

The Chiltern School	Attendance Policy	
----------------------------	--------------------------	---

Date Policy Adopted	Policy Review Date	Author
January 2022	January 2024	Lianna Taylor

The Chiltern School Vision

Where we learn and achieve together, where we dare to be different. Our vision is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

1. INTRODUCTION

- 1.1 The Chiltern School is committed to providing an education of the highest quality for all pupils and endeavour to provide an environment where all pupils feel valued and welcome. Every child has a right to access the education to which he/she is entitled, and in order for a child to achieve their full educational potential a high level of school attendance is essential.
- 1.2 For our children to take full advantage of the educational opportunities offered it is vital they are at school, on time, every day the school is open, unless the reason for the absence is unavoidable.
- 1.3 Under Section 444 of The Education Act 1996 (amended 2013) parents of a child of compulsory school age are under a legal duty to ensure the child attends regularly the school at which he or she is registered.
- 1.4 The school has targets to improve attendance and your child has an important part to play in meeting these targets. Our school attendance target is **95%** and we will keep you updated about progress towards this level and how your child's attendance compares.

2. PRINCIPLES

2.1 Good attendance is important because:

- ✓ statistics show a direct link between good attendance and educational achievement
- ✓ regular attenders make better progress, both socially and academically
- ✓ regular attenders find routines, school work and friendships easier to maintain
- ✓ regular attenders find learning more satisfying
- ✓ regular attenders find transition points easier to manage

3. AIMS

3.1 The Chiltern School will work in partnership with all relevant stakeholders to achieve regular attendance and punctuality.

3.2 The Chiltern School aims to:

- ✓ Promote good attendance and reduce absence, including persistent absence
- ✓ Ensure every child has access to full-time education
- ✓ Act early to address patterns of absence.

(Department for Education guidance *School Attendance* 2016)

4. RELEVANT LEGISLATION

4.1 The Chiltern School ensures that it follows all statutory legislation and guidance. Links to the relevant legislation can be found in Appendix 1

5. PARTNERSHIP

5.1 The foundation for good attendance is a strong partnership between the school, parent, carers and the child.

5.2 Pupils in special schools are often more vulnerable to needing medical intervention, additional appointments and support. Whilst we are very much aware of the nature and medical needs of many of our pupils, absence for whatever reason can impact on their learning.

5.3 In order to promote good attendance, The Chiltern School will:

- ✓ provide information on all matters related to attendance on our website
- ✓ report to you on how your child is performing in school and what their attendance and punctuality rate is termly.
- ✓ set attendance targets for the whole school and individual pupils

- ✓ work together with all relevant external professionals, parents, pupils and staff in order to communicate targets and work together to raise attendance levels across the school.

6. ROLES AND RESPONSIBILITIES

- 6.1 Attendance at The Chiltern School will be led by a member of the Senior Leadership team who will:
- ✓ oversee, direct and co-ordinate the school's work in promoting regular and improved attendance
 - ✓ ensure the attendance policy is consistently applied throughout the school
 - ✓ ensure that attendance is both recorded accurately and analysed
 - ✓ work closely with the staff body to ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties. If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parents/carers the reasons for their child's absence and will encourage them to keep these to a minimum.
- 6.2 The appointed SLT member for attendance will:
- ✓ Ensure that 'missing marks' are followed up by the admin team and that missing marks are changed to the correct code (authorised as per reason given by family, or unauthorised)
 - ✓ Liaise with SLT and Safeguarding team regarding any absence, patterns or concerns
- 6.3 Admin staff will:
- ✓ Contact parents on the first day of unexplained absence and note this in Sims.
 - ✓ Ensure that class staff are aware of future planned absences
 - ✓ Prompt teaching staff to make contact where there has been a three day absence
- 6.4 Classroom staff will:
- ✓ Ensure that all pupils are registered accurately, recording attendance electronically in line with regulations (by 9:10am and afternoon by 1:30pm.)
 - ✓ Direct parents and carers to the school reception when providing information regarding absence, for example; medical evidence, holiday forms or queries regarding school attendance
 - ✓ Ensure the office are aware of any planned absences in advance
 - ✓ Promote good attendance with pupils at all appropriate opportunities
 - ✓ Liaise with attendance admin lead and SLT lead on matters of absence and punctuality

- ✓ Call parents or carers where a pupil has been absent for three days, even where a reason has been provided. This is to ensure plans are made for support the transition back into the classroom as well as gaining any further relevant information regarding the absence
- ✓ Communicate any concerns or underlying problems that may account for a pupil's absence
- ✓ Support pupils to engage with their learning once they are back in school

6.5 Pupils will:

- ✓ Attend every day unless they are ill or have an unavoidable reason for absence.
- ✓ Arrive at school on time and have the support of the parent or carer to arrive fully equipped for the school day.

