



E21C

EDUCATION FOR THE 21ST CENTURY

E21C Attendance Policy

Date of Last Review	July 2020	Author	Executive Headteacher, Primaries
Date of next Review	July 2023	Owner	Executive Headteacher, Primaries
Type of Policy	<input type="checkbox"/> Trust Policy <input checked="" type="checkbox"/> Trust Policy tailored by school <input type="checkbox"/> School Policy	Approval	<input type="checkbox"/> School <input type="checkbox"/> LGB <input checked="" type="checkbox"/> Board



Our Vision:

To ensure welcoming and open schools for the local community, where every person thrives, makes excellent progress and succeeds.

Our Pillars:

- Ethical and empowered Leaders and Governors
- High aspirations for all
- A relentless focus on high quality curriculum and provision
- A commitment to closing gaps in achievement
- A commitment to developing staff and nurturing their well being
- Ensuring the highest standards of behaviour for learning
- Using research to drive up standards in teaching and learning
- Protecting and developing the whole child

This policy should be read in conjunction with the following E21C Trust and school policies:

- Safeguarding (Child Protection)

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1. Aims

E21C is committed to developing the character and competence of every pupil and believes that all pupils should receive an exceptional education. To attain this level of education children and young people must have high levels of attendance. E21C aims to ensure that attendance of pupils, both in the primary and secondary phase, is at least in line with the national average. It is clear that for pupils and young people to reach their full potential they should rarely miss a day at school. Attendance is also a safeguarding matter. Poor attendance may be an indicator that a pupils' welfare is at risk. Weak attendance practice can risk pupils' wellbeing. E21C Schools must ensure that effective attendance practice is understood by all staff and is closely linked with effective safeguarding practice.

The Trust has a robust, clear strategy in place for:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We also support parents and carers to perform their legal duty to ensure their children of compulsory school age attend regularly, and 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:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [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.

This policy complies with the Trust's funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken 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 A](#) for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Each school will show in Appendix D, details including:

- Pupil's expected arrival time in the school
- The time that the register for the first session will be taken and will be kept open until
- The time that the register for the second session will be taken after the lunch break

3.2 Unplanned absence

Parents and carers and carers must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by a time set out by each school or as soon as practically possible (see also section 6).

Appendix D shows procedures individual to each school. These are also available on school websites.

Absence due to illness will usually be authorised unless the school has a genuine concern about the authenticity of the illness.

The school may ask parents and carers 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 and carers and carers will be notified of this.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

We encourage parents and 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. We also encourage parents and carers to ensure that pupils are in the school to be marked as attending, before they leave for a medical or dental appointment. Pupils are expected to catch-up with any work missed through absence. Teachers will help pupils achieve this.

Each school will have its own processes and systems detailing how parents and carers can notify the school in advance of a medical or dental appointment. These are available in Appendix D and on the school website.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

3.5 Following up absence

Schools will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. Details of each school's approach can be seen in Appendix D and on the school website.

3.6 Children unexpectedly absent

If a pupil is unexpectedly absent all efforts must be made to assure their whereabouts and welfare as quickly as possible. Often this will be achieved via a call home but sometimes this may require a home visit that confirms the pupil's whereabouts. Principals/Headteachers/Heads of School must not accept anything short of a definitive confirmation of the pupil's whereabouts. E21C schools follow the DfE guidance, 'Keeping Children Safe In Education' September 2020 states that: 'Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.'

3.7 Reporting to parents and carers and carers and carers

Schools will report pupil attendance to parents and carers at least once each academic year. This is typically included with the pupils' annual report.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Principals/Headteachers/Heads of School may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

Exceptional circumstances include the following:

- acute family trauma
- terminal illness or death of a family member
- if a family member serves in the Armed Forces - Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays

- following advice from a health professional
- out of school programmes such as music, arts or sport operating at a high standard of achievement

The Principal/Headteacher/Heads of School considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. **A leave of absence is granted entirely at the Principal/Headteacher/Heads of School's discretion.**

Valid reasons for **authorised absence** may include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents and carers belong. If necessary, the school will seek advice from the parents and carers' religious body to confirm whether the day is set apart
- 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
- Part timetables agreed between the School and parents and carers and carers or carers
- Study leave for Year 11 pupils

4.2 Legal sanctions

There are two options:

1. A Penalty Notice
2. Prosecution

Penalty Notice

Schools will fine parents and carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents and carers must make payment directly to the Local Authority within 28 days.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal/Headteacher/Heads of School, following the Local Authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the Local Authority can decide whether to prosecute the parent and carer or withdraw the notice.

Prosecution

Prosecution could lead to fines up to £2500 and/or 3 months imprisonment. (See DfE's statutory guidance on [School attendance parental responsibility measures](#) for more information).

5. Strategies for promoting attendance

Each School will have a clear strategy to promote attendance which will include rewards, sanctions, assemblies, and meetings with parents and carers. These will be in line with those recommended by SOL Attendance and E21C best practice. These are detailed in Appendix D. The table below is a useful tool to share with staff and pupils because it clarifies the impact on learning of absence:

Attendance percentage	Learning days lost per academic year
98%	4
95%	10
90%	19
85%	29
80%	38
75%	48

6. Attendance monitoring

Schools will monitor pupil absence on a **daily basis**, scrutinising patterns on a **weekly** basis using the SOL Attendance/E21C best practice approaches to promoting attendance. However, where attendance is not yet in line with the national average then school leaders will scrutinise attendance **each day**.

Analysis of attendance data will include data for each group (e.g. boy, girl, SEND, Disadvantaged, Others, EAL, ethnic groups), year group, sub-groups within each year group (where this is statistically useful).

Particular weeks of the academic year should be analysed as well to identify sources of poor attendance (e.g. days close to periods of holidays or days of religious celebrations). Leaders must implement systems to reduce the impact of regular low points of attendance during the academic year. These could include rewards, alterations to term dates and targeted use of staff training days. Schools have clear systems in place for following up pupil absences.

The Trust has the ability to monitor school attendance through its data management systems. The CEO and Executive Headteachers will regularly discuss school attendance data through the E21C line management structure.

7. Children at Risk of Missing Education

All schools must inform the Local Authority 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. As this could be a safeguarding issue, leaders should ensure that regular follow up contact is made with the Local Authority if the whereabouts of the pupil is not known or communicated to the school.

If a vulnerable child cannot be contacted on the first day of absence, a home visit should be completed; a non-vulnerable by the third day of absence. This should continue until the information

has been secured. Leaders should follow the guidance issued by the Department for Education: <https://www.gov.uk/government/publications/children-missing-education>

8. Pupils leaving the school and off-rolling

The E21C vision is driven through a passion and commitment to include everyone. We believe all our children and young people are precious and as such, we are keen to ensure that we track the destinations of pupils who leave each school.

School leaders must ensure that detailed records are kept for pupils who stop attending the school and are removed from the roll/admissions register.

Details must include (but not exclusive to):

- the pupil's reason for leaving
- their destination and the destination's educational provision (e.g. name of school, home schooling arrangements)
- group (disadvantaged, SEND, EAL, gender)
- ethnicity

Where a pupil moves abroad, leaders must take all reasonable steps to assure themselves that the pupil is moving to another school. This is to ensure that all pupils are safe and in full time education as necessary.

Wherever possible, the Principal/Headteacher/Heads of School will meet with the pupil and their family, if off rolling is likely to take place. This is in order to ensure that an effective level of support has been offered to the pupil and family as well as ensuring that the destination of the pupil is known.

Leaders must ensure that pupils are only removed from the school's roll/admissions register if one or more of the criteria (defined by The Education (Pupil Registration) (England) Regulations 2006; paragraph 8) are met and as describe in the Department for Education's guidance <https://www.gov.uk/government/publications/school-attendance>).

Leaders should follow their Local Authority's procedures for off-rolling a pupil, which will always involve officially notifying the Local Authority of the reasoning and intention to do so.

On receipt of written notification to **home educate**, schools must inform the Local Authority that the pupil is to be deleted from the admission register.

Parents and carers have a duty to ensure their child of compulsory school age receives suitable full time education but this does not have to be at a school.

See Appendix B for the E21C off-rolling form to be used to record and monitor off rolling.

9. Roles and responsibilities

9.1 The Executive Headteacher

The Executive Headteacher is responsible for monitoring attendance figures for the whole school on a regular basis but no less than each half term. This will be weekly if attendance falls below the national average. The Executive Headteacher also holds the Principal/Headteacher/Head of School to account for the implementation of this policy.

9.2 Principal/Headteacher/Head of School

The Principal/Headteacher/Head of School is responsible for ensuring this policy is implemented consistently across the school, for monitoring school-level absence data and reporting it as required.

The Principal/Headteacher/Head of School also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

The Principal/Headteacher/Head of School will decide which member of staff will fulfil the role of Attendance Lead in the school.

9.3 The School Attendance Lead

The Attendance Lead:

- Monitors attendance data at the school and individual pupil level daily
- Reports at least weekly (daily when attendance is below the national average) about attendance to the Principal/Headteacher/Head of School
- Follows the E21C Trust Attendance Policy and Appendix D to follow up with families where attendance drops or is not yet high enough, working with relevant school staff and external agencies

9.4 All staff

All staff are responsible for promoting good attendance. Class Teachers/Form Tutors/Teaching Assistants are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information. They will also follow the Attendance Policy and work with pupils where there are concerns about their attendance. School leaders should ensure that suitable training is in place for all adults taking the register.

9.5 Attendance Officer/Office/Reception staff

Administrative staff are expected to take calls from parents and carers about absence and record it on the school system. They will also adhere to the Attendance Policy and challenge information received via phone calls or emails if there is any doubt in its accuracy.

9.6 Parents and carers

Parents and are responsible (<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>) for ensuring that children of statutory school age receive their entitlement to full-time education. Schools will work with parents and carers to support this responsibility.

Appendix A: Attendance Codes

CODE	DESCRIPTION	STATISTICAL MEANING	PHYSICAL MEANING
/	Present AM	Present	In for the whole session
\	Present PM	Present	In for the whole session
B	Educated Elsewhere (Not dual registered)	Approved Educational Activity (AEA)	Out for the whole session
C	Other Authorised Circumstances	Authorised Absence	Out for the whole session
D	Dual registered	Attendance Not Required	Out for the whole session
E	Excluded (No alternative provision arranged)	Authorised Absence	Out for the whole session
G	Leave not agreed or days in excess	Unauthorised Absence	Out for the whole session
H	Exceptional Leave	Authorised Absence	Out for the whole session
I	Illness (not medical or dental)	Authorised Absence	Out for the whole session
J	Interview	Approved Educational Activity (AEA)	Out for the whole session
L	Late (Before register closes)	Present	Late for the session
M	Medical/Dental appointments	Authorised Absence	Out for the whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for the whole session
O	Unauthorised absence (not covered by any other code)	Unauthorised Absence	Out for the whole session
P	Approved Sporting Activity	Approved Educational Activity (AEA)	Out for the whole session
R	Religious Observance	Authorised Absence	Out for the whole session
S	Study Leave	Authorised Absence	Out for the whole session
T	Traveller Absence	Authorised Absence	Out for the whole session
U	Late (After register closed)	Unauthorised Absence	Late for the session
V	Education visit or trip	Approved Educational Activity (AEA)	Out for the whole session
W	Work Experience	Approved Educational Activity (AEA)	Out for the whole session
#	School closed to pupils and staff	Attendance Not Required	Out for the whole session
Y	Enforced closure	Attendance Not Required	Out for the whole session
X	Non-compulsory school Age absence	Attendance Not Required	Out for the whole session
Z	Pupil not on roll	Attendance Not Required	Out for the whole session

Appendix B: Off-rolling a pupil procedure

The unlawful off rolling of a pupil from a school is a safeguarding issue. Please ensure you have confirmation of the new education provision the pupil is transferring to before removing a pupil from your roll. It is important that the whereabouts of the pupil are known before removal takes place.

The Principal/Headteacher/Head of School must authorise any off rolling.

If the pupil is missing, please complete a Local Authority CME form.

From September 2020, ALL roll removals, with the exception of normal transition points, unless this is requested, must be reported to the Local Authority.

Detailed DfE guidance: <https://www.gov.uk/government/publications/pupilren-missing-education>

Main circumstances where a pupil can be removed from a school/academy roll:

- Where the pupil is registered at the school in accordance with the requirements of a school attendance order and another school is substituted by the LA.
- Where a pupil is registered at more than one school and is now is registered at an alternative school.
- When the pupil has been withdrawn from the academy by parents/carers and will be educated otherwise.
- When the pupil transfers to an alternative place of education and the name and address of the new provision has been established.
- When the pupil no longer resides at a place which is at a reasonable distance from the academy.
- When the pupil has failed to return from previously authorised leave within 10 days of the agreed return date.
- When the pupil has been certified medically unfit to attend school and will remain so.
- When the pupil has been absent for 20 continuous days or more without explanation.
- When the pupil is in custody for a period exceeding four months.
- When the pupil has died.
- When the pupil ceases to be of statutory school age before the academy next meets.
- When the pupil has been permanently excluded.
- When a nursery pupil is not transferring to reception or a higher class.

