



# GEORGE ABBOT SCHOOL

<b>Policy Title:</b>	<b>Attendance</b>
<b>Author:</b>	<b>SLT member responsible for attendance.</b>
<b>Date of most recent review:</b>	<b>June 2021</b>
<b>Date of next review:</b>	<b>June 2022</b>
<b>School Mission Statement:</b> Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.	

## 1. Aims

Our school aims to meet its obligations with regards to school attendance by:

- 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 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:

- [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 2010](#)
- [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.

## 3. School procedures

### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) 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.
- Late.

- Late after registering closed.

See appendix 1 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.

Pupils must arrive in school by 8.25am on each school day (except in exceptional circumstances, such as when year groups have staggered starts.) The register for the morning session will be taken at 8.30am with the register taken for the afternoon session at the start of the last teaching period of the day.

The register will be considered closed at 9.00am each day, with the session being unauthorised for the session should a child attend after this time.

Whilst the school is managing social distancing due to COVID-19, year groups will start at different times. During these circumstances the registers close at 10.00am

### 3.2 Unplanned absence

Parents 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 9.00am by contacting the school by phone or email.

#### Telephone

Year 7 – 11 01483 888000 option 1  
Sixth Form 01483 888151

#### Email

absence@georgeabbot.surrey.sch.uk

Failure to do this will result in a text message being sent by our texting system which alerts parents that their child has not registered. The school will need to be advised each day of your child's absence.

Absence due to illness will be 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 parents 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 will be notified of this in advance.

### 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. A letter can be sent into school, with your child, which they can show to the office when signing out. If your child is going to be absent for a full day then please send a letter to the email address above for the attention of the Attendance Officer.

However, we encourage parents 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.

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 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.

### **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**

The school 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.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

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

All circumstances for each individual request will be taken into account, including the student's current rate of attendance, and the nature of the activity. All requests should be submitted at least two weeks before the first day of intended absence.

The 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 headteacher's discretion.

Valid reasons for **authorised absence** 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 belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

### **4.2 Legal sanctions – these can only be issued by the school for unauthorised holiday not for other unauthorised absences**

Schools can fine parents for the unauthorised leave of absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, 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 or withdraw the notice.

## **5. Attendance monitoring**

### **5.1 The attendance officer**

The attendance officer monitors pupil absence on a weekly basis. Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence is concerning, we will contact the parents to discuss the reasons for this.

### **5.2 Inclusion Officer**

If after contacting parents a pupil's absence continues to rise, we will consider involving the inclusion officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

The Inclusion Officer can take legal action under the Education Act 1996 to ensure that children attend school. This may result in:

- A penalty notice of £60, rising to £120 if you not paid within 21 days.
- A Parenting Order requiring parenting classes.
- An Education Supervision Order, where a supervisor is appointed to ensure that the child returns to school.

## **6. Roles and responsibilities**

### **6.1 The governing board**

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

### **6.2 The Headteacher**

The Headteacher is responsible for ensuring this policy is implemented consistently across the school, and for ensuring the monitoring of school-level absence data and reporting it to governors.

The Headteacher also supports other staff in monitoring the attendance of individual pupils and authorises fixed-penalty notices, where necessary.

### **6.3 The attendance officer**

The attendance officer:

- Monitors attendance data at the school and individual pupil level.
- Reports concerns about attendance to the senior leader with responsibility for attendance.
- Works with education welfare officers to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.
- Advises the headteacher when to issue fixed-penalty notices.

### **6.4 Class teachers/form tutors**

Class teachers/Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

### **6.5 Office/reception staff**

Office/Reception staff are expected to take calls from parents about absence and record it on the school system.

## **7. Monitoring arrangements**

This policy will be reviewed annually by the Deputy Headteacher responsible for attendance. At every review, the policy will be shared with the governing board.

## **8. Links with other policies**

This policy is linked to our Child Protection and Safeguarding Policy.

## Appendix 1: attendance codes

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

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

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations

<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

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