



Policy:	<i>Attendance Policy</i>
Applies to:	<i>Warwick Junior School Pupils</i>
Authors:	<i>Heather Mellor, Deputy Head</i>
Approved by:	
Reviewed:	
Signed:	

ATTENDANCE POLICY

1. Aims

Warwick Junior School is committed to meeting its obligation with regards to school attendance through a whole-school culture and ethos that values good attendance. The School's commitment includes:

- 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

The School also promotes and supports punctuality in attending lessons.

2. Legislation and guidance

This policy meets the registration requirements of the Department for Education (DfE) guidance [Children Missing Education \(2016\)](#) and the DfE non-statutory guidance [Working Together to Improve School Attendance' \(2022\)](#). This policy refers to the DfE's guidance on the school census, which explains the persistent absence threshold of 10%.

The following guidance has informed this policy: [Summary of responsibilities where a mental health issue is affecting attendance \(publishing.service.gov.uk\)](#) (2023) and [Support for pupils where a mental health issue is affecting attendance: effective practice examples \(publishing.service.gov.uk\)](#) (2023)

The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a welfare matter for the school to know when pupils are or are not on the premises.

3. Roles and responsibilities

3.1 Governors

Governors are 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
- Making sure staff receive adequate training on attendance
- Holding the Head to account for the implementation of this policy

Attendance is reported regularly to Governors and the Safeguarding Governor in particular has an overview of attendance and the procedures put into place for monitoring, analysis and follow up.

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 and addressing the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

3.3 The Deputy Head

The DH 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
- Arranging for calls and meetings with parents to be made to discuss attendance issues
- Delivering targeted intervention and support to Pupils and families

3.4 Heads of Year

The Heads of Year, alongside other pastoral staff, are responsible for;

- Facilitating discussions with pupils and families to try to remove any barriers to attendance
- Identifying and monitoring any issues with lateness and work alongside the Behaviour Policy to reduce these

3.5 School Office Administrator

A member of the school office staff is designated as School Attendance Officer and is responsible for:

- Regularly monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports and reporting concerns about attendance to the DH
- Communicating with parents when a pupil is unexpectedly absent from school
- Regularly monitoring and analysing punctuality and liaising with pastoral staff where there are concerns
- Working with pastoral staff and, if appropriate, the local authority, when a pupil's low attendance causes concern.

3.6 School Office staff

School office staff will work alongside the School Attendance Officer to monitor absence on a day-to-day basis and record reasons for absence on the school system. This includes:

- Monitoring emails from parents
- Taking calls from parents
- Checking for messages from parents that are recorded on the dedicated telephone absence line
- Liaising with pastoral leads when valid reasons for absence are unclear.

Should there be a question about the whereabouts of any pupil marked absent (i.e. no telephone message received from the parent giving a reason for the absence), then the School Office Administrator or other member of the School Office staff will contact the nominated parent to enquire about the reason for absence and to check that the pupil's whereabouts is known.

3.7 Form Tutors

Form Tutors are responsible for recording attendance on a daily basis, using the correct codes for 'present' or 'absent' according to whether a pupil is or is not physically present in the room. The register is a legal document and accuracy is therefore of great importance. The reasons for any absence including late arrival will be entered by the School Office. Electronic registration means the School Office is immediately informed. If a paper register has been taken it must be submitted immediately to the School Office.

3.8 Parents

Parents are expected to:

- Make sure their child attends every day and arrives in time for registration which begins at 8.30 am
- Communicate with the school to report their child's absence before 9 am on each day of absence
- Ensure that they inform the school as soon as possible, should their contact number change
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, medical and other appointments for their child are made outside of school hours.
- Use the Prep Diary to note down times of their child's music lessons or appointments during the day
- Sign their child in/out at the school reception if they are late arriving to school or need to be collected early.

3.9 Pupils

Pupils are expected to:

- Attend morning and afternoon registration and every timetabled session on time
- Inform their Form Tutor at morning registration if they have a music lesson or appointment in or out of school during the day
- Meet their parent/carer at reception and sign out, should they need to leave school early for an appointment / are collected due to illness.