6.6 Parents will:

- ✓ inform the school on the first day of absence by 8.30am – making sure that any absence is clearly accounted for by telephone or email on the first and subsequent days of absence
- ✓ inform school reception of any planned absences well in advance
- ✓ support the school with their child in aiming for 100% attendance each year
- ✓ avoid taking their child out of school for non-urgent medical or dental appointments, urgent or ongoing medical or hospital appointments will be authorised where evidence is supplied.
- ✓ only request leave of absence if it is for an exceptional circumstance

6.7 Governors will:

- ✓ Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended
- ✓ Adopt an Attendance Policy and review it annually
- ✓ Agree targets for attendance at School – currently 90%
- ✓ Ensure that they receive reports regarding school attendance as part of school monitoring
- ✓ To ensure that the school attendance policy and procedures are communicated effectively
- ✓ Work with the Headteacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent
- ✓ Authorise the Headteacher (or other designated person) to consider and make decisions regarding leave of absence requests.

7. RECORDING ATTENDANCE

- 7.1 Legally, the register must be taken twice daily. Once at the beginning of the school day (Before 9:10am) and again in the afternoon (after lunch by 1:40pm.)
- 7.2 It is important to be on time to school. The start of school is used to support transition and prepare pupils for the school day. If your child is late they can miss valuable learning and preparation time, as well as feel unsettled and this can cause disruption to others.
- 7.3 The school day begins at 8.50am and all pupils are expected to arrive at school at this time. Morning registration is taken by 9.10am and it closes at 9.15am
- 7.4 All lateness is recorded daily. Arrival after the close of registration will be marked as unauthorised absence and coded *U* in line with the Department of Education guidance. This mark shows them to be on site, but is legally recorded as an unauthorised absence.
- 7.5 If a pupil is late due to a medical appointment, they will receive an authorised absence, coded *M* where *medical evidence is provided*. Where possible, non urgent doctors and dentists appointments are to be made outside of school hours or during school holidays.
- 7.6 Punctuality at school is vital and registers should not be kept open for an extended period of time. However, it is recognised that due to Local Authority transport for the majority of our pupils, registers close after a 15 minute period.
- 7.7 Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated absent lates (*U* code) are unauthorised absences. Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12 week period, the school may ask Central Bedfordshire Council to issue parents with a Penalty Notice.
- 7.8 Meetings with School Transport may also be held if the concerns lay with particular transport routes.
- 7.9 Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment. Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

8. WHAT TO DO IF MY CHILD IS ABSENT?

- 8.1 **FIRST DAY ABSENCE:** A child not arriving at school where the parents haven't informed the school is considered a safeguarding matter. This is why information about the reason for any absence is always required.
- 8.2 If your child is absent you must:
- ✓ contact us as soon as possible on the first day of absence with an explanation for the absence. Parents/carers can telephone or email the school, either leaving a message on the answerphone or talking directly with admin staff. Admin staff will then be responsible for ensuring there is a written record of the call and also liaise with class teams, ensuring the information is transferred correctly to the register.
- 8.3 If your child is absent we will:
- ✓ telephone or text you on the first day of absence if we have not heard from you – this is because we have a duty to ensure your child's safety as well as their regular school attendance
- 8.4 **THIRD DAY ABSENCE:** Please note: If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider implementing the child missing in education procedures as set down by Central Bedfordshire Council.
- 8.5 If your child is absent for more than 3 days without any contact, we will:
- ✓ make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family, and linked external professionals (such as social workers).
- 8.6 **TEN DAYS OF ABSENCE:** We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the Child is Missing Education. Staff from the Access and Inclusion Service will visit the last known address and alert key services to locate the child. Please help us to help you and your child by making sure we always have an up-to-date contact number and home address. There will be regular checks on telephone numbers throughout the year.
- 8.7 **CONTINUED OR ONGOING ABSENCE:** If your child misses 39 or more sessions of absence across the school year, for whatever reason, they are defined as a *persistent absentee*. Whilst we are very much aware of our pupils' medical needs, absence for whatever

reason disadvantages a child-by creating gaps in-learning. We monitor all absences thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

