



Attendance policy

Impact Independent School

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1. Aims

Our school aims to meet its 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.

2. Legislation and 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [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.

3. School procedures

3.1 Attendance register

The attendance register will be taken AM, PM and during each lesson. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances.

In accordance with the DFE guidance, 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

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

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Pupils are transported to school via the school minibuses.

3.2 Unplanned absence

It is the responsibility of the Parents to notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8.30am or as soon as practically possible.

No absence can be authorised, however illness occurs and cannot be helped, any genuine illness will be recorded to support due to illness will be 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 parents 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 will be notified of this in advance.

3.3 Medical or dental appointments

Any medical or dental appointments must be planned in advance and notice provided to support the reasons for absence.

However, we encourage parents 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.

Evidence will be requested by the attendance officer for any appointments made.

3.4 Lateness and punctuality

A Learner who arrives late but before the register has closed will be marked as late, using the appropriate code.

A Learner who arrives after the register has closed will be marked as absent, using the appropriate code.

Both will have a negative impact on the attendance of the Learner and reduce their overall percentage of attendance, this could initiate the legal process for persistent absence.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is authentic or not and identify the correct attendance code to use.

3.6 Reporting to parents

Parents will receive information regarding their child's attendance, this will include letters, home visits, reports and/or telephone calls.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to Learners during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion. Holiday application forms must be completed and returned to the school in advance of travel to avoid a fine being requested to be issued.

Valid reasons for **authorised absence** include:

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.

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller 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

Examples of unauthorised absence, such as when term-time holiday will not be approved

Information about targeting unauthorised attendance – The school identifies Learners and families where attendance is poor, the action we take is as followed;

Daily telephone calls

Meetings

letters

closer monitoring

Contact with on roll school - It is the on-roll schools' responsibility to fine/prosecute for unauthorised absence.

Referral to the Local Authority and their prosecution service.

5. Strategies for promoting attendance

Impact school work with parents to support the regular attendance of their child– for example, communicating early about issues and acknowledging positive improvements.

Learners are encouraged weekly during Form time to track and monitor their own attendance.

6. Attendance monitoring

The attendance administrator monitors Learner's attendance daily.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health.

7. Roles and responsibilities

7.1 The Deputy Headteacher

The Deputy Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the directors, Local authority and on roll schools.

The Deputy headteacher also supports the attendance officer in monitoring the attendance of individual Learners and issues fixed-penalty notices, where necessary.

7.2 The attendance administrator/officer

The attendance administrator/officer:

- Monitor's attendance data at the school and individual Learner percentages
- Reports concerns about attendance to the deputy headteacher
- Works with the other staff members to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues

Stage 1

- All learners will have their attendance monitored daily, where a concern is raised over an individual's attendance the following will be initiated:
 - ✓ A letter will be sent setting out concerns, certificate of attendance will be included and parental attendance guidance.
 - ✓ This is followed by a monitoring period of up to 2 weeks which can include phone calls, text messages and home visits by the Attendance officer – all contact will be recorded on the system and shared with on roll schools and Local authorities where necessary.
 - ✓ A Learner support plan will be issued to re-engage learners and support parents with their child's regular attendance to school.

Stage 2

Following an attendance review over a period of 2 weeks and, if there is no significant improvement, a second letter will be issued informing parents/carers that if any further absences are to be authorised, then there needs to be medical evidence explaining the absence.

Stage 3

Learners who have reached stage 2 of the Attendance Procedures will be closely monitored. A formal meeting will take place with the Deputy Headteacher and weekly targets will be set which will be monitored on a weekly basis.

The on-roll school will have notification of attendance daily and will be informed of all contact and interventions.

7.3 Form tutors

Form tutors are responsible for recording attendance on a daily basis, using the correct codes on the system.

7.4 Office staff

Office staff are expected to take calls from parents about absence and record it on the system.

8. Monitoring arrangement

This policy will be reviewed annually by the Deputy Headteacher. At every review, the policy will be shared with all staff and parents

9. Links with other policies

This policy is linked to our child protection and safeguarding policy

Appendix 1: