



# *Attendance & Registration Policy*

**Policy ratified by the Staffing & Community Committee**

**Autumn Term 2021**

**Review date: Autumn Term 2023 (or as required)**

**Policy Owner: Vicky Rodrigues, Business & Operations Leader**

**EXTERNAL POLICY**

## ATTENDANCE, REGISTRATION AND PUNCTUALITY POLICY

At Grove Park, we are committed to every child reaching their full potential and therefore we follow all guidance from the Department for Education (DFE) with regard to school attendance. We also work closely with the Local Authority and the Education Welfare Service (EWS) to ensure we are doing all we can to help all children to benefit from their education as fully as possible.

We also recognise that attendance is a key part of our commitment to safeguarding and child protection. At Grove Park, we acknowledge that children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

### RATIONALE

Regular attendance and punctuality are important if children are to take part fully in the life of the school and take advantage of the learning opportunities offered by the school. We recognise that attending school regularly and punctually is vital to the educational process and encourages a good pattern of work.

### AIMS

- To encourage good attendance and discourage lateness.
- To monitor patterns of absence and take action to seek improvement if appropriate.
- To identify authorised and unauthorised absence and take appropriate action.
- To establish a common school procedure for filling in registers.

### ROLES & RESPONSIBILITIES

The Headteacher has the overall responsibility to ensure that:

- the school has an attendance officer who has delegated responsibilities to lead on and monitor attendance and punctuality;
- pupils are registered accurately and efficiently and that staff know how to use the school's registration system;
- the school liaises with the Education Welfare Officer to set attendance targets for the School;
- parents or carers are contacted when reasons for absence are unknown or unauthorised;
- pupil attendance and lateness is regularly monitored;
- attendance letters are sent home to parent as part of the school's monitoring of attendance
- school attendance statistics are reported to the LA (via the census) and the governing body;
- the school provides the Education Welfare Officer (EWO) with registers of attendance and attendance statistics as requested and supports in following up long term absences;
- pupils who have been absent for long periods because of ill health receive appropriate learning support;
- attendance data is analysed and compared with previous years' in order to identify and address any trends or patterns, particularly with vulnerable groups of pupils;
- the school follows all guidance related to Children Missing from Education (CME)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children Missing Education - statutory guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf) and

- reward good attendance through whole class multi days.

All teachers are expected to:

- register pupils accurately;
- register pupil attendance and lateness promptly at the start of morning and afternoon sessions;
- encourage pupils to attend school regularly and punctually and inform the attendance officer if there is a problem that may lead to absences or if they have concerns about a child's pattern of attendance or punctuality;

Pupils will be encouraged to:

- attend school regularly;
- inform staff if there is a problem that may lead to absences (as appropriate to their age);
- arrive at school on time and follow advice given to them by school to help make this happen;

Parents and carers will be asked to:

- ensure their child/children attends school regularly;
- phone the school on the first day of non-attendance by 8:30am;
- contact school on each subsequent day of non-attendance;
- avoid making medical and dental appointments during school hours and
- work with the school to meet any attendance targets that are set to help improve attendance.

The Governing Body will:

- ensure that the EWO is informed about the long-term absence of pupils;
- ensure the Policy is up-to-date and reviewed regularly and line with DFE legislation;

## GUIDELINES

- We value our role of working in partnership with parents;
- Parents have the responsibility to ensure regular attendance and punctual arrival;
- Our responsibility is to support attendance and examine problems that may lead to non-attendance or lateness;
- First letters are sent to parents whose attendance has fallen below 96%;
- Target letters are sent to parents whose attendance does not improve;
- A referral to the EWO will be made if attendance targets are not met;
- First letters are sent to parents where a pattern of lateness is identified;
- The attendance officer will meet parents to discuss any concerns;
- We keep a register of attendance at the start of every morning and afternoon session;
- We use the correct DFE Codes:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/564599/school\\_attendance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf)
- Staff mark the register for the correct day and week.

Attendance must be marked using the correct codes. Some of the most common codes are listed below:

### Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

### Code L: Late arrival before the register has closed

Schools can determine their own policy on how long registers should be kept open; at Grove Park, school starts at 8:55am and registers are kept open until 9:25am. A pupil arriving after 8:55am but before 9:25am will be marked with a Code L

Pupils arriving after 9:25am when the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

### Authorised Absence from School

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

### Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

### Code I: Illness (not medical or dental appointments)

Parents are to notify school on the first day the child is unable to attend due to illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

### Code M: Medical or dental appointments

Where it is not possible to make appointments out of school hours, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

### Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

## Code X: Non-attendance related to COVID-19

Pupils who are self-isolating because they have symptoms of COVID-19 but have not yet had a positive test; those who are required to quarantine after arriving in the UK from a non-exempt country; shielding students and any students advised to self-isolate by Track and Trace.

## Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

### Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

### Code U: Arrived in school after registration closed (after 9:25am)

At Grove Park, we actively discourage late arrival, are alert to patterns of late arrival and seek an explanation from the parent.

### Code #: Planned whole or partial school closure

- The reasons for absence must be entered as soon as possible. The attendance information is entered into SIMS promptly by the school office;
- Regular attendance data printouts shall be made available for the Education Welfare Officer as requested;
- An email or telephone call by 8:30am is required on the first day of absence – parents can leave a message on the school voicemail system;
- In the absence of a message or note on the first day of absence, the school will text and then phone home to ensure pupils are safe with carers;
- Unauthorised absence, i.e. when a child is absent without good cause which could include shopping trips, holidays in term time, truanting or where a teacher feels a child is being kept home without good reason. This should be recorded and where a pattern emerges or concern arises parents and the Education Welfare Officer will be informed;
- Late arrival and early departure should be monitored and reported to the attendance officer, if it is a regular occurrence. If a child regularly arrives after 8:55am (before register closes) or after 9:25 (after register closes) or leaves before lunch or 3:15pm then they and their parent should report to the office, where a record is kept of the fact and noted in case of an emergency. This should include the time of arrival and departure and the reason for being late, where appropriate, should be signed by the parent.
- The Inentry system is used to track and monitor children leaving/returning to school during the school day.