- 8.8 **This policy will be administered with sensitivity** when pupils are away from school due to significant and complex health needs or for cultural or religious reasons.
- 8.9 All persistent absentee pupils and their parents are subject to an Attendance Plan or home school contract and these may include:
- ✓ a meeting with you to discuss the situation
 - ✓ referring the matter to the Central Bedfordshire Council's Access and Inclusion Service if absence is unauthorised and doesn't meet school expectations
- 8.10 **A WELCOME BACK:** It is important that on return from any absence all pupils are made to feel welcome. This may include:
- ✓ school staff arranging home visits to re-establish relationships
 - ✓ ensuring the pupil is supported in their transition back to school (this may look very different for individual pupils)
 - ✓ ensuring that the pupil is helped to catch up on missed work or helped to regain skills for some pupils

9. LETTERS TO PARENTS

- 9.1 Every term, the levels of individual pupil attendance is reviewed and an update sent to parents. Where there has been a significant absence due to medical needs (such as hospitalisation or recovery following an operation etc) then attendance will be monitored closely with regular updates should the pupil still not at school and all medical evidence will be considered
- 9.2 Where absence is under 90% and school are unable to satisfy the exceptional circumstances as above, then an initial trigger letter will be sent (Appendix 1)

PART FOUR: Leave of absence

10. Amendments to school attendance regulations were updated in September 2013: The Education (Pupil Registration) (England) Regulations state that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. It is important to note that head teachers can determine the length of

the authorised absence, as well as whether absence is authorised at all. For national guidance refer to: *School attendance, 2016*, located at:

www.gov.uk/government/publications/school-attendance

- 10.1.1 The fundamental principles for defining **exceptional** are **rare, significant, or unavoidable**, which means the event could not reasonably be scheduled at another time. Circumstances where absences may be regarded as **exceptional** will vary from school to school and family to family.
- 10.1.2 There is, however, **no legal entitlement for time off in school term time to go on holiday and in the majority of cases holiday will not be authorised**. Parents/carers wishing to apply for leave of absence need to fill in an application form (available from the school office) in advance and before making any travel arrangements.
- 10.1.3 If term-time leave is taken without prior permission from the school, the absence will be unauthorised and if the number of sessions of absence reaches the thresholds in Central Bedfordshire Council Penalty Notice Code of Conduct (10 sessions of absence on 12 school weeks), parents/carers *may* be issued with a penalty notice or other legal action in accordance with the code (see Section 6 for detail). Taking holidays in term time will affect your child's education as much as any other absence and we expect parents to help us by not taking children out during school time.

11. TYPES OF ABSENCE

- 11.1 Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an unavoidable reason for the absence. There are two main categories of absences:
- 11.2 *Authorised absence*: is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised
- 11.3 *Unauthorised absence*: is when the school has not received a reason for absence or has not approved a child's leave absence from school after a parent's request.
- 11.4 Unauthorised absences are likely to include: parents allowing their child permission to be off school unnecessarily, such as for shopping, birthdays, to look after siblings, truancy before or during the school day, or absences which have not been explained

11.5 A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states a child is unwell but on return to school there is evidence they have been on holiday.

12. GYPSY, ROMA, TRAVELLER AND SHOWMAN FAMILIES

12.1 The absence of a child from a Traveller family who has left the area can be authorised if the absence is for the parent's work purposes only and it is believed that the family intends to return. A school cannot remove a Traveller child from the school roll whilst they are travelling. When the child is travelling the school holds the place open and records the absence as authorised by using the *T* code.

