



## ATTENDANCE FRAMEWORK

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## ATTENDANCE AND PUNCTUALITY

In line with [Section 7 of the Education Act 1996](#) Avanti Park School (APS) is committed to maximising educational opportunities and achievement for all pupils. For pupils to gain the best from their time at APS, it is vital that they have excellent attendance and punctuality. We strive for 100% attendance for all pupils. APS actively promotes good attendance and discourages unjustified absence. APS recognises that promoting good attendance and punctuality prepares pupils for the disciplines of adult working life. To achieve this, we are committed to working in partnership with parents to ensure that the school achieves a MINIMUM of 97% attendance throughout the school.

### **1. AIMS:**

- To improve the overall percentage of pupils' attendance at the school.
- To ensure attendance and punctuality is a priority for all those associated with the school including pupils, parents, teachers and SW Hub Board members.
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
- To provide support, advice and guidance to parents and pupils.
- To develop a systematic approach to gathering and analysing attendance related data.
- To further develop positive and consistent communication between home and our school.

### **2. What you can expect from Avanti Park School:**

- We will promote good attendance and punctuality and will investigate any unexplained and/or unjustified absence.
- We will work closely with parents/carers where student's absence is cause for concern.
- We will support students to achieve good attendance and punctuality.
- We will support students returning to school after prolonged absence.



### **3. What Avanti Park School expects from pupils:**

- To attend regularly and on time.
- To be punctual to all lessons.
- To ensure all messages and notes from parents/carers are given to their class teacher or handed in at Reception.

### **4. What Avanti Park School expects from Parents/Carers:**

- To ensure their child attends school on those days it is open, punctually and equipped to learn.
- To ensure their child attends every day the school is open, unless they are too ill to do so.
- To avoid keeping their child away from school for any reason other than illness or other authorised reason.
- To avoid arranging holidays during term time.
- To immediately inform the school office if their child is unable to attend including the reason for absence and expected date of return. Parents should also confirm in writing on their child's return the reason for their absence.
- If no indication of a return date has been given, parents/carers should contact the school on each day of absence.

### **5. Registration**

- The law requires the register to be taken twice a day - at the start of the morning session and once in the afternoon session.
- Pupils are registered at the start of every lesson of the day.
- Registers close in the morning at 9.30am and in the afternoon at 1.15pm after which pupils will be marked as unauthorised absence unless a satisfactory explanation has been received.
- The register is marked using the DfE Attendance and Absence Codes (see Appendix 1).

### **6. Punctuality**

- APS expects pupils to arrive punctually, before 8.50am. (Students arriving after this time are deemed to be late).
- Any pupil arriving after 8.50am should sign in at Reception giving the reason for being late.



## **7. Authorised/Unauthorised Absence**

Authorised absence is where the school has given approval for absence in advance or where the explanation given afterwards has been accepted as satisfactory justification for the absence. Parents/carers may not authorise absence; only the school can do this.

- Parents/carers should contact the school office (by telephone or email) on the morning of absence before 9.00am giving a reason and an expected date of return. This should be followed up by a note on the child's return.
- Absence may be authorised for such reasons as:
  - Illness.
  - Unavoidable medical/dental appointments. (See below for further information regarding these appointments).
  - Exceptional family circumstances e.g. bereavement.
  - Days of religious observance (see Appendix 2).
  - Involvement in a public performance.

For all reasons other than illness, a 'Request for Absence' form will need to be requested from the school office and completed.

- Absence will not be authorised for such reasons as:
  - Looking after brothers/sisters/unwell parents/carers.
  - Birthdays.
  - Days out.
  - Shopping trips.
  - Family holidays where permission has not been granted (please note, family holidays during term time will not normally be approved)..
  - Special occasions, where the school does not agree that the absence should be granted.
- **Medical/dental and other appointments** should be arranged out of school hours wherever possible. Where this is not possible, pupils should, where practically possible, come to school before the appointment, sign out and return to school after the appointment. Confirmation of all appointments by way of a photo of the booking in screen, appointment card, letter or appointment slip must be provided for any absence to be authorised. The school requires sight of an appointment card or letter in order to authorise any absence from the school. If medical appointments are attended at the start of the day, causing the pupil to arrive late to school, medical evidence (as above) must be provided.
- Following an explanation from parents/carers regarding a pupil's absence, the school will decide whether it accepts the explanation and authorise/unauthorise accordingly.



Most cases of absence due to illness are short term, we require the following from parents.

- A written explanation on the first day of any period of absence and upon the child's return to school, covering all days of absence. All absence notes should be sent to [absence.ap@avanti.org.uk](mailto:absence.ap@avanti.org.uk).
  - A phone call to 01373 832804 or an email to alert the school on each further day of absence.
- Absence which hasn't been explained will remain as unauthorised.
  - Parents/carers should not take their children out of school for holidays, days out, to attend sporting events, etc.

## **8. How we respond to Absence/Lateness**

- If a pupil is absent at morning registration without contact from a parent/carer to explain the absence, the school will contact parents/carers. We will attempt to call landline numbers and mobile numbers for priority 1 and 2 contact numbers.
- All absence notes will be retained.
- Where a pupil's absence is cause for concern, the school will write to parents/carers and/or invite the parents/carers into school or visit parents/carers at home.
- Where no sustained improvement in attendance is demonstrated despite intervention, the attendance process will be followed (Appendix 3). Penalty notices may be issued in line with each relevant Local Authority's Code of Conduct.

## **9. Persistent Absence**

A pupil becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any pupil whose attendance has reached the PA threshold or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- An action plan to improve attendance will be created which may involve referrals to other agencies alongside meetings between relevant school staff and parents/carers.
- Where parents/carers fail to co-operate with support and strategies provided by the school further advice may be sought which could lead to legal sanctions being imposed.

Persistent Absence data is communicated to the Local Authority via the School Census on a termly and annual basis.



## **10. Leave of Absence during Term Time**

Any absence interrupts the continuity of pupil's learning. Government Legislation states that only exceptional circumstances warrant an authorised leave of absence, please refer to the Department for Education for the latest guidance. Parents/carers are strongly urged not to take pupils out of school for holidays during term time.

Even where the circumstances are considered exceptional, please be aware that:

- Your request will not be authorised during exam periods (these could be throughout the year).
- Your request will not be authorised during the month of September.
- Your request will not be authorised if your child's attendance is below the school's attendance target for the 12 months prior to application.
- Your request will not be authorised if your child has unauthorised absences.
- Your request will not be authorised where a previous holiday has been taken.

It is expected that a Request Form is submitted to reception at least 4 weeks in advance of the proposed absence. All factors that need to be considered must be stated on the request form. The school has the right to serve a Penalty Notice on parents/carers who insist on taking their children out of school without authorisation. Penalties require each parent to pay a fine of £60 per child if paid within 21 days or £120 if paid after 21 days but within 28 days. Failure to pay within the specified timescale could result in prosecution in the Magistrates Court for failure to ensure regular school attendance. This legislation also applies to any student taking leave of absence without prior notification to the school.

## **House Visiting**

A home visit may be conducted by a member of staff for the following reasons: -

- A pupil has 3 consecutive days of unexplained absence.
- A pupil is absent from school and there is a safeguarding concern, a spot welfare check will be conducted.

## **11. Re-integration following Long-term Absence**

Where a student has been absent for a prolonged period of time, perhaps due to illness, the school will:

- Welcome the student back to the school and value their return.
- Provide support for the student in consultation with parents/carers to enable a successful return to the school



- Ensure that all relevant staff are informed of the circumstances.
- Work with other agencies, where appropriate, to ensure a successful outcome.
- Consider a personalised programme of return if appropriate.
- Monitor and review the pupil's return.

## **12. Promoting Good Attendance and Punctuality**

- Pupils are more likely to attend regularly if the curriculum is engaging and personalised to meet their needs. The curriculum is monitored and revised on an annual basis so that it meets the ability needs of all students.
- Good and improved attendance and punctuality will be promoted.
- Pupils, parents/carers and staff are regularly reminded about the importance of good attendance.
- Parents/carers are encouraged to contact the school office/Reception at any time to discuss their child's attendance.
- Regular meetings will be held with the appropriate members of staff/external agencies to identify and support those students whose attendance is a cause for concern.
- Pupils who have been absent for extended periods of time will be supported as appropriate to re-integrate back into school.

## **13. Attendance Data and Targets**

- The target for all pupils is to strive for 100% attendance. Only by achieving full attendance can pupils expect to achieve their full potential.
- Attendance data will be collected and analysed and used to inform the school attendance practices and interventions.
- Individual pupil data will be analysed and monitored to enable early intervention.
- Attendance data is provided on a half-termly basis to the SW Hub Board.
- Attendance data and persistent absence data is communicated to the Local Authority and to the DfE.
- APS will monitor attendance on a weekly basis.

