



ATTENDANCE FRAMEWORK

Principal: Abby Atkins

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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 each pupil achieves a minimum of 97% attendance.

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/SSC.
- 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.

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 pupil's absence is cause for concern.
- We will support pupils to achieve good