

Attendance Policy

Woodbury School



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1. Aims

We are committed to meeting our 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
- Providing a broad and exciting curriculum that endeavours to utilise an individual's strengths and interests so that they engage with education.

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:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

- Education (Penalty Notices) (England) (Amendment) Regulations 2024.

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 Directors

Directors are responsible for monitoring attendance figures for the whole school on at least a termly basis. They also hold the headteacher to account for the implementation of this policy.

3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to directors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

3.3 The pastoral lead & Attendance lead

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers, where applicable, to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

3.4 Class teachers

Class teachers are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.

3.5 School office staff

School office staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register and place all pupils onto this register.

We will take our attendance register 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 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9.00am on each school day.

The register for the first session will be taken at 9.10am and will be kept open until 9.30am. The register for the second session will be taken at 1.00pm and will be kept open until 1.20pm.

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 9.00am or as soon as practically possible (see also section 7).

If a pupil is absent, the parent/carer is expected to:

- Notify the school by telephone before the start of the school day, providing a reason for their child's absence.
- Inform their transport provider.
- Provide an expected return date.

We will mark absence due to illness as 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 the pupil's parent/carer 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/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling or sending a text message and/ or email to them on the first day of absence
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

4.6 Reporting to parents

Attendance is reported to parents termly in the written end-of-year report. Where a child's attendance falls below 90%, the parents/carer will be sent an additional letter of concern.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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
- 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

5.2 Reducing persistent absence

Unauthorised absence will be targeted via a variety of strategies e.g., phone calls and letters home, pastoral support meetings, attendance improvement plans and referrals to external agencies.

5.3 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £80 within 21 days or £160 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether to issue a penalty notice may take into account:

- The 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 or withdraw the notice.

6. Strategies for promoting attendance

Identified pupils with specific medical, therapy or special educational needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence
- Keep in regular contact with parents/carers
- Provide home visits where appropriate.
- Recognise that some pupils are not 'available for learning' and work with the Local Authority and other agencies to allocate appropriate provision which may not be within our school.
- A range of rewards and incentive initiatives

7. Part time timetables

All young people admitted to the school are entitled to receive a full-time education. However, school attendance guidance from the DfE states that in very exceptional

circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. Where this is the case, the following must be in place:

- A clear transition plan to re-integrate the young person back into school on a full-time basis, including an end date for the part time timetable.
- Agreement from the funding LA and parents that the part time timetable is in the best interests of the young person.
- A risk assessment to identify the risks to the young person whilst they are not in school, along with identified control measures to mitigate these risks.

8. Attendance monitoring

The Attendance lead at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

The parent/carer is expected to call the school each day their child is ill.

If a pupil's absence goes above 7 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving an education welfare 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.

We collect and store attendance data in weekly reports to the directors. It may be used for internal purposes. For example, to:

- Track the attendance of individual pupils
- Monitor and evaluate those children identified as needing intervention and support

9. Approval

This policy will be reviewed as guidance from the DfE is updated, and as a minimum annually by the headteacher. At every review, the policy will be approved by directors.

10. Links with other policies

This policy links with our policies on:

- Behaviour policy
- 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
Authorised absence		

C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Suspended / Permanently 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
Q	Travel arrangements	Pupil unable to attend school because of unavoidable cause of transport
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
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
K	Education trip	Pupil attending educational provision arranged by the Local Authority
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school

N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	The school site, or part of it, is closed due to an unavoidable cause, the transport provided by the school, or a local authority is not available and where the pupil's home is not within walking distance, a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half term/bank holiday/INSET day