12.2 Distance learning packs or access to remote learning for Traveller children are not an alternative to attendance at school although may offer support to the pupil whilst they are away and could provide continuity. Please note that pupils must have attended 200 sessions in a rolling 12-month period to be able to use travelling for work purposes as a defence against prosecution. For further advice and guidance on attendance and Gypsy, Roma, Traveller and Showman families, contact Central Bedfordshire Council on 0300 300 4953.

FAILURE TO ENSURE REGULAR SCHOOL ATTENDANCE

12.3 Section 7 of The Education Act 1996 requires parents to secure the education of their children of compulsory school age. *The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable*
(a) to his age, ability and aptitude, and
(b) to any special educational needs he may have,
either by regular attendance at school or otherwise

13. PERSISTENT ABSENCE OR LATENESS

13.1 The following legal measures *may* be used for pupils of compulsory school age who are registered at a school and are not attending regularly:

- ✓ Penalty Notices: The Anti-Social Behaviour Act 2003
- ✓ Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996

14. PENALTY NOTICES

- 14.1 Central Bedfordshire Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12 school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.
- 14.2 THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS. If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs
- 14.3 Penalty Notices can be issued when
- ✓ a pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has taken into account DfE guidance to inform its decision-making
 - ✓ where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents failure to attend/co-operate at a parenting contract meeting
- 14.4 Parents and carers will be alerted/warned about the possibility of a penalty notice being requested for unauthorised absence, via communication from school including phone calls, letter or email.
- 14.5 If more than one parent has parental responsibility, both parents will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents during the year. However, this action will be subject to careful consideration and coordination.

15. LEGAL ACTION (under Section 444 (1) and (1a) Education Act 1996)

- 15.1 Where the school has tried to address a pupil's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated

APPENDIX ONE

LEGISLATION

Section 175 of the Education Act 2002

Places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and pupils under the age of 18.

Section 7 of The Education Act 1996

Requires parents to secure the education of their children of compulsory school age.

<http://www.legislation.gov.uk/ukpga/1996/56/section/7>

Section 576 Education Act 1996

Meaning of "parent".

(1) In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—

(a) who is not a parent of his but who has parental responsibility for him, or

(b) who has care of him,

(3) In subsection (1) "parental responsibility" has the same meaning as in the Children Act 1989.

<http://www.legislation.gov.uk/ukpga/1996/56/section/576>

Section 23 Anti-Social Behaviour Act 2003

Penalty notices for parents in cases of truancy

(1) After section 444 of the Education Act 1996 (c. 56) (failure to secure regular attendance at school of registered pupil) insert—"444A Penalty notice in respect of failure to secure regular attendance at school of registered pupil

<http://www.legislation.gov.uk/ukpga/2003/38/contents>

Section 444(1) Education Act 1996

Offence: failure to secure regular attendance at school of registered pupil.

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.

<http://www.legislation.gov.uk/ukpga/1996/56/section/444>

Section 444(1A) Education Act 1996

(1A) If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence

<http://www.legislation.gov.uk/ukpga/1996/56/section/444>

APPENDIX TWO

TRIGGER LETTER 1

Dear

Pupils Name

DOB

I am writing to you with reference to the attendance of your child. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX%. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school's minimum attendance target is **95%** and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

If there is anything we can do to support you to help improve **XXXX** school attendance or if you would like to discuss this matter please do contact me.

The Local Authority requests that schools ensure that parents are made aware of both the definition of who is a parent and also what the law says parents must do with regards to their child's education. Please see our attendance policy [hyperlink to schools attendance policy](#)

Yours sincerely

APPENDIX THREE

TRIGGER LETTER 2

Dear

Pupils Name

DOB

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX% **with XX number of unauthorised absences**. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school's minimum attendance target is **95%** and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

Unfortunately we will be unable to authorise any further absences **as illness from the date of this letter onwards unless satisfactory** medical evidence is provided to support these absences. Medical evidence can take the form of copies of prescriptions, appointments cards or sight of medication. In certain cases a letter from a GP or Consultant would be required so that extra support to help a child access their education because of a medical need can be arranged.

Should **XXXXX** level of attendance fail to improve or the school doesn't receive satisfactory evidence to support the absences, the school may need to consider requesting that you attend a joint meeting with the Deputy Headteacher and the Local Authority School attendance Officer or may request that a Penalty Notice is issued in line with Central Bedfordshire Council's Code of Conduct

<http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.aspx>

If there is anything we can do to support you to help improve **XXXX** school attendance or if you would like to discuss this matter please do contact me.

Yours sincerely

APPENDIX FOUR

Notification Letter

Dear

Pupils Name

DOB

I am writing to inform you that due to YOUR CHILDs irregular school attendance I have requested that the Local Authority issues you with a Penalty Notice

<http://www.centralbedfordshire.gov.uk/schoolsportal/administration/inclusion/referrals.aspx>

OR have made a formal referral to the Local Authority School Attendance Officer who will be in contact with you in the near future.

Should you have further information that would support YOUR CHILD'S level of absence then I would ask that this is shared with either myself or the School Attendance Officer.

Yours sincerely

APPENDIX FIVE

LATES

Dear

Pupils Name

DOB

Re: Persistent Lateness

I am writing to inform you that your child _____ is persistently late for school. Between *date* and *date* he/she was late on ____ occasions and missed ____ hours of education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving at the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

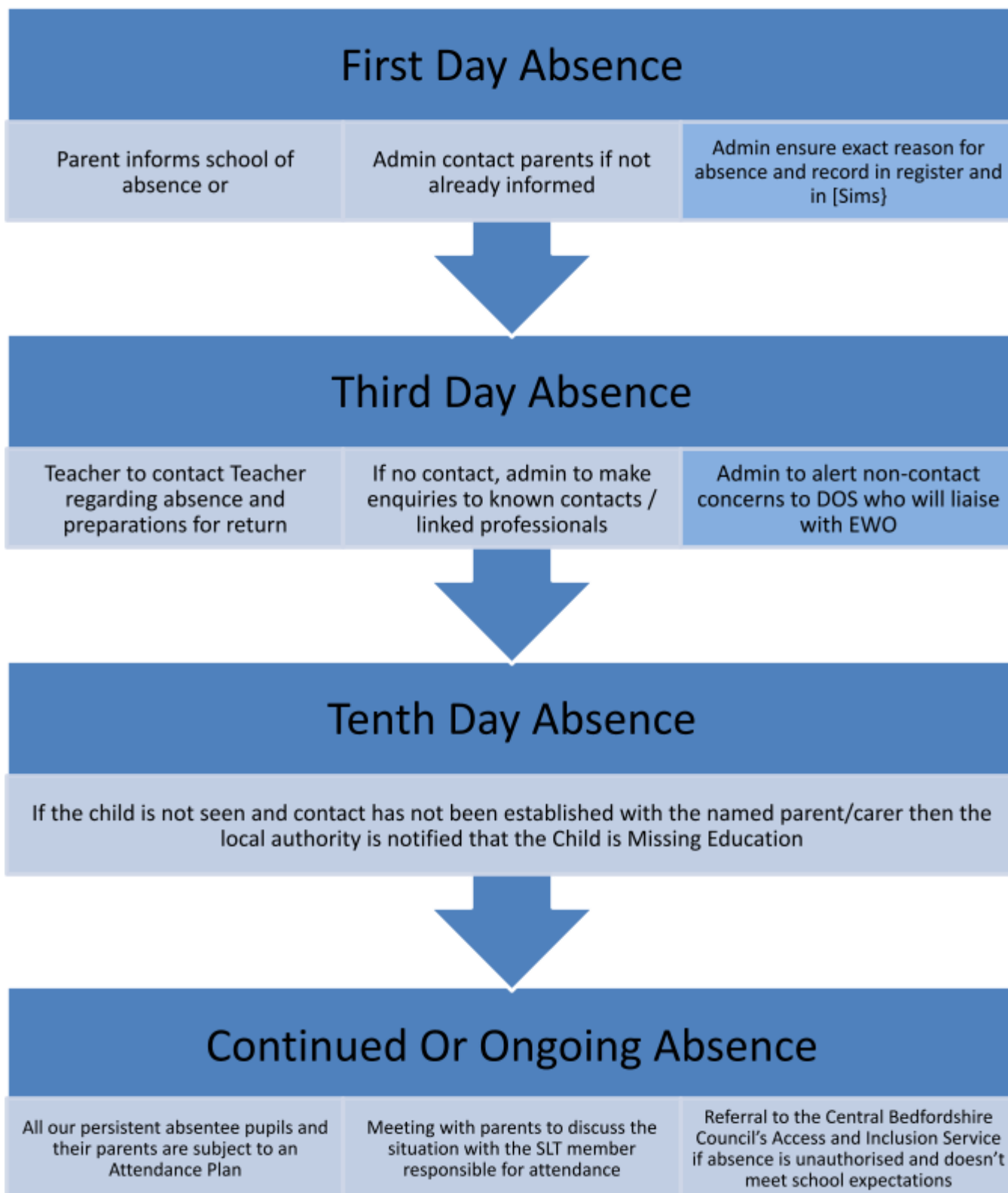
5 minutes late every day = 3 DAYS OF SCHOOL LOST A YEAR
10 minutes late every day = 6.5 DAYS OF SCHOOL LOST A YEAR
15 minutes late every day = 10 DAYS OF SCHOOL LOST A YEAR
20 minutes late every day = 13 DAYS OF SCHOOL LOST A YEAR
30 minutes late every day = 19 DAYS OF SCHOOL LOST A YEAR