## **14. Staff Roles and Responsibilities:**

All members of the school have a role to play in improving attendance and reducing absence.

### **Class teachers / tutors**





- Will monitor absence and attendance weekly.
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.
- Will work with identified pupils, setting targets to improve attendance and monitoring progress towards those targets.
- Will ensure that all absence notes or verbal messages are sent to Reception.

### **Attendance Office Staff / Reception**

- Will monitor registration daily.
- Will receive calls and messages from parents/carers regarding pupil absence.
- Will contact parents/carers regarding pupil absence.
- Will regularly update phase and senior leaders.
- Will identify absence trends or concerns and raise these with the appropriate members of staff.
- Will discuss attendance concerns with parents/carers and liaise with relevant members of staff.

### **Senior Attendance Officer / Attendance Manager**

- Will take the lead on raising the profile of attendance, throughout the school, including improving attendance and reducing persistent absence.
- Will monitor absence and attendance regularly.
- Will identify any absence trends or concerns and will liaise with the appropriate members of staff.

Will contact parents/carers where attendance concerns have been identified and provide support to improve their child's attendance.

- Will support pupils to improve their attendance.
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual students.
- Will provide data to the Principal and Hub Director on a regular basis.

### **The Principal and Senior Leaders**

- Will ensure that the school attendance framework is implemented and regularly reviewed.



- Will ensure the whole school ethos promotes excellence in attendance and punctuality.
- Report to the Hub Director and SW Hub Board on attendance.
- Monitor the curriculum to develop ways of improving the provision of educational experience.
- Utilise attendance data to inform strategic planning.



## Appendix 1

### **ATTENDANCE CODES**

#### **PRESENT**

- / Present (AM)
- \ Present (PM)
- L Late (before registers closed)

#### **AUTHORISED ABSENCE**

- C Other Authorised Circumstances (not covered by another appropriate code/description)
- E Excluded (no alternative provision made)
- F Extended family holiday (agreed)
- H Family holiday (agreed)
- I Illness (NOT medical or dental etc. appointments)
- M Medical/Dental appointments
- R Religious observance
- S Study leave
- T Traveller absence

#### **UNAUTHORISED ABSENCE**

- G Family holiday (NOT agreed or days in excess of agreement)
- N No reason yet provided for absence
- O Unauthorised absence (not covered by any other code/description)
- U Late (after registers closed)

#### **APPROVED EDUCATION ACTIVITY = PRESENT**

- B Educated off site (NOT Dual registration)
- D Dual registration (i.e. pupil attending another establishment)
- J Interview
- P Approved sporting activity



V Educational visit or trip

W Work experience

**NOT COUNTED IN POSSIBLE ATTENDANCES**

X Non-compulsory school age absence

Y Enforced closure – whole school or partial

Z Pupil not yet on roll

# School closed to pupils



## Appendix 2

### **Religious Observance**

Authorised absence may be granted for religious observance, for example, Eid. The Department for Education definition is as follows:

“Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parents belong, including religious festivals.”

If the religious body has not set the day apart, there is no requirement for the school to approve the absence or grant leave of absence.