4. Admissions Register

The name of a pupil must be included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

The following details are recorded for every pupil:

- name in full
- birth sex (unless person has a gender recognition certificate (18+ only))
- name and address of every person known to the proprietor to be a parent of the pupil (and an indication of which parent the pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989) – N.B. Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise
- where a parent notifies a school that a pupil will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information
- an absolute minimum of two telephone numbers to contact in an emergency
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any
- the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information.

The admissions register is not a public document. The requirement to register a transgender pupil under their birth sex (unless they have a gender recognition certificate) does not prevent a school from treating the pupil for all other purposes as the being of the gender with which the child identifies.

The admissions registrar is expected to:

- Notify the local authority of additions to the pupil roll during non-standard transition points.
- Notify the local authority of deletions from the pupil roll during non-standard transition points.

4.1 Children at Risk of Missing Education

Parents are asked to inform the school of any changes whenever they occur. The local authority has a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. The local authority should trace those children and ensure that they receive full-time education.

The lawful grounds for removing a pupil from the Admissions Register and the information to be reported to Warwickshire County Council are set out in detail in both School Attendance (2022) and Children Missing Education (2016).

School will inform WCC when Pupils:

- Have been taken out of school by their parents and are being educated outside the school system e.g. home education. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- Have been permanently excluded.

WCC is notified by the admissions registrar when a pupil's name is added to/ removed from the admission register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. In addition to informing WCC, it is helpful to copy in the local authority where the child is normally resident.

A school's right under the regulations to delete a pupil for non-return within 10 school days after authorised leave of 10 school days or more, or after 20 school days unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have jointly made reasonable enquiries (described in the guidance) as to the pupil's whereabouts and failed. Inspectors may remind schools that, as independent schools, their right to remove a pupil will in addition be subject to the terms and conditions of their own school/parent contract.

The duty to delete a pupil from a register arises as soon as the grounds for deletion are met and, in any event, before deleting the child's name. As to non-standard admissions, the notification is to be made within five days of the entry on the admission register.

School will also inform WCC of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 days or more.

5. Attendance Register

5.1 Attendance register

An electronic attendance register is kept for all pupils.

The attendance register is taken at 8.30 am each school day and again at 1.30 pm to show whether each 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.

Appendix 1 shows the DfE attendance codes.

The attendance register also shows:

- Whether the absence is authorised or unauthorised;
- 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.

An additional back-up copy of the attendance register must be made either electronically or as a printed copy, not less than once a month. These back-ups/additional copies of the admission register, and the attendance register must be retained for three years after the end of the school year in question.

5.2 Lateness and Punctuality

Pupils are collected from the playground at 8.20am.

Morning registration takes place at 8.30 am each school day. Pupils arriving after 8.30am but before the close of registration at 9am are recorded as 'Late'.

The register for the second session of the day is taken at 1.30pm. Pupils who register at the office after 1.30pm but before 2pm are recorded as 'Late'.

Pupils arriving after 9am are recorded as 'Absent' for the whole morning session of school, in line with government requirements set out in 'Working together to improve school attendance'. Pupils who register after 2pm are recorded as 'Absent' for the afternoon session of school.

There is no longer a requirement for independent schools to return absence data to the DfE and inspectors can no longer check a school's overall statistics, unless it has kept them for its own purposes.

5.3 Unplanned, unexpected absence

The **Unexpected Absence Form** (e.g. for illness or a specified family emergency) should be used by a parent/carer to inform the school of the reason for absence **by 9am on each day of an unplanned absence** (or as soon as practically possible).

The Unexpected Absence Form, is found on the Parent Information tab within your Parent Portal account, should be used to inform the school. If you are unable to log onto the Parent Portal, please telephone school or e-mail wjsoffice@warwickschool.org .

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, or where absence for illness is frequent, the school may ask the pupil's parent to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. Medical evidence will not be requested unless the school feels this is necessary. If the school is not satisfied about the authenticity of the illness or the reason given for a family emergency, the absence will be recorded as unauthorised; parents will be notified of this procedure.

5.4 Planned, future absence

For any type of planned absence such as an appointment, the student should be out of school for the minimum amount of time necessary and authorisation will only be granted on this basis. It is the responsibility of parents to ensure that arrangements are in place to allow the student to attend school before and/or after an appointment, where timing of the appointment permits.

Parents must always sign out their child at the Reception if they need to leave school during the day and sign them back in when they return.

