



**Federation of  
Westminster  
Special Schools**  
Training & Outreach

# **Attendance and Punctuality Policy**

**APPROVED BY GOVERNORS AT PPP MEETING OCTOBER 2019**

**DATE OF NEXT REVIEW OCTOBER 2022**

## 1 STATEMENT OF INTENT

The Federation of Westminster Special Schools is committed to the continuous raising of achievement of all its students. Regular attendance is critical if students are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good attendance is fundamental to a successful and fulfilling school experience. We actively promote 100% attendance for all our students.

The Governors, Executive Head, Heads of School and staff in partnership with parents have a duty to promote full attendance at College Park and Queen Elizabeth II Jubilee .

## 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 - sections 434(1)(3)(4) & (6) and 458(4) & (5)
- 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

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

## 3 PARENTAL RESPONSIBILITY

Parents have a legal duty to ensure that their child(ren) attend school regularly and arrive on time. Regular attendance is essential to the all-round development of the child and they should be allowed to take full advantage of educational opportunities available to them. Poor attendance undermines their education.

**It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding requirement so that all parties know that your child is safe. Parents should regularly update the school and inform them when their child is returning.**

Students are expected to arrive by 8.55am

## 4 THE ROLE OF THE SCHOOL STAFF

At College Park and QE II there is a whole school responsibility and approach for improving school attendance, with specific staff taking individual responsibility.

The Assistant Head (Pastoral) has overall responsibility for monitoring attendance issues.

Class teachers complete a register at the beginning of each morning and during the afternoon session. Marking the attendance registers twice daily is a legal requirement. (The Education (Pupil Registration) (England) Regulations 2006) Teachers mark students present, absent or late. The class teacher or administrative staff notifies the Assistant Head (Pastoral) of children whose attendance is causing concern.

It is the responsibility of Assistant Head (Pastoral) to ensure:

- Attendance and lateness records are up to date
- If no reason for absence has been provided, parents are contacted on the first day of absence by phone call.
- Where there has been no communication, contact is made with parents requesting reasons for absence.
- The appropriate attendance code is entered in the register (National Attendance Codes)

## **5 SCHOOL PROCEDURES**

### **5.1 Attendance register**

By law, all schools 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

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.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

### **5.2 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 9.15am or as soon as practically possible.

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.

### **5.3 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.

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.

### **5.4 Lateness**

At College Park and QE II the register is taken at 9.25am and again AT 1.30pm. Students arriving after 9.30am must enter school by the main entrance and report to reception where their name and reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L').

The register will close at 9.45am and 1.45pm. Students arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence.

Frequent lateness after the register has closed (U) will be discussed with parents and may result in an agreed action plan between the school and parents/carers.

### **5.5 Action for Poor Attendance**

Pupil absence rates will be checked on a monthly basis by the Assistant Head (Pastoral). Daily a member of the admin team checks all registers and alerts the Assistant Head (Pastoral) or a member from of SLT to any concerns.

In addition, any general concerns about pupil absence the Assistant Head (Pastoral) or class teacher will raise it directly with parents. If a pupil's attendance falls below 90% an alert will be sent to the Assistant Head (Pastoral) and the following process will be triggered. This is a staged approach and will be halted as soon as attendance improves:

1. Discussion with class teacher to establish if there is any reason why the pupil's absence is low
2. Decision made between Assistant Head (Pastoral) and class teacher as to how this will be raised with parents.
3. Meeting or discussion with parents
4. Target for improvement in attendance rate to be set with parents for improvement and plan of support if required.
5. Review date for agreed plan set with parents

Regular absence from school will always be followed up by staff. The following protocol should always be adhered to:

1. On the first day of a pupil's absence if the parent/carer has not contacted the school by 10am, the admin team should check with the class group if any expected absence is known about.
2. If there is no known cause for absence admin team should ring parents/carers to enquire as to why the child is not in school. If the admin team has tried all named contacts in the morning and were not able to speak to someone, then they will try again in the afternoon or a daily basis if they have not spoken to parents/carers.
3. If a child is absent from school due to ill health and parents have informed school on the first day of absence, but the child continues to be absent from school for more than 3 days, the school nurse may contact the parents to enquire about the child's health. Parents should contact the school office each day of absence unless we have been informed that the child will be off for a set period.
4. If any child is absent due to a significant illness or medical crisis the nurse will contact parents as soon as it is appropriate to offer support and enquire after the child.
5. If a child is sent home during the school day by the nursing team, the nurse will inform the office of reason, however if absence continues beyond the specified time parents should contact the school office on each day of absence

## **5.6 Children Missing Education**

All schools have statutory safeguarding responsibilities (sections 157 & 175 of the Education Act 2002). Schools must investigate any unexplained absences. If a child fails to attend school, school staff must try to establish the family's whereabouts before making a CME referral.

Where a child is missing from education, Local Authority guidance will be followed, by contacting the pupil's local authority CME officer.

- On a school roll, not attending and the family's whereabouts are unknown
- Of compulsory school age but not on a school roll, and not receiving a suitable education otherwise than being at school, e.g. at home, privately or in alternative provision
- Of compulsory school age but not on roll and whose whereabouts are unknown

## **6 AUTHORISING ABSENCE**

### **6.1 Granting approval for term time absence**

Executive Head teachers and Heads of school may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'. The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Executive Head's / Heads of School's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments

- 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

The following reasons are examples of absence that **will not be authorised**:

- Persistent nonspecific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without very good reasons
- Child's/family birthday
- Shopping trip
- Family Holidays

The Executive Head/ Head of School is not obliged to accept a parent's explanation. A letter or telephone message from a parent does not in itself authorise an absence. If absences are not authorised, parents will be notified. If no explanation is received, absences will not be authorised.

Persistent unauthorised absence may result in a

**Further action may include: -**

- Attendance Improvement Meeting
- Home visits
- Liaison with other agencies
- Local Education Authority involvement

**Exceptional circumstances could include:**

- Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- The death or terminal illness of a person close to the family.
- To attend a wedding or funeral of a person close to the family.
- Any strong personal reasons why a family might need to take a child away from school for a short break.

Any examples provided are illustrative rather than exhaustive. It is acceptable to take a student's previous record of attendance into account when the school is making decisions. The fundamental principles for defining 'exceptional' are rare, significant, unavoidable and

short. By 'unavoidable' it implies that an event could not reasonably be scheduled at another time. It is important to note that Head teachers can agree the absence of a child in exceptional circumstances and this discretion can be used also to determine the length of the authorised absence.

Section 444 of the Education Act 1996 says that parents are **guilty** of an offence of failing to secure regular attendance at school unless they can prove that the child was absent:

- with leave (the school has given permission)
- due to sickness or any unavoidable cause (the sickness or unavoidable cause must relate to the child, not the parent)
- religious observance
- failure by the Local Authority to provide transport

In law, these are the only acceptable reasons for a child being absent from school.

The Executive Head / Heads of school may authorise absence in "exceptional circumstances" but this must be requested in advance and agreement to each request is at the discretion of the Executive Head Teacher / Heads of school, acting on behalf of the Governing Body (Education (Pupil Registration) (England) Regulations 2006). Each case will be judged on its merits and the Executive Head teacher's / Heads of school's decision is final. Once the decision not to authorise leave is taken, it cannot be authorised retrospectively.

## 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
T	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

## **APPENDIX 2. CHILDREN MISSING FROM SUITABLE EDUCATION**

### **What do we mean by Children Missing from suitable Education (CME)?**

A compulsory school-age child who is not on the roll of a school, not placed in alternative provision by a local authority, and who is not receiving a suitable education at home.

### **Why do children go missing from education?**

There are a number of reasons, including:

- they don't start school at the appropriate time and so they do not enter the educational system
- they are removed by their parents for a range of reasons
- they cease to attend due to exclusion, illness or bullying
- they fail to find a suitable school place after moving to a new area
- the family move home regularly or there are problems at home

### **What is the CME process for Schools?**

The first 10 days of unauthorised absence should be investigated by the school in line with the school's attendance policy. After 10 days of continuous non-attendance where:

- the child is not attending a new school and/or
- the child has emigrated and/or
- the child's whereabouts are unknown

The school should notify the pupil's local authority CME officer who can make further enquiries.

With confirmation from the Local Authority, the child may then be removed from roll in line with Regulation 8 of The Education (Pupil Registration) (England) Regulations 2006. The school will need to upload a Common Transfer File (CTF) for the pupil to the DfE Secure Data Transfer site (S2S) using the relevant code.

If necessary, the CME notification will then be forwarded to the CME team by the Admissions and Access to Education team. The CME Team will carry out local, regional and national checks to locate the child and ensure they are receiving suitable education.

Before a school off rolls a pupil as a CME this procedure must always be carried out - CME forms must not be sent directly to the CME team.

## APPENDIX 3. LEAVE IN TERM TIME REQUEST FORM

### APPLICATION FOR LEAVE DURING TERM TIME

Parents/guardians must ask permission, where the situation is **exceptional or urgent**, for their child to be absent during term time, and it is at the Head of School's discretion to decide whether or not the absence will be authorised. If leave is taken without permission, or no application is made, **parents risk** being issued with a **Penalty Notice or being prosecuted** on their return. Parents wishing to apply for their child to have leave from school should complete this form and return it to school for authorisation where possible, 2 weeks before the proposed leave.

<b>PARENTS SECTION</b> (to be completed first)				
Surname of Child:		First Name of Child:		
Date of Birth:		Class:		
Full Name of Parent/Guardian:				
Address of Child:				
Postcode:		Telephone Number:		
Reason for Request:				
Departure Date	FROM (date):		TO (date):	
Is your child's attendance above 95% over the past 12 months?			<b>Yes / No</b>	
Has your child previously had leave during term-time in the last 12 months? (If YES, please give dates, reasons and number of school days			<b>Yes / No</b>	

leave taken:	
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<b>SCHOOL SECTION</b>		
Holiday in Term Time	Approved _____ Days	Not Approved _____ Days
Reasons:		
Date of Meeting with Parents:		
Head of school Signature:		
Date:		

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