

ATTENDANCE POLICY

<u>DOCUMENT CONTROL</u>	
OWNER	Head
VERSION	1
REVIEW	September 2024
NEXT REVIEW DUE	September 2025

TABLE OF CONTENTS

1. AIMS	3
2. LEGISLATION AND GUIDANCE	3
3. ROLES AND RESPONSIBILITIES	3
4. RECORDING ATTENDANCE.....	4
5. AUTHORISED AND UNAUTHORISED ABSENCE	6
6. Attendance monitoring	6
7. Monitoring arrangements	7
8. Links with other policies.....	Error! Bookmark not defined.
5. PROCEDURE FOR A STUDENT ASBENT DURING THE DAY.....	7
6. Other Policies and Guidance.....	8
APPENDIX 1: ATTENDANCE CODES	9

1. AIMS

The School is committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student 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:

- 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 \(Student Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)

3. ROLES AND RESPONSIBILITIES

3.1 The Governors

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Head to account for the implementation of this policy.

3.2 The Head

The Head 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 students
- **Issuing fixed-penalty notices, where necessary**

3.3 The Deputy Head Pastoral

The Deputy Head Pastoral:

- Monitors attendance data across the school and at an individual student level
- Reports concerns about attendance to the Head
- Arranges calls and meetings with parents to discuss attendance issues

3.4 Tutors

Tutors are responsible for recording attendance on a daily basis, using the correct codes in iSAMS, and collecting absence notes.

3.5 Reception Team

School Reception staff are expected to take calls from parents about absence and record it on the school system. They will request written confirmation of the absence.

4. RECORDING ATTENDANCE

4.1 Attendance register

We will keep an attendance register and place all students 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. It will mark whether every student 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 keep every entry on the attendance register for 3 years after the date on which the entry was made.

4.2 Daily Recording Process

- Tutors will set an example by having good attendance and arriving on time to registration – and should be in the Tutor Room by 8:30am.
- Registration is at 8:30am and the register needs to be completed by 8:45am. Students who arrive after 8:35am will be marked as late by the Tutor.
- Students will only be marked present if seen by the Tutor.
- At 9:00am the administrative staff at reception will check the whole school register on iSAMS for any absences, alongside checking emails that have been sent. All unexplained absences will be noted.
- Reception staff will then contact the relevant subject teacher to make sure that the student has not arrived at the lesson without signing in, and update the registers on iSAMS, where relevant.
- At 9:15am administrative staff will email all staff to check for any unauthorised absent students to make sure the student is not at school. After this, the parents, or carers of any student who is not accounted for, will be contacted.

- An attendance notice will be sent to the Deputy Head Pastoral by 10:00am with the year group and name of any absent students or stating that all students are present. They will also make a note in the bulletin on iSAMS Administrative staff at reception should immediately be notified if a student who has been reported as absent by the administrative staff or on iSAMS, is noted as present in class.
- Where there is no response from the parents or carers, the Deputy Head Pastoral, will then take the appropriate action.
- A record of all interventions will be kept on iSAMS.
- Attendance will be recorded electronically at the start of each lesson.

4.3 Unplanned absence

Parents/carers are to email the School Reception (office@londonparkschools.com) and their child's tutor before 8:30am if their child is to be absent from school on that day and every subsequent day until the child returns to School.

We will mark absence due to illness as 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 the student's parent/carer 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/carers will be notified of this in advance.

4.4 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. Parent/carer must email the student's Tutor and School Reception.

Any student leaving the premises during the school day must sign out at Reception.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

The student's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.2 Lateness and punctuality

- School documentation will clearly state the time at which each School day begins - 8:30am (Doors open 8:00am) and ends – 4:00pm, including the time at which registers open (8:30am) and close at (8:45am).
- Students who arrive late should report to the School Reception and sign in as soon as they come into school so that the electronic register can be updated.
- In the event of an unexplained absence, the School will contact the parent/carer.
- In the event of persistent lateness Tutors will contact the parent/carer.

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling and emailing
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

Parents/carers are notified of attendance figures within each full report

5. AUTHORISED AND UNAUTHORISED ABSENCE

5.1 Approval for term-time absence

The Head will only grant a leave of absence to students during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Head's discretion.

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

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.3 and 4.4 for more detail), for short appointments that take a child out of school for a couple of hours the tutor may grant permission, if the absence becomes regular the Head must be informed.
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the School will seek advice from the parents' religious body to confirm whether the day is set apart
- Study Leave
- Flexi-schooling requests

5.2 Reducing persistent absence

The School has consistently high expectations regarding attendance, this is conveyed via the website and relevant policies, all parents and students are made aware of these.