See form below:

REQUEST TO REMOVE A PUPIL FROM ROLL

NAME:	YEAR GROUP:	DATE OF BIRTH:
ADDRESS:		

This pupil has been removed from the roll because:

<p>The pupil has moved to another school. New school details:</p>	
<p>Other reason for roll removal: Date home visit completed: (If there are safeguarding concerns, date matter referred to the DSL)</p>	
<p>The pupil has been permanently excluded. Date of the PEX hearing: Date of the end of the appeal period (15 days from the PEX hearing)</p>	
<p>The pupil's whereabouts are unknown. Date home visit completed: Date CME completed: Date pupil details uploaded to S2S: (If there are safeguarding concerns, date matter referred to the DSL)</p>	



Member of staff requesting removal from the roll:	
Confirmation there are no safeguarding concerns:	
Permission granted to remove the pupil from the roll	YES / NO
Signature:	Date:
(This must be the Principal/Headteacher/Head of School or a member of the senior leadership team)	
DATE ROLL REMOVAL WAS NOTIFIED TO THE LOCAL AUTHORITY:	

Appendix C: Application for pupil leave of absence



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The Education (Pupil Registration) (England) Regulations 2006 make clear that a Principal/Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances. The Principal/Headteacher should determine the number of school days a child can be absent from school if the leave is granted.

Exceptional circumstances are defined as:

- Leave for a bereavement of a close family member is usually considered an exceptional circumstance but for the funeral service only, not extended leave.
- Leave to visit family members are also not normally granted during term time. Students may however need time to visit seriously ill relatives.
- Leave for important religious observances but only for the ceremony and travelling time, not extended leave. This is intended for one off situations rather than regular or recurring events.
- Leave which takes the needs of the families of service personnel into account if they are returning from long operational tours that prevent contact during scheduled holiday time.
- Leave which makes reasonable adjustments for students with special educational needs or disabilities.
- Leave for families who may need time together to recover from trauma or crisis.

The Principal/Headteacher/Head of School will take into account a pupil's previous record of attendance when making decisions. It is important to note that the Principal can determine the length of the authorised absence as well as whether absence is authorised at all.

This form should be completed to enable the Principal/Headteacher to decide whether to authorise the application for leave. Authorising leave from the Academy/School is at the discretion of the Principal/Headteacher. If the leave is taken without the authorisation of the Principal/Headteacher, a Penalty Notice for unauthorised absence may be issued.



PARENTAL APPLICATION

The school expects every pupil to achieve 96% attendance. No more than 6 days in a school year	
FULL NAME OF PUPIL:	
YEAR GROUP:	
ADDRESS:	
REASON FOR THE APPLICATION:	
PROPOSED DATES:	
FROM:	
TO:	
PARENTAL SIGNATURE:	
OFFICE USE:	
ATTENDANCE PERCENTAGE:	
RECOMMENDATION OF THE SENIOR ATTENDANCE LEAD	
AUTHORISE LEAVE	UNAUTHORISE THE LEAVE

LEAVE OF ABSENCE REPLY

Dear Parent/Carer

In response to your request for leave of absence for your child(ren):

LEAVE OF ABSENCE IS: **AGREED** **PARTIALLY AGREED** **NOT AGREED**

COMMENTS:

If leave is taken without authorisation legal action for unauthorised absence may be pursued.

Principal/Headteacher/Head of School:

Date:

Appendix D: School Procedures for Scotts Park Primary School

Please find details below for Scotts Park Primary School's procedures:

Attendance register and lateness

- Morning registers will be taken by 9am
- Arrival after 9am pupils will be marked as late
- Afternoon registers will be taken by 1:30pm

Unplanned absence

- Leave a message on the absence line 0208 460 8899
- Email admin@scottspark.info
- Leave a message on schoolcomms

Medical or dental appointments

- Ideally made outside of school times
- Email to admin@scottspark.info to notify school of appointments
- Phone the school to notify of any school time appointments
- Provide a copy of proof of appointment to the school office

Following up absence

- Phone call from Mrs Cummings or Miss Bowden
- School staff will call all other contacts on contact the list
- Home visit where no contact can be established

Strategies for promoting attendance and punctuality

- Children will be rewarded for 100% attendance and for improved attendance on a weekly, termly and yearly basis.
- The Trust are using the SOL attendance system to track, reward and encourage excellent attendance. (more information can be found on the Scotts Park website)

Reporting to parents and carers

- Parents will be invited to receive verbal reports three times per academic year
- Written reports will go to parents at the end of the summer term