



# Abbots Bromley School

## **15.2 ATTENDANCE POLICY**

Policies in School	<b>15.2 Attendance</b>
ISI	Part 3. Welfare Health and Safety
NMS (April 15)	n/a
Author Led	Headmaster
Date of Review	Michaelmas 2018
Next Review	Michaelmas 2019
Comment	Annual Review
Website	Yes

### **Aims of this Policy**

The aims of this policy are for Abbots Bromley School to maintain high levels of school attendance and plan the school day and year. This policy has been written with regard to the following;

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 20014

### **School Attendance**

At Abbots Bromley School we believe that central to raising standards in education and ensuring all students can fulfil their potential is an assumption so widely understood that it is insufficiently stated – students need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

In order to achieve this we will;

- Promote good attendance and reduce absence, including persistent absence;
- Ensure every student has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.
- Expect parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
- Expect all students to be punctual to their lessons.

### **The Admission and Attendance Registers**

The law requires us to have an admission register and an attendance register. All students (regardless of their age) must be placed on both registers.

### **Contents of Admission Register**

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

### **Expected First Day of Attendance**

The Registrar will enter students on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the student will attend the school. For most students the expected first day of attendance is the first day of the school year. If a student fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly.

### **Deletions from the Admission Register**

A student can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006. Any permanent exclusions will be carried out following the procedures outlined in the Exclusions Policy.

### **Deletions due to Unpaid Fees**

Abbots Bromley School may, additionally, delete a student from its admission register where the fees remain unpaid at the end of the school term for which they were due to be paid. Where fees are unpaid, Abbots Bromley School will, before the grounds for removing the student from the register are met, consider whether:

- Removing the child from school would have a significant negative effect on his or her education and whether it can be mitigated, for example by transferring to a school closer to home (if a boarder);

- The school has given timely notice to the relevant local authority (if the student is a UK national) and the parents/carers, to assist school transfer.

### **Amendments to the Admission Register and Attendance Register**

Every amendment made to the admission register and the attendance register will include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

### **Preservation of the Admission Register and Attendance Register**

Every entry in the admission register and attendance register will be preserved for a period of three years after the date on which the entry was made.

### **Children at Risk of Missing Education**

Abbots Bromley School will inform their local authority of any UK national student who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- Have a medical condition certified by a medical officer that the student is unlikely to be in a fit state of health to attend school;
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- Have been permanently excluded.

In the case of UK nationals the local authority will be notified in advance of the deletion, when the school becomes aware that the deletion will be made.

Abbots Bromley School, in the case of all students, will inform the relevant local authority of any student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. On receipt of written notification to home educate, we will inform the student's local authority that the student is to be deleted from the admission register.

### **Contents of Attendance Register**

Academic Tutors must take the attendance register (electronically) at the start of the first session of each school day and again at the beginning of the afternoon session. On each occasion they must record whether every student is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

Academic Tutors will follow up any absences to:

- Ascertain the reason;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system;
- Ensure the proper safeguarding action is taken if appropriate.

### Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting 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 reasons for, absence.

Registration is open for 10 minutes at the beginning of each session. **If a student is present they are marked / or \ according to the session (am or pm). Marks should be made in black ink and, if altered, correction fluid must NEVER be used.**

***If a student is not present, and the Academic Tutor KNOWS the reason, the following codes should be used (authorised absence). These codes may also be added to the O code for unauthorised absence if the person taking the register was not aware of the pupil's whereabouts;***

Code	Reason	Note
<b>C</b>	Consent given for absence	Only exceptional circumstances warrant an authorised leave of absence. Each application will be considered individually, taking into account the specific facts and circumstances and relevant background context behind the request.
<b>E</b>	Excluded with no alternative provision made	
<b>H</b>	Holiday authorised by the Headmaster.	The application must be made in advance and the Headmaster must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the Headmaster will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Headmaster's discretion
<b>I</b>	Illness (not medical or dental appointments)	Parents should notify school on the first day the child is unable to attend due to illness. Absences due to illness will be authorised unless we have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, we will request parents to provide medical evidence to support illness. We will record the absence as unauthorised if not satisfied of the authenticity of the illness but will advise parents of our intention. We will not request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.
<b>M</b>	Medical or dental appointments	We encourage parents to make appointments out of school hours. Where this is not possible, the student should only be out of school for the minimum amount of time necessary for the appointment.
<b>R</b>	Religious observance	The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, we will seek advice from the parents' religious body about whether it has set the day apart for religious observance.
<b>S</b>	Study leave	Study leave will be used sparingly and only granted to students during public examinations. Provision will still be made available for those students who want to continue to come into school to revise.

***If a student is not present, and the Academic Tutor does NOT KNOW the reason, the following codes should be used (unauthorised absence);***

<b>Code</b>	<b>Reason</b>	<b>Note</b>
<b>O</b>	Absent from school without authorisation	If a student is not present during registration this mark will be entered, additional codes may be added to the register if a valid reason is discovered.
<b>G</b>	Holiday not authorised or in excess of the period determined by the Headmaster.	If a leave of absence is not authorised for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. Retrospective approval will not be given. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
<b>L</b>	Arrived in school before registration closed	This code may be entered within the <b>O</b> code for unauthorised absence
<b>U</b>	Arrived in school after registration closed	This code may be entered within the <b>O</b> code for unauthorised absence

### **Setting School Term Dates and Holidays**

Abbots Bromley School operates for 35 weeks. Term dates are set by the Senior Leadership Team and every effort is made to incorporate the school holiday dates set by the Staffordshire Local Education Authority. Staff INSET days are included in the 35 weeks.

### **The School Day and Year**

The school year is divided into three terms, the Michaelmas Term (September to December), the Lent Term (January to March, or very occasionally April depending on the date of Easter) and the Summer Term (April to July). Each term has a half term break – two weeks in the Michaelmas Term and one week each in the remaining two terms.

The School day begins at 8.20 am and there are staggered finishing times for the younger pupils. The Senior School day ends at 5.05 pm Monday to Thursday and 4.05 pm Friday.

### **Part-time Attendance**

All students of compulsory school age are expected to attend school for a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a student's individual needs. For example, where a medical condition prevents a student from attending full-time education and a part-time timetable is considered as part of a re-integration package.

### **Child Performers**

The parents of a child performer are able to seek leave of absence from school for their child to take part in a performance. The Headmaster (or Head of Prep School) will grant leave of absence for a student to undertake employment during school hours for the purpose of taking part in a performance within the meaning of section 37 of the Children and Young Persons Act 1963.

Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. Where the license specifies the dates that a child is to be away from school to perform, then the Headmaster (or Head of Prep School) will authorise those days. However, where the terms of the license do not specify dates it is at the discretion of the Headmaster (or Head of Prep School) to authorise leave of absence.

The Headmaster (Head of Prep School) will be sympathetic to requests that are supported by a licence, as long as the school remains satisfied that this will not have a negative effect on a child's education.