Following any unauthorised absence the Reception team will contact home on the initial day, the Deputy Head Pastoral will be notified and will inform the Head as necessary.

Tutors monitor attendance on a weekly basis. Where there is a concern they will communicate by email with the parent/carer.

If attendance is not improved the parent/carer will attend a meeting with the Deputy Head Pastoral and the Head.

6. Attendance monitoring

The Deputy Head Pastoral monitors student absence on a weekly basis. Tutors monitor on a daily basis.

A student's parent/carer is expected to call the school in the morning and each day thereafter if their child is going to be absent due to ill health (see section 4.3)

If a student's absence goes above 2 days, the school will contact the parent/carer of the student to discuss the reasons for this.

- The School uses iSAMS to register and monitor attendance
- Daily bulletin on iSAMS is sent each morning to all staff
- Tutors monitor daily attendance and reasons for absence in de-registration

7. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Deputy Head Pastoral. At every review, the policy will be approved by the governing board.

5. PROCEDURE FOR A STUDENT ASBENT DURING THE DAY

All students should be registered on iSAMS in morning and afternoon registration and for every lesson during the day. If a teacher or other member of staff notes that a student is missing from class/sport practice/other activity and is not marked absent on iSAMS, they should contact the Form Tutor or Deputy Head Pastoral, without delay. The Senior member of staff or Tutor will then:

1. Check iSAMS to see if the student the student is marked as absent in the bulletin notice.
2. Check if they were present in their previous lesson.
3. Check the student's timetable for that day.
4. Check with Reception to see if the student has signed out for an authorised appointment.
5. Check if they have an extra lesson. Check the location where the student was previously if not in class e.g. Sensory Room, changing rooms, Music and Drama Room, library.

If the student cannot be found following the above investigation, the Tutor or Deputy Head Pastoral will notify the Head. An initial search will be made using assistance from the school administrative staff as available or required. The Head will be kept informed by the Deputy Head Pastoral. As part of the initial search process, friends and classmates of the student will be asked if they have any knowledge of the missing student's whereabouts. If the student is found on site or in the vicinity, the school staff will make a concerted effort to persuade the student to return to the School. If the student then refuses to do so, staff members will attempt to continue to monitor the student's whereabouts. Staff should contact the parents in such circumstances.

If the student is not found after the initial search, a member of the SLT will contact the student's parents at this point and the situation must be reported to the Head along with the relevant details. All decisions on contacting parents should be made by a member of the SLT.

If the initial search is unsuccessful, the Deputy Head Pastoral or a member of the SLT will contact the police after consultation with the parents (where appropriate) and provide the police with the information listed below, as well as any other information reasonably requested by the police.

Information to be provided to the Police

Should the School need to contact the Police, the following information should be provided:

1. the student's name
2. the student's age
3. an up-to-date photograph if possible
4. the student's height, physical description and any physical peculiarities
5. any disability, learning difficulty or special educational needs that the student may have
6. the student's home address and telephone number
7. a description of the clothing the student is thought to be wearing
8. any relevant comments made by the student about their intentions

The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

Review

This policy shall be reviewed every year by the Deputy Head Pastoral and updated as necessary. In undertaking the review, account will be taken of any incidents in the Missing Student Incident File that indicate that there may be a problem with supervision, student support or security at the School and any issues raised by individual members of staff, parents and students.

Absent Student Incident Record

The School must keep a full written record of any incident of a missing student, including:

1. the student's name
2. relevant dates and times (e.g. when it was first noticed that the student was missing)
3. the action taken to find the student
4. whether the Police or other local authorities were involved
5. outcome or resolution of the incident
6. any reasons given by the student for being missing
7. any concerns or complaints about the handling of the incident
8. a record of the staff involved.

A full written record of the incident will be kept on the student's file.

Procedure for student absent on repeated occasions

The School must inform the Local Authority of any student who fails to attend regularly. All instances of a student failing to attend regularly or unauthorised absence on any day should immediately be reported to the Deputy Head Pastoral, who takes the appropriate action.

6. OTHER POLICIES AND GUIDANCE

This policy should be read in conjunction with:

- The LPSC Safeguarding Policy
- The LPSC Children Missing in Education Policy

- The LPSC Supervision Policy
- The LPSC Behaviour Policy
- KCSiE

APPENDIX 1: ATTENDANCE CODES

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

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

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
E	Excluded	Student has been excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Student from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Student is on a holiday that was not approved by the school
N	Reason not provided	Student 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)

O	Unauthorised absence	School is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Student of non-compulsory school age is not required to attend
Y	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 student is in custody
Z	Student not on admission register	Register set up but student has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day