



**Boxgrove Lane, Guildford, Surrey GU1 2TD**

**Headteachers:**

**Mrs A Fitch BA (Hons) QTS NPQH & Mrs R Stacey BA (Hons) QTS NPQH**

# **Attendance Policy**

At Boxgrove we want every child to:

- Love learning
- Find their strengths and talents
- Achieve more than they thought possible.

## Introduction

For children to gain the greatest benefit from their education, it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable. It is very important that you make sure your child attends regularly and this policy sets out how together we will achieve this.

## 1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will also promote and support punctuality in attending school.

## 2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) 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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [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. Roles and Responsibilities

### 3.1 The Governing Body

The governing body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Holding the headteacher to account for the implementation of this policy.

### 3.2 The Headteachers

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies.

### **3.3 The Attendance Lead is responsible for attendance**

The Attendance Lead is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Working with the Inclusion Officer (Surrey) to tackle persistent absence and make referrals where appropriate.

The designated senior leader responsible for attendance is Abi Rudall and can be contacted via the school office ([office@boxgrove.surrey.sch.uk](mailto:office@boxgrove.surrey.sch.uk) or 01483 563701).

### **3.5 Classteachers**

Classteachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office on the same day. Class teachers record this information on the Studybugs system.

### **3.6 School Office Staff**

School Office staff will:

- Take calls from parents/carers about absence and punctuality on a day-to-day basis and record it on the school system
- Collate attendance data and work with the Attendance Lead to notify parents of concerns.

### **3.7 Parents/Carers**

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school to report their child's absence before **9:00am** on the day of the absence and each subsequent day of absence or advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day.

### **3.8 Pupils**

Pupils are expected to:

- Attend school every day on time.

## **4. Recording Attendance**

### **4.1 Attendance Register**

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session (straight after lunch break). It will mark whether every pupil is:

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

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

See appendix 1 for the DfE attendance codes.

We will also record:

- (For pupils of compulsory school age). Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by **8:45am** on each school day.

The register for the first session will be taken at **8:45am**. If children arrive after registration we ask that you report to the School Office to register them there. The register for the second session will be taken at 12:55pm (KS1) and 1:10pm (KS2).

#### **4.2 Unplanned Absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by **9:00am** or as soon as practically possible via StudyBugs or by calling the School Office (01483) 563701.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

#### **4.3 Planned Absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment via Studybugs or email.

However, we encourage parents/carers 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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

#### **4.4 Lateness and Punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Persistent lateness will be addressed by the Attendance Lead, who will arrange a meeting with the family and devise a plan to reduce lateness.

#### 4.5 Following up Unexplained Absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may visit the pupil's home address
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the Surrey Inclusion Officer.

#### 4.6 Reporting to Parents/Carers

The school will regularly inform parents about their child's attendance and absence levels. We will send a letter to parents/carers in the spring term if absence is between 90 – 95% to report this. Absence will be reported on the child's formal end of year school report in the summer term.

### 5. Authorised and Unauthorised Absence

#### 5.1 Approval for Term-time Absence

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least **10 days** before the absence, and in accordance with any leave of absence request form, accessible via the [School Website](#) (Parent Hub, Parent Information). The Headteacher may require evidence to support any request for leave of absence.

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.
- 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
- Attending an Embassy appointment
- National/regional representation in competitive sport
- Unavoidable travel to care for sick relatives
- Family events such as weddings / funerals
- Flexi-schools requests – on advice from Surrey County Council Inclusion Officer.

**5.2 Filming and Performance Requests** – The Local Authority will issue a performance license. Please contact:

[https://www.surreycc.gov.uk/\\_data/assets/pdf\\_file/0005/55328/Standard-Child-Performance-Licence-Application-Mar-21.pdf](https://www.surreycc.gov.uk/_data/assets/pdf_file/0005/55328/Standard-Child-Performance-Licence-Application-Mar-21.pdf)

## 6. Attendance Monitoring

### 6.1 Monitoring attendance

The Attendance Lead will:

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence data will be collected each term and published at local authority level and to Governors.

### 6.2 Analysing Attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.

### 6.3 Reducing Persistent and Severe Absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance.

## 8. Children Missing in Education

Children who are on roll at school but refusing to attend, failing to attend regularly or missing from home are poor or non-attenders and will be managed by the Attendance Lead.

Children whose whereabouts are not known or not confirmed are Children Missing from Education (CME) and are dealt with by the Headteachers.

**Elective Home Education** – Elective Home Education (EHE) is a right for all parents/carers to provide education for their children at home, or elsewhere, which does not involve them being registered on a school's roll. This is different to home tuition provided by a Local Authority or education provided by a Local Authority other than at a school.

**What process should schools follow when a parent/carer elects to home educate their child/ren?** – Schools must notify the local authority when a parent withdraws their child/ren from school to provide EHE. In this circumstance a parent/carer should write to the Headteacher requesting that their child is de-registered and confirming that it is their intention to home educate their child/ren. Parents/carers must include in their letter that they are 'taking responsibility for the child's education' and the school will need to complete the checklist sent to them by the Admissions Team.

## **9. Monitoring Arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated.

## **10. Links with other policies**

This policy links to the following policies:

- Child Protection and Safeguarding policy
- Behaviour policy.

## Appendix 1: Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment



<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day