The **Future Absence Request Form** is used only for:

- **Medical and Dental Appointments:** These should be made out of school hours where possible.
- **External Co-Curricular Examinations:** External examinations in music etc.

The absence form must be submitted **in advance of the day of absence to allow time for the request to be considered.** Otherwise, the absence for the appointment may be recorded as unauthorised.

These forms are located in the Parent Information tab within Parent Portal accounts. Parents are requested to telephone school or e-mail wjsparents@warwickschool.org if they are unable to access the Parent Portal.

5.5 Other Future Absence Requests

The Government document 'Working Together to Approve Attendance' states that:

1. *Only exceptional circumstances warrant a leave of absences. Schools should consider each application individually, taking into account the specific facts and circumstances and relevant background context behind the request.*
2. *If a leave of absence is granted, it is for the headteacher to determine the length of the time the pupil can be away from school.*
3. *As head teachers should only grant leaves of absence in exceptional circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.*

Permission for other exceptional absence should be addressed, well in advance, to the Head's PA by emailing wjshead@warwickschool.org . Only the Head can authorise leave of absence for exceptional circumstances.

Further information about authorisation of absence is given in Section 6.1: Approval for term-time absence.

5.6 Following up unexplained absence

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

- Contact the pupil's parent 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 contact the 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 5 working days after the session
- Contact the parent 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.

5.7 Reporting to parents

Parents are regularly informed about attendance statistics on full and grade reports. In addition, parents can log in to the school portal and under the 'My Children' tab, view their child's attendance statistics on a daily basis. Where attendance is low, parents are contacted, and a support plan is put in place. Where appropriate, 'Early Help' may be used in the support plan.

5.8 Lesson attendance

Teachers are expected to monitor attendance at the start of each lesson. The teacher should notify the School Office **immediately**, if a pupil is unexpectedly not in a lesson and their whereabouts is unknown.

Reception staff will check that the pupil:

- does not have a music lesson or LAMDA lesson;
- is not with the school nurse or other pastoral staff;
- is not away on an official school excursion or undertaking another approved visit that day
- has not gone home due to illness or appointment.

'Practice Pal' is used to aid the registration of students in individual lessons such as Music.

If the pupil is still unaccounted for, then the Deputy Head should be informed and designated staff will search for the pupil in school by checking cloakrooms, toilets, classrooms and the designated 'quiet' areas.

If the pupil still remains unaccounted for, then the Deputy Head should inform the Head and the parents should be informed. If the parents say that the pupil should be in school, further checks will be made.

If the pupil is still unaccounted for, the school may ring the police if it thinks it is appropriate so to do.

6. Authorised and unauthorised absence

6.1 Approval for term-time absence

The Head will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. Leave of absence, including the length of time authorised, 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. Any request should be submitted as soon as it is anticipated. The Head may require evidence to support any request for leave of absence.

'Exceptional circumstances' which *may on occasion* be considered for **authorised leave of absence** include:

- Illness
- Medical/dental appointments which have been requested in advance (unless emergency)
- 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
- Participation in a performance - a licence or Body of Persons Approval (BOPA) is usually required
- Temporary part-time timetable - in very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable to meet their individual needs e.g. where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package.
- Holidays in **very exceptional circumstances** – term-time holidays are strongly discouraged, and parents are asked never to take their child out of school for holidays, except in the most exceptional circumstances. Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school. A leave of absence is granted entirely at the Head's discretion, 10 days is the maximum.

6.2 Unauthorised absence

The following are examples of where absence is recorded as unauthorised:

- when appointments and holidays have not been authorised in advance
- holidays/ exceptional absences in excess of the period of time agreed in advance

- arrival at school after 9am without a valid reason or authorisation
- unexplained absences or absence without an exceptional reason

6.3 Attendance at an approved off-site educational activity

An approved educational activity is where a pupil is attending another school at which they are registered or taking part in off-site activity such as field trips, educational visits or sports fixture. Pupils can only be recorded as attending an off-site activity if it is approved by the school, of an educational nature and supervised by someone authorised by the school. For purposes of registration and safeguarding, the school is notified by both the parent and the provider of the activity if a pupil is absent.

