



Battle Primary Academy
Empowering Opportunity

Name of Policy	Pupil Absence Policy
Scope of Policy	All members of staff that are responsible for pupils attendance
Approved by	Principal
Date of Approval	March 2020
Review period	Annually
Review Date	March 2021

GROWING STRONGER TOGETHER



**THAMES LEARNING
TRUST**

Pupil Absence Policy

1. Principles

1.1 At Battle Primary we have high expectations of attendance. We recognise that good attendance and positive behaviour are essential in raising standards of pupil attainment and to give every child the best educational experience possible. This policy is written with the above statement in mind and underpins our school ethos to:

- Promote children's welfare and safeguarding
- Ensure every pupil has access to full time education to which they are entitled.
- Ensure that pupils succeed whilst at school
- Ensure that pupils have access to the widest possible range of opportunities at school and when they transition.

Good attendance is important because:

- Statistics show a direct link between under achievement and absence below 95%
- Regular attenders make better progress both socially and academically
- Regular attenders find school routine, school work and friendships easier to cope with.
- Regular attenders find learning more satisfying
- Regular attenders are more successful transitioning from year group to year group and from primary school to secondary school

1.2 By law, schools are required to record in the attendance register – once at the beginning of the morning session and once in the afternoon whether a pupil is present or absent.

2. Parent Responsibilities

2.1 All parents are aware of school attendance procedures through the school attendance letter.

2.2 Section 7 of the Education Act 1996 requires parents of compulsory school age children to ensure their children receive a suitable full-time education. If a child is registered at school, parents have the legal responsibility for ensuring that:

- Their child attends regularly
- Their child is in school ready to learn by 8.55 a.m.
- They avoid medical and dental appointments during the school day
- They take holidays during school holiday periods
- They inform school of absence daily or give an expected return date
- Any applications for leave of absence during term time are made in advance
- They work alongside the school and Local Authority to improve lateness and attendance

2.3

- The school encourages families who are experiencing difficulties with attendance to contact the school and seek support as early as possible. For help regarding absence, parents can contact the Pastoral Manager (Mrs H Davies) on 01189375421.

3. Registers

3.1 The class teacher will record the attendance of the pupils in their class at the beginning of morning and afternoon sessions.

3.2 Class teachers only use the present code or mark N if a child is not present in the classroom. The am register is taken at 08.55.

3.3 The admin team complete class registers using their information for late pupils and authorised absences.

3.4 The authorised codes to use in the register are as follows:

- / - Present am
- \ - Present pm
- D – dual registration
- B – Educated off site
- V – Educational Trip
- E – Excluded
- H – Family Holiday Agreed
- G – Family Holiday not agreed
- I – Illness
- U – Late (after registration closes)

- L – Late
- M – Medical/ Dental appointments
- N – No reason provided (up to 6 weeks/short term)
- X – Not required (Non-Compulsory school age)
- C – Other authorised absence
- Z – Pupil not on roll
- # - School closed to pupils
- P – Sporting activity approved
- O – Unauthorised absence
- R – Religious Activity

4. Lateness

- 4.1 If a child arrives between 08.55 and 09.05 they receive an L mark in the register. If a child arrives in school after 09.05 they receive a U in the register and are given an unauthorised absence. The admin team record all late arrivals and time of arrival. If there are problems with punctuality that continue, parents will be invited to a meeting with the Pastoral Manager to discuss any difficulties and areas of support that may be required.

5. Requests for Leave of Absence

- 5.1 All parents are required to apply in writing (using the request for leave of absence form) to the Headteacher for exceptional leave of absence. Leave is only authorised if there are exceptional circumstances examples of this could be a family bereavement or family wedding. Leave is given at the Headteacher's discretion. This is in accordance with the Revisions by the Department for Education to the 2006 Education (Pupil Registration) on 1st September 2013.
- 5.2 Parents will be informed of the decision by the Headteacher in advance of dates requested. Any unauthorised applications meeting the Fixed Penalty Notice Criteria of 16 sessions (8 days) may be passed on to the Local Authority and a fine may be issued.

6. Procedures for Absence

- 6.1 If a child is absent without explanation the admin team will send a text message to parents during the morning session.

- 6.2 At the end of the short term a letter will be sent to all parents of children with N marks to ask to provide explanations and where required evidence of the absence. If no explanation is provided for the absence the mark O will be used to record the absence as unauthorised.
- 6.3 Any notes, medical certificates and letters are recorded and kept securely as confidential information in a pupil's electronic file.
- 6.4 If a pupil is absent without explanation for 5 consecutive days (2 if a pupil is identified as vulnerable) the Pastoral Manager will contact the parents and any external agencies involved may also be contacted.
- 6.5 If an explanation for absence is not satisfactory, or the attendance falls below 90% the parents will be placed on the six-week school attendance plan, which requires medical evidence for all absences to be authorised.

7. Monitoring Attendance

- 7.1 Attendance is monitored termly by the Admin Team and Pastoral Manager. Pupils with unexplained poor attendance will be placed on a six-week school attendance plan. Parents will be invited to meet with the Pastoral Manager. The school will work with the family to support regular attendance and offer assistance where the family are experiencing difficulties. We are also able to sign post families to further support from outside partner agencies. If a pupil has 6 unauthorised sessions (3 days) and or 95% attendance is not achieved during this period a warning letter may be issued by the Local Authority. Parents will be invited to attend an attendance panel with the Head Teacher and Pastoral Manager, further absence may result in a prosecution being pursued through the local authority.
- 7.2 All pupils with attendance under 90% are required to provide medical evidence for absences to be recorded as I. This excludes known sicknesses such as vomiting and chicken pox within the school. Parents receive a letter every term to inform them of this and are invited to discuss their child's attendance with the Pastoral Manager if there are any unknown concerns.
- 7.3 Termly data is collected for the whole school, vulnerable groups and individual pupils. All pupils with attendance under 95% are monitored.

8. Missing Pupils

- 8.1 To prevent any pupil on roll becoming a Child Missing Education the school will inform the Local Authority after 10 school days of continuous unauthorised absence.

- 8.2 After 20 school days a pupil will be removed from the school roll. Their folder and information will be sent to the Local Authority