



## Attendance Policy

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An academy within:



“Learning together; to be the best we can be”

## ABSENCE/REGISTRATION POLICY

### Aims

- 1 To monitor authorised and unauthorised absences within the school
- 2 To establish clear procedures for registration
- 3 To clarify responsibilities

### Registration

- Teachers are responsible for entering daily attendance on SIMS register in class
- Attendance should be entered on SIMS register during morning and afternoon registration period
- All late comers should report to the office, where the registers will be amended appropriately.
  
- Registers will be marked in the following way:

KEY TO CODES		
/ Present (AM)	I illness (not med/dental appointments)	T Traveller absence
\ Present (PM)	J Interview	U Late (after registers closed)
B Educated off site (not Dual reg.)	L Late (before reg closed)	V Educational visit or trip
C Other authorised circumstances	M Medical / Dental appointments	W Work experience
D Dual registration (attending other estab.)	N No reason yet provided for absence	# School closed to pupils and staff
E Excluded (no alternative provision made)	O Unauthorised Abs (not covered by other code)	Y Enforced closure Unable to attend due to exceptional circumstance
F Extended family holiday (agreed)	P Approved sporting activity	X Non compulsory school age absence
G Family holiday (not agreed or days in excess)	R Religious observance	Z Pupil not on roll
H Annual family holiday (agreed)	S Study leave	- All should attend / No mark recorded

- SIMS registers must be marked using the recommended symbols
- There is no legal requirement for parent's/carers notes to be retained, but if a pupil attends irregularly and there is a possibility of legal action, it may be sensible to keep the notes for a time.
- Lunches
  - ✓ school dinner (to be paid for)
  - F free school meal
  - P packed lunch
  - N although pupil present no meal required
  - A absent (filled in after the half hour)
 School meals are recorded during morning registration using the SIMS register

Payment for school meals is now exclusively made by ParentPay

### **Authorised/Unauthorised Absence**

According to circular 1/94 "An unauthorised absence is defined as absence from school without leave from a duly authorised person".

To record a child as having an 'authorised absence', a person with parental responsibility for that child must ring school to advise the reason for the absence.

All medical, social services or police appointments will be authorised.

### **When pupils return and absence is still unauthorised**

All absences are recorded on the SIMS system and parents are asked to ring school to explain the reason - unauthorised absences will be monitored and discussed with parents by Pastoral Lead or Senior Leadership in school.

If the unauthorised absences are prolonged or unexplained, the stages of information gathering (letters/meetings) will begin and this will form evidence should the EWO need to be involved.

### Holidays in Term Time

*Parents are asked to take their annual holiday with the child during school holidays.*

If there are reasons that prevent you from taking your holiday during the school holiday period the Headteacher **can consider** allowing leave of absence. The regulations state that this leave is

(A) To take an annual holiday with Parent/guardian; or

(B) To take an annual holiday with a relative or adult other than the Parent/Guardian.

i.e. The regulations do not allow a holiday in term time if a holiday has been taken/will be taken in school holiday time during the school year.

**Any absence for a holiday which does not meet the Regulations or discretionary criteria will be marked as an unauthorised absence.**

**Parents should complete the standard request for Holiday outside of term time and these will be considered on an individual basis, taking into consideration the nature of the pupils and their needs, in Coppice School.**

### **Policy evaluation and Review**

To maintain and ensure continued success the Head teacher/Pastoral Lead will carry out follow-up discussions with staff/parents/carers and the EWO service.

Statistics will be recorded in the Head teacher's Report at all Governing Body meetings and in the management plan updates.

At the end of each half term attendance statistics will be reviewed by SMT. All pupils with an attendance above 90% will be sent a letter congratulating them and spurring them forward to above 95% attendance. Those pupils below 90% attendance will be sent a letter and followed up by SMT to discuss ways of improving their attendance.

The Pastoral Lead in school will make necessary and initial information gathering calls, aiming to work & support parents/students with raising attendance.