## Term Time Leave

- If parents need to request term time leave in exceptional circumstances, they are asked to complete a Term Time Leave Request Form (see below). Term Time Leave may only be authorised at the discretion of the Headteacher. The government has not defined the 'exceptional circumstances' referred to in the 2013 regulations, rather it is for each Headteacher to decide what he or she views as an exceptional circumstance.

Process when parents apply for term time leave:

- 1) Parents complete form with request (form available on school website or from the school office);
- 2) If parents require support, they can request a meeting with the attendance officer;
- 3) Headteacher makes a decision, signs form and returns the form to the attendance officer;
- 4) A parentmail is sent informing parents of the decision
- 5) Copy of form is kept by the attendance officer and entered into SIMS using the correct code;
- 6) Copy of the form is kept in the folder
- 7) Class teachers are informed of the term time leave application (and can provide work if they wish to, depending on the circumstances);
- 8) If parents disagree with the decision, then a meeting can be requested with the Headteacher who will inform the attendance officer of any changes to the decision. SIMS is adjusted if necessary.

## Punctuality

Lateness into school causes disruption to that child's learning and to that of the other children in the class. It is of extreme importance therefore that all children arrive at school on time.

We have adopted a soft start approach to the start of the day and children are able to come into the classroom from 8:40am. The school day starts at 8:55am when a bell is rung in the playground.

If a child arrives after 8:55am, but before 9:25am:

This will be recorded as Code L in SIMS: Late arrival before the register has closed;

The child's name, class and time of arrival will be recorded by the member of staff on the soft start door and the number of minutes late will be recorded in SIMS by the office;

If a child arrives after 9:25am:

This will be recorded as Code U: Arrived in school after registration closed (after 9:25am)

If a child arrives after 9:00am the soft start doors are closed so children need to use the main entrance. They will be registered using the correct code (L or U depending on the time by the school office and given a late card so the teacher knows they have been registered.

## Addressing Punctuality Concerns

If a child starts to develop a regular pattern of lateness – the class teacher will make verbal contact with the parent (in the playground after school or by phone) and alert the attendance officer if there are any issues that appear to be of concern after the discussion.

If punctuality still remains an issue then the attendance officer will contact the parents and ask them to come to a meeting.

## CONCLUSION

During the school year we wish to encourage the highest possible individual attendance rate and view this procedure as a necessary and important objective so that all pupils can take full advantage of their education.

## SUCCESS CRITERIA

- Attendance (authorised & unauthorised) remains higher than 96%;
- Unauthorised absence rate remains under 2%;
- All registers are filled in correctly and promptly;
- Parents are made aware of their responsibilities for attendance and punctuality and are involved in discussion should their attendance and/or punctuality cause concern;
- The Education Welfare Officer continues to be satisfied by the efforts made by the School to maintain high levels of attendance;
- Regular evaluation of attendance data informs school strategy through patterns and trends in attendance.



# GROVE PARK PRIMARY SCHOOL – TERM TIME LEAVE REQUEST FORM



We would ask you to seriously consider your request to take your child out of school. Lack of continuity may affect your child’s academic progress. We do not authorise any holiday taken during term time, in accordance with advice given by the DFE and the London Borough of Hounslow. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 specify that Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The government has not defined the 'exceptional circumstances' referred to in the 2013 regulations, rather it is for each Headteacher to decide what he or she views as an exceptional circumstance.

If you wish to request Term Time Leave, please complete the form below and submit it to the school office. Miss Davies will consider your request and a copy of the signed form will be returned to you. If you wish to discuss your application before submitting the form, please make an appointment with the Attendance Officer, Miss Rawlings. No other member of staff (e.g. the office staff) are allowed to make any decisions with regard to Term Time Leave requests, so we respectfully ask that you do not ask them to give an explanation for the Headteacher’s decision.

If a child stays away from school for more than any authorised period this must be recorded as unauthorised absence and could be quoted in a prosecution for poor attendance. If the child is away from school for a total of 4 weeks or more, the school may have to take the child off roll unless there is a good reason for the continued absence, such as illness. In these circumstances it is up to the parent to inform the school, as once removed from roll, there is no guarantee that the child will regain their place.

If you take your child out of school during term time for a holiday or any other unauthorised reason, you may be issued with a warning letter from the Education Welfare Office at Hounslow and the absence will be recorded on your child’s school records. Failure to inform the school in advance will result in an unauthorised absence being recorded. If you take your child out of school again, at any point during their time at school, you may be issued with a Fixed Penalty. The Penalty Notice of £60 (per parent, per child, per absence) increases to £120 if not paid within 21 days, and is payable within 28 days. Failure to pay a Fixed Penalty Notice will result in a prosecution for failing to ensure the regular school attendance of your child.

Child’s name:	Year Group/Class:
First day of absence:	Date child is expected to return to school:
Number of days absence from school:	Today’s date:

Reason for term time leave request:

**I have read and understood all of the above information and understand that my child’s absence may result in an official warning or Fixed Penalty Fine.**

Name of Parent/Carer (please print):	Signature of Parent/Carer:
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**Headteacher’s comments:**  
 I am **not** authorising the above term time leave request   
 I am authorising all of/some of the request for term time leave due to exceptional circumstances   
 Agreed date of return: \_\_\_\_\_  
 Signed: