ST PIRAN'S
Inspiring Confidence

ATTENDANCE POLICY

Contents

Approved by:	Headmaster	**Date:**	01.09.23
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1. AIMS

At St Piran's School, we want the whole school community – governors, staff, parents and pupils - to be committed to high standards of attendance and punctuality.

As a school we set attendance targets to build on the previous year and consistently promote the importance of good attendance. We aim to reduce persistent absence , so that all pupils are assisted in reaching their potential. Regular analysis of pupil attendance is undertaken and involves analysis of all groups of pupils, for example girls/boys, EAL/Non EAL, SEN/ Non-SEN.

Good attendance helps the children at St Piran's to maximise their learning and enables all pupils to take full advantage of the educational opportunities available. Every day a child is not in school, will impact on the overall attendance percentage for the whole school. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less both in preparatory and senior school.

This policy will support us all to achieve high levels of attendance and punctuality.

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 lessons.

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)

It also refers to:

- School census guidance
- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. ROLES AND RESPONSIBILITIES

3.1 The governing board

The governing board 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 as part of the Education Committee
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headmaster to account for the implementation of this policy

3.2 The Headmaster

The Headmaster is responsible for:

- Implementation of this policy at St Piran's
- 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 designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families
- Working with education welfare officers to tackle persistent or severe absence

The designated senior leader responsible for attendance is Camilla Earp and can be contacted on 01628 594300 or via email on c.earp@stpirans.co.uk

3.4 The attendance officers

The school attendance officers are responsible for:

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Headmaster
- Benchmarking attendance data to identify areas of focus for improvement

The attendance officers are Nurse Lynne and Nurse Alyssa and can be contacted on 01628 594311 and can be emailed on matron@stpirans.co.uk

3.5 Teaching staff

Teaching staff are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on iSAMS at the same time each day. For morning registration, attendance

should be registered by 08:45 and in the afternoon, by 12:35 for EYFS, 13:10 for Years 1 & 2, and by 13:45 for Years 3 & 4 (except on a Wednesday when they need to be registered by 14:50). For Years 5 and 6, afternoon registration needs to be completed by 14:50 each day, except on a Wednesday when they have fixtures and registrations are completed by 13:50.

3.6 School matrons/nurses

Our school matrons/nurses will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Help to facilitate further support for parents/carers if they require more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Understand that they have a legal responsibility to ensure their child's regular and punctual attendance at school/nursery
- Ensure that their child attends school properly dressed, equipped and in a fit condition to learn
- Inform school on the first day of absence, before 09:30 with the reason for their child's absence
- Keep in contact with school, advising of any subsequent days of absence and advise when they are expected to return
- Avoid arranging family holidays during term time
- Maintain regular communication with school staff where necessary
- Work in partnership with other professionals to increase their child's attendance as necessary
- Ensure that school are informed of any changes of contact details
- Provide the school with more than one emergency contact number for their child and advise of any change
- 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 and on time, or in the case of EYFS pupils, attend timetabled sessions promptly and consistently.
- Be ready to learn
- Not leave the school without permission
- Hand any note/communications giving reasons for absence to the school nurses

4. RECORDING ATTENDANCE

4.1 Attendance register

We keep an attendance register on iSAMS, our MIS, 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. 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:

- 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 three years after the date on which the entry was made.

Pupils must arrive in school by 08:25 (Y1 to 6) and 08:45 (EYFS) on each school day.

The register for the first session will be taken from 08:30 and will be kept open until 09:00. The register for the second session will be taken from:

- 12:35 to 12:50 (EYFS)
- 13:10 to 13:30 (Y1 & 2)
- 13:45 to 14:10 (Y3 & 4) (Y5 &6 on Wed)
- 14:25 to 14:50 (Y5&6) (Y3&4 on Wed)

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 09:30 or as soon as practically possible by calling the school matrons/nurses (see also section 7).

Wherever possible the School's prior consent should be sought for absence from the School.

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 5 days or there are doubts about the authenticity of the illness, the school will ask for 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.

4.3 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. Medical appointment requests must be made by contacting the Matrons for authorisation, copying in the relevant Form Teachers where possible.

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.

Other types of absence requests during term time can be made by parents/carers, through contacting the Headmaster and his PA. Requests should be made as far in advance as possible of the requested absence and it is the Headmaster's discretion as to whether they will be authorised. Go to section 5 to find out which term-time absences the school can authorise.

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
- Where a pupil or family have been identified as having ongoing punctuality issues, concerns will be raised and followed up by the Matrons, the senior leader and the Form Teachers.
- Parents/carers will be invited in to discuss punctuality and offered necessary support and intervention, as and when required.
- Support may include but not be limited to: Early Help, ERSA programme, Mental Health First Aid, bespoke pastoral plan.

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 insert measures, e.g. contact social services, police
- 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 five 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 an education welfare officer.

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels via - termly written reports on iSAMS.

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 in writing (including via email) as soon as it is anticipated and, where possible, at least 2 weeks before the absence. The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart

Other possible 'exceptional circumstances' where the Headteacher may grant term-time holiday include:
- Extended or exceptional study/learning enrichment opportunities
- Flexi-schooling requests

5.2 Legal sanctions

Where parents do not engage and show a commitment to their child(ren)'s attendance at the school, the Headmaster and governors reserve the right to withdraw a place at the school based on breach of contract. Where pupils are under school age and do not attend regularly on specific sessions, the school reserves the right to offer these to other pupils.

6. Strategies for promoting attendance

St Piran's has high expectations for all within its community and promotes the core values of respect, kindness and inclusion amongst staff, pupils and families. It is our duty of care to understand and promote regular attendance at school and absence is considered a potential safeguarding risk. The school expects good attendance and punctuality from all members of the school community. Continuity and positive school attendance promotes higher levels of attainment, wellbeing and wider outcomes. Where a pupil/family have struggled with attendance and/or punctuality and received support leading to a positive outcome, they will be encouraged and continually supported by the staff team involved.

7. Attendance monitoring

7.1 Monitoring attendance

The school 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 and these will be discussed in the weekly Safeguarding and Wellbeing meetings.

7.2 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

7.3 Using data to improve attendance

The school will:

- Provide regular attendance reports for teachers and room leaders to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 15% 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/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services both on and off site to remove the barriers to attendance
- Seek support and advice from the attendance team at Achieving for Children

8. MONITORING ARRANANGEMENTS

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum bi-annually by Camilla Earp DSL and Seb Sales, Headteacher. At every review, the policy will be approved by the Education Committee of the Full Governing Body.

9. LINKS WITH OTHER POLICIES

This policy links to the following policies:

- Child Protection and Safeguarding policy
- Behaviour, Rewards and Sanctions 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 or assessment day with another school
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

Code	Definition	Scenario
Authorised absence		
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
R	Religious observance	Pupil is taking part in a day of religious observance
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

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