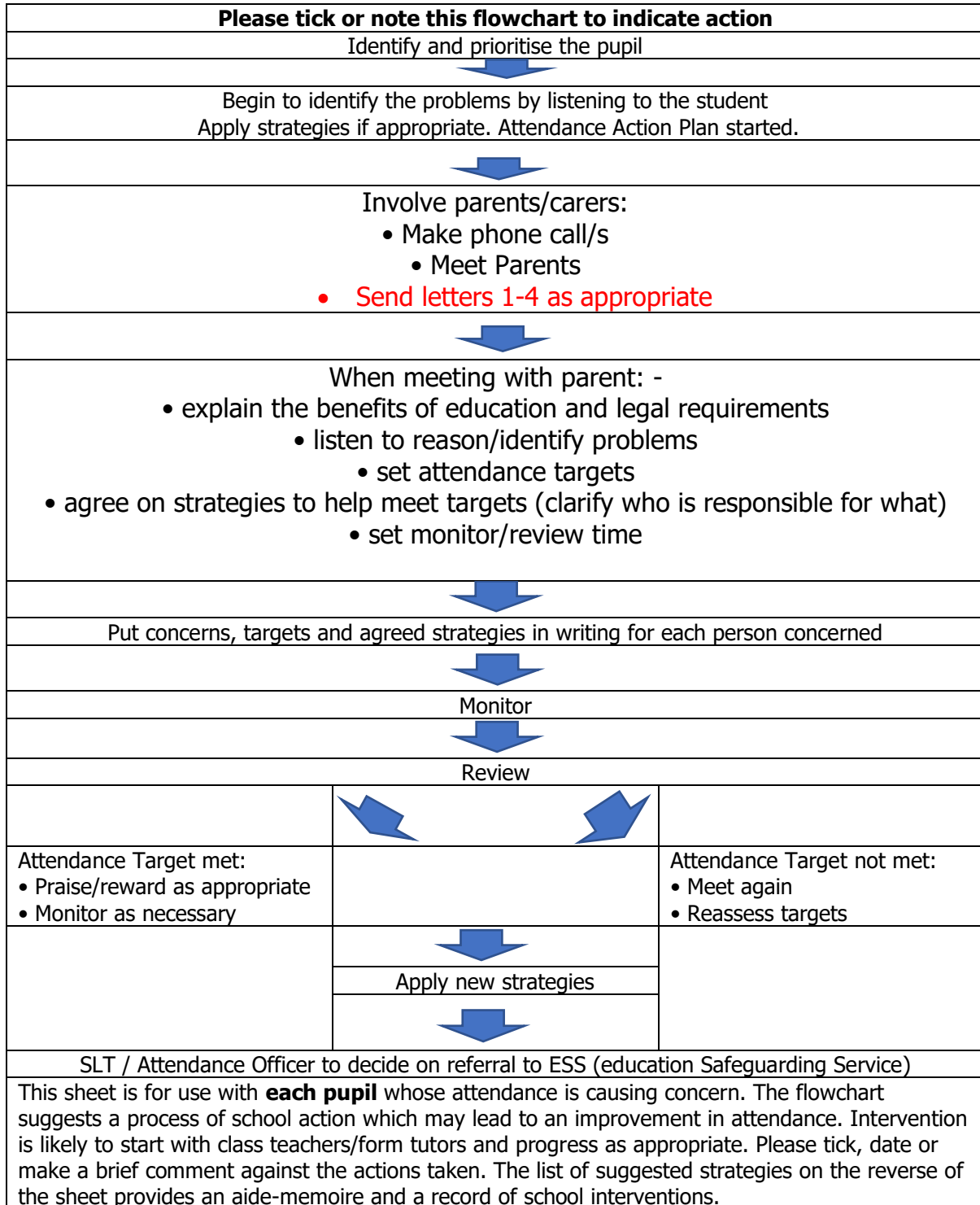
Individual religions and their religious observance are too numerous to detail in this document.

Parents should contact the school to request leave of absence for all religious observance.



## Appendix 3

### ATTENDANCE ACTION FLOW CHART





## Avanti Park School - Attendance Action Strategies

<b>Strategy</b>	<b>Comments on strategy</b>	<b>Dates (from/to)</b>
Targeted first day response		
Ask parents to phone the school by (e.g.) 9 am on the day of absence		
Involving Parents through phone calls		
Ask parents to bring the student to the designated person in the school each day		
Remind of school attendance framework		
Explain to parents that absence will not be authorised		
Share attendance charts with parents		
Highlight benefits of good attendance		
Request GP certificate/letter from parent		
Link person/mentor		
Positive reporting		
Positive letter from SLT		
Incentives		
Extra-curricular activities		
Assistance to catch up with work		
A haven in school		
Buddy (peer)		
Assign special responsibility/task suited to the student		
Attendance or punctuality report		
Change of class/tutor group		
Counselling		
Write to GP		
IEP		
Pastoral support programme/Attendance Action Plan		
Refer to other agencies (Via EHA if required)		
Modification of curriculum/timetable		
Staged re-integration		
EHA Completed requesting support from ESS (Education Safeguarding Service)		
Letter from ESO to parents (not referral: emphasise		



concerns, support school action etc.)		
Multi-Agency Meeting/TAC		
Attendance concern Letter 1		
Attendance concern Letter 2		
Attendance concern Letter 3		
Attendance concern Letter 4		
Attendance Praise Letter		
This sheet can be used during consultation visits with the ESO to assist in the discussion of progress and future action. When completing an EHA to make a referral to the ESS it would be helpful if this could be provided, along with copies of all relevant paperwork.		