not yet provided
O	Absent without authorisation