



## **Attendance Policy**

This policy applies to the whole school, including the EYFS

September 2021

### **Policy Statement**

For the welfare, health and safety and educational benefit of all pupils, Warlingham Park School registers pupils in all years. The School requires regular attendance and the presence of pupils is checked twice daily at the start of morning lessons and in the afternoon. This attendance register is a legal document subject to the Education (Pupil Registration) (England) Regulations 2006 (updated May 2021). For this reason, Form Teachers must ensure they are completed properly in accordance with the procedures in this document. It should be read in conjunction with: Missing Child Policy, Safeguarding Policy, Fire Policy and Procedures and Admissions Policy.

The importance of this policy and associated procedures is highlighted by the fact that poor attendance or repeated lateness may indicate a safeguarding issue. Registers are completed in ink and must be returned promptly to the school office.

Pupil absences are followed up promptly on the day of absence and parents are required to notify absences in accordance with the procedure set out below.

### **Procedures**

All members of the teaching staff must be familiar with the following procedures, and must know how to complete the attendance registers

Form Teachers and the School Office are responsible for recording and following up attendance issues.

In some cases, (e.g. absence that gives rise to concern, repeated failure to provide a letter or email explaining an absence or extreme cases), the Headteacher will make contact with parents. See thresholds in section below.

There may be cases in which the local education authority need to be informed about a pupil. See relevant section below.

Registration is only open for a short window of time. Any children not registered at this point will be marked as late. Morning registers **MUST** be completed by 9:00am. Any children arriving after this time will be marked as Late (L).

Afternoon registration **MUST** be completed by 1:35pm.

### Registration Codes

The attendance register records if a pupil is absent or present at any given registration session. The register should be completed in **black biro** with a circle for any child who is absent. The code relating to the absence should then be put in the circle in **red biro**. The codes used in the registers are listed below with their meanings:

/	Present for morning session
\	Present for afternoon session
L	Late for session - arrived after registration closed
U	Sickness
M	Medical or dental appointment
B	Receiving part-time/off site
E	Excluded
H	Annual holiday
I	Interview
R	Day of religious observance
S	Study leave
W	Work experience
C	Other specific authorised circumstances
V	Educational visit
X	Absence related to Covid 19
N	Note received
T	Telephone call received

### Signing In and Out

Where pupils arrive or leave the school premises at any other times of the day, the school office must be notified on arrival or before they leave the building. Registers will be updated by the School Office accordingly. When a child arrives late they must ensure that they are signed in and the School Office will update the register accordingly.

### Following up unexplained absences

Parents should contact the School Office by email or telephone before 9:00am to inform the school of any absence or illness. This should be repeated on every day of the absence. The School Office telephones the parents of all absent pupils, for whom no prior explanation for absence has been received and recorded, and records the reason for absence according to the above code.

It is important that registers are correct and absences are followed up for legal, fire and pupil safety reasons. The School Office should follow up all unexplained absences. Letters received to explain absences e.g. sickness, treatments must be used by the School Office or Form Teacher to update the register. They should then be filed in the School Office. If an absence cannot be explained, we ask that parents meet the Headteacher to follow it up and give a suitable explanation. It should be made clear that any unexplained absences may be a child protection concern, in line with our Missing Child Policy.

The School requires that family holidays are not arranged during term time. If this is unavoidable, requests for authorised absences should be made in writing to the Headteacher well in advance of the date.

Absence for personal reasons is sometimes unavoidable. In these circumstances, parents should write to the Headteacher, requesting a leave of absence in advance of the date.

### **Other Registers**

- A paper register is taken in before school care (8:00 – 8.50am) and at After School Care (3.30 – 5:30pm)
- Clubs registers are recorded by the club provider
- Off-Site Sport and Fixtures paper registers are taken by the PE teacher before leaving the premises.

### **Low attendance procedures**

The Headteacher will carry out a termly check on attendance figures with children of some concern reported to the Governing Body committee for Safeguarding. For any child who has dropped below 95% attendance for the term, the Headteacher will consider the particular circumstances and whether to follow this up with a letter or conversation with the parents. If the attendance does not improve over the following term, the Headteacher will meet with the parent/s to discuss the concern and an action plan to improve attendance. If there are notable concerns, consistent non-attendance or safeguarding concerns as a result of this procedure, the local authority and/or MASH will be contacted.

The Headteacher will carry out discretion on the above procedure as required. For example, absence early on in the term may produce an 'artificially' low % attendance rate (the number of days needs to be checked alongside this). Furthermore, if a child has suffered from a persistent illness or injury of which the school is fully aware, it may be decided that there is no current cause for concern with regard to attendance patterns.

### **Repeated late arrival procedures**

In line with the above procedure, the number of 'late arrivals' for children will be monitored. For any child who has been registered with six or more of arrivals over the term (or more than one hour lost), the parent/s will be notified of the disruptive effect of this pattern on the child's education and personal development. If the arrival time does not improve over the following term, the Headteacher will meet with the parent/s to discuss the concern and an action plan to improve attendance.

As above, if there are notable concerns, consistent non-attendance or safeguarding concerns as a result of this procedure, the local education authority and/or MASH will be contacted. The Headteacher will carry out discretion on this procedure as required. For example, a notable run of late arrivals or a child being very late on several occasions, may require an escalation of the procedure ahead of the termly check. Furthermore, the Headteacher may already be aware of the exceptional or temporary circumstances that have caused the pupil to arrive at school late on repeated occasions over that term.

### **Reporting Attendance to the Local Education Authority**

The school will report to the Local Education Authority the following attendance issues:

- 10 days unauthorised absence
- Failure to attend regularly
- Deletion from the school register when the next school is not known

- Deletion from the school register when a child has moved school at 'non-standard times' (during the course of the school academic year)
- Deletion from the school register if a pupil is taken out of school by their parents and is being home educated.
- Deletion from the school register where the pupil has stopped attending School and no longer lives within reasonable distance of the school (unless of course parents have given due notice as per standard procedures and have indicated the next school).
- Deletion from the school register because the pupil has been permanently excluded for either behaviour or non-payment of fees.

When the Headteacher knows the deletion from the school register will apply, the LEA will be contacted.

Warlingham Park School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Warlingham Park School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on our website and on request from the School Office.

Date of adoption of this policy	March 2020
Date of last review of this policy	September 2021
Date for next review of this policy	September 2023
Policy owner (SMT)	Annie Ingrassia
Policy owner (Proprietor)	ILG