Further lateness may result in you being served with a Penalty Notice. Parents have a duty to ensure their child's regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. .

Meanwhile, if anything can be done to support getting to school on time, please do not hesitate to contact me.

Yours sincerely

Absence Monitoring Chart



APPENDIX SEVEN

Daily	<p>Pupil Absent for a day - Admin to contact parents if not already informed school</p> <p>Admin to record exact reason for absence in register and in [Sims]</p>
3rd Day of absence	<p>Admin to contact parents if still no information</p> <p>Admin to make enquiries to known friends, wider family, linked professionals if still no contact after 3 days</p> <p>Admin to alert concerns to Family worker</p>
Weekly	<p>Admin to generate report at end of week showing absence and any explanations</p> <p>Admin to review absences for patterns / concerns and alert Assistant Headteachers</p>
Fortnightly	<p>Admin to update attendance tracker with clear information about individual pupils who don't meet targets</p> <p>Attendance Lead to meet with parents and multi-professional team (as appropriate) to set clear interventions for increasing attendance and set realistic attendance targets</p>
Termly	<p>Attendance Lead and admin meet with LA Attendance Officer termly with regard to individual persistent absence and agree next steps in line with school and authority policy</p>

APPENDIX EIGHT

ATTENDANCE TARGET CALCULATOR

The Attendance Calculator is a tool for use when setting realistic targets for improving student attendances at regular points throughout the year.

Attendance Today %	Autumn Term				Spring Term				Summer Term			
	4th Sept	2nd Oct	1st Nov	1st Dec	3rd Jan	1st Feb	19th Feb	1st Mar	17th Apr	1st May	1st June	2nd July
What could I achieve at the end of the school year?												
100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
97.5	*	99.7	99.5	99.2	98.9	98.9	98.7	98.4	98.4	98.2	97.9	97.6
95.0	*	99.5	98.9	98.4	98.2	97.9	97.4	97.1	96.6	96.3	95.8	95.5
92.5	*	99.2	98.7	97.6	97.1	96.6	96.1	95.5	95.0	94.2	93.7	93.2
90.0	*	98.9	98.2	97.1	96.3	95.5	94.7	93.9	93.4	92.4	91.6	91.1
87.5	*	98.7	97.6	96.3	95.3	94.5	93.4	92.4	91.4	90.5	89.7	88.7
85.0	*	98.4	97.1	95.5	94.5	93.4	92.1	91.1	90.3	88.7	87.6	86.3
82.5	*	98.2	96.6	94.7	93.4	92.4	90.8	89.5	88.4	86.8	85.5	84.2
80.0	*	97.9	96.3	94.2	92.6	91.1	89.5	87.9	87.1	85.0	83.4	81.8
77.5	*	97.4	95.8	93.4	91.6	90.0	88.2	86.6	85.3	83.2	81.3	79.7
75.0	*	97.1	95.3	92.6	90.8	88.9	87.1	85.0	83.7	81.3	79.2	77.4
72.5	*	96.8	94.7	91.8	89.7	87.9	85.8	83.4	82.1	79.2	77.1	75.0
70.0	*	96.6	94.2	91.1	88.7	86.8	84.5	82.1	80.5	77.4	75.0	72.9
Possible Sessions												

How to use the Attendance Calculator:

- Look across the top of the chart to the nearest date to today (displayed in blocks)
- Look down the left hand column at the pupils current attendance

Red zone is for the Attendance lead to arrange meetings with parents and carers alongside support from EWO. Make regular contact with them and record information on Sims.