7. Strategies for promoting attendance

The following procedures may be adopted to promote good attendance:

- Communicating the importance of good attendance and the procedures in this policy to pupils, parents, staff and governors;
- SMT regular analysis of data and appropriate response initiated to any patterns of concern;
- Pastoral staff liaise with families to understand attendance issues;
- Liaison with a pupil's family to help remove any barriers to improving attendance;
- Phased attendance plans made with student input which may identify key trusted school staff, enjoyable aspects of school, strategies to address reasons for not attending, safe spaces and small targeted steps;
- Internal Early Help support used when attendance becomes a concern;
- Children's Services support accessed where there are more serious concerns about attendance and/or where there may be associated safeguarding issues;
- Home visits or Teams meetings may be organised;

7.1 Absence of more than 5 days

Where a student has been absent for 5 consecutive days, the School Officer Administrator liaise with the Form tutor and Deputy Head, to determine whether a courtesy call is appropriate to offer support, discuss the absence and likely date for the return to school. The procedures outlined in Appendix 2 should be followed. If there are significant safeguarding concerns at any time, efforts should be made to have 'eyes on' the student at the earliest opportunity unless they are known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

7.2 Absence of more than 10 days

The procedures outlined in Appendix 2 should continue to be followed.

As a general rule, staff should make every attempt to have 'eyes on' a student **every 10 school days** (not including weekends or holidays) during a period of absence, unless the student is known to be visible within the community e.g. in hospital, seeing medical consultants or social workers.

7.3 Meetings and home visits

An in-person meeting will best allow staff to assess the safety and wellbeing of the young person but a virtual meeting may be appropriate in some situations. The decision to meet in-person or virtually should be made in discussion with the Deputy Head and Head.

If an initial in-person meeting is to be held at the student's house, no fewer than two staff should attend.

If the absence continues beyond the initial meeting, a discussion with the Deputy Head will take place regarding future steps which will depend on the nature of the absence:

- o if the reason for absence is SEMH in nature, future support will be led by the Deputy Head in liaison with pastoral staff and the SENDCO.

- o if the reason for absence is not SEMH in nature, the pastoral team will coordinate the support plan which will be regularly reviewed. This will consider, among other things, if a medical note is required or if ongoing visits are necessary given the individual circumstances.
- o if it is decided that further home visits are required, it may be decided, in discussion with the Deputy Head and Head, that only one member of staff need attend.

8. Attendance monitoring

8.1 Monitoring overall attendance

- Form tutors and the School Office Administrator monitor daily attendance and are encouraged to flag up any concerns, weekly, to the Heads of Years to allow early intervention.
- The Deputy Head monitors attendance and absence data half-termly, termly and yearly across the school, within year groups and at an individual pupil level. They identify any particular groups of pupils or individual pupils whose absences may be a cause for concern, and these are discussed at Pastoral Committee meetings and, where appropriate, action plans may be put in place.
- Attendance data is reported as part of regular data drops for each year group.
- Attendance data is shared with the Senior Leadership Team and with Governors. Benchmarking against [national statistics](#) may form part of the shared data

8.2 Analysing attendance

The school:

- Analyses attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance.
- Looks at historic and emerging patterns of attendance and absence

8.3 Using data to improve attendance

The school will:

- Provide regular attendance reports to school leaders and governors, to facilitate discussions with pupils and families to try to remove any barriers to attendance.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

8.4 Reducing persistent and severe absence

The Government defines persistent absence to be 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 the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- Consider instigating Early Help to support attendance, either internally or, in more serious cases, with external monitoring;
- Provide access to wider support services such as Local Authority Children's Services, to remove the barriers to attendance.

9. Monitoring arrangements

This policy will be reviewed at least annually by the DH as guidance from the local authority or DfE is updated.

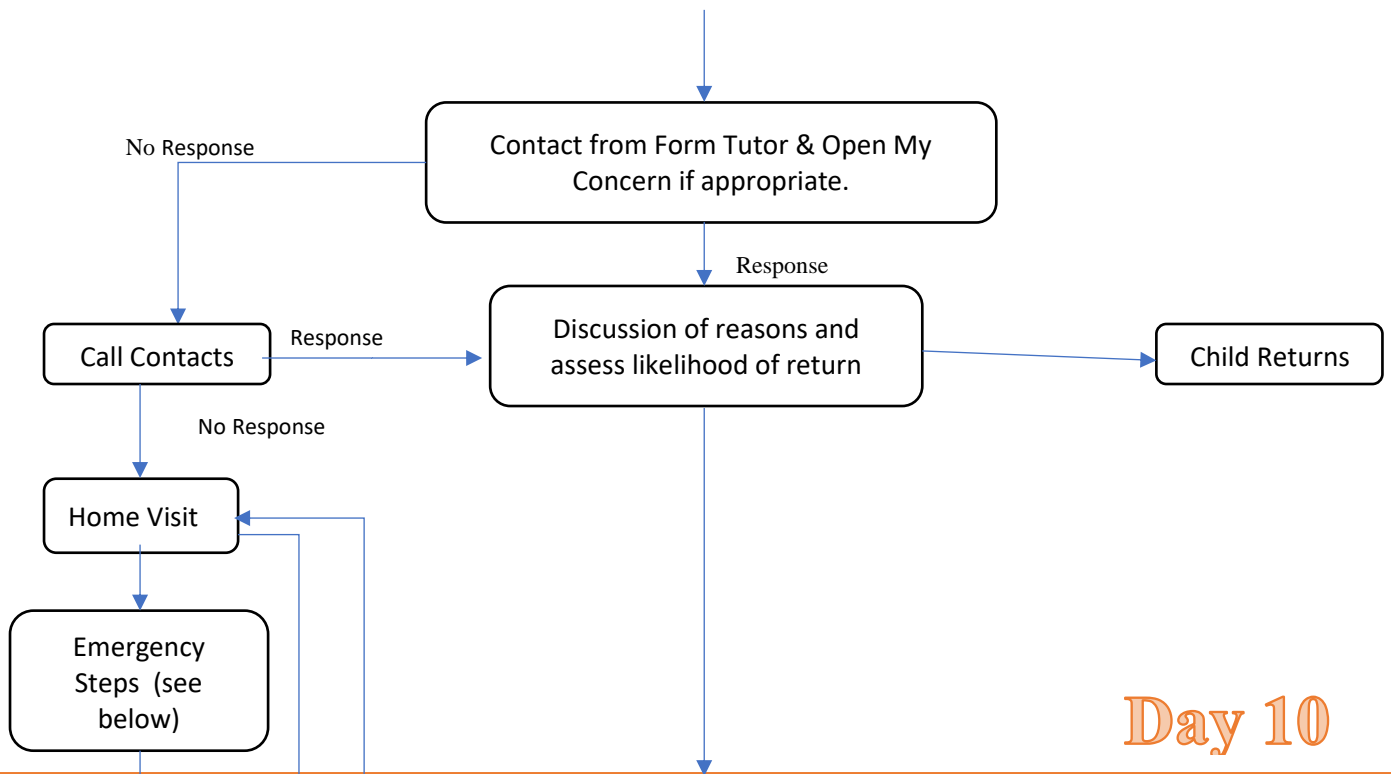
10. Links with other policies

This policy links to the following policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy

Appendix 1: Child Absent for more than 5 days – Flow Chart.

5 Day Absence



Day 10

Referral to Integrated front door and CME Team

Staff are required to have an initial meeting with the guardians and “eyes on” the child by day 10. This should be carried out in liaison with the DSL.

Meeting with guardians and child in school

Zoom meeting (exceptional circumstances only)

Discussion of absence and support available including Family Support, Getting work sent home, Requirement of Doctors Note

SEMH

“Emergency Steps” as detailed in safeguarding policy, including contacting:

- Emergency Contacts
- Partner Agencies
- Siblings School
- Childs friends
- Other school contacts

Yes

Refer for enhanced pastoral support in liaison with the DH/SENDSCO.

No

TAC (Team Around Child) created and support Plan drawn up and reviewed regularly including

- Collation of work
- Update on Medical issues
- Arrangements for ‘eyes on’ every 10 days
- Ongoing support
- Ongoing liaison with the DSL as appropriate.

Child Seen

Appendix 2: Registration Codes

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

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 e.g. Warwick School, hospital school
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

Authorised Absence

Code	Definition	Scenario
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

S	Study leave	Year 11 or Year 13 pupil is on study leave during their public examinations
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 at 8.45am or 1.35