Yellow Zone is for attendance lead to monitor and liaise with the EWO / external agencies / support / DOS

Green Zone for class teachers to monitor and highlight any drop in attendance / reasons for absence

Blue zone is for attendance lead and class teachers to monitor

Admin Team Responsibilities in relation to Attendance

- Receive calls, texts and emails from parents/carers regarding pupil absence
- Update SIMS providing a reason for absence between 8.30am and 10.00am
- Ensure SIMS codes are accurate (see document below)
- Where there are missing marks or no reason is given (- or N) the admin team will contact the parent / carer asking for the reason for absence and SIMS updated accordingly. This must be done on the same day.
- Put a note on SIMS when medical evidence has been viewed
- Ensure that class staff are aware of future planned absences eg. medical appointment
- Where there is a three day absence, prompt teaching staff to make contact with parent/ carer to organise support for the pupils return to school.
- Where a teacher notifies the Admin team there is a trip, code as V

Teacher / LSA3 Responsibilities in relation to Attendance

- Ensure that all pupils are registered accurately on SIMS by 9:15am and by 1:30pm in the afternoon
- Ensure that any pupils late to school are registered on SIMS using the correct code as they arrive
- Direct parents and carers to the school reception when providing information regarding absence, for example; medical evidence, holiday requests or queries regarding school attendance
- If you are aware a pupil in your class is planning to be absent, eg. holiday, medical appointment etc, ensure the office are aware in advance
- Promote good attendance with pupils at all appropriate opportunities
- Liaise with attendance admin lead (Clare Thompson) and DOS (Lianna Taylor) on matters of absence and punctuality
- Call parents or carers where a pupil in your class has been absent for three days, even where a reason has been provided. This is to ensure plans are made to support the pupil back into the classroom, as well as gaining any further relevant information regarding the absence
- Log any information regarding the absence on sims
- Ensure the child is kept in mind when absent. Use Class Dojo/Google Classroom to keep child connected with class as appropriate in line with our ARC principles

- Communicate any concerns or underlying problems that may account for a child's absence to Lianna Taylor
- Support pupils to engage with their learning once they are back in school
- LSA3 to take responsibility for the above where the class teacher is absent or daily to support

Arrived to school after register closed	U	Teacher or Admin
Authorised absence (including medical or dental appointments)	A	Admin to agree
Illness	I	Admin to agree
Unauthorised absence - not satisfied with reasons for absence	O	Admin to agree
Not attending in circumstances related to covid	X	Teacher / Admin
A child below school age is not expected to attend, eg. half days.	X	Teacher / Admin
Unable to attend because of exceptional circumstances eg. LA transport unavailable	Y	Lisa Leonard / Lianna Taylor to agree
Medical (Hospital or ongoing medical appointments)	M	Admin to agree
Religious observance	R	Admin to agree up to 2 days per year. Lianna Taylor to agree more.
Leave of absence, authorised - exceptional circumstances	C	Lianna Taylor to be made aware.
Excluded (no alternative provision made)	E	Louise Clarke / Lisa Leonard to agree (LT to be aware)
Holiday authorised by the school	H	Lisa Leonard to agree (LT to be aware)
Holiday not authorised or in excess of agreed time	G	Lianna Taylor to be aware
Educated off site	B	Claire Dawes to agree (LT to be aware)

Dual registered	D	Claire Dawes to agree (LT to be aware)
Interview or visit to other educational establishment	J	Claire Dawes / Lianna Taylor to agree
Supervised sporting activity approved	P	Lianna Taylor to agree
Educational visit or Trip	V	Lianna Taylor to agree
Gypsy, Roma or Traveller absence/	T	Lianna Taylor to agree
Pupil not on admission register eg. late starter	Z	Sally Davidson / Claire Dawes / Lianna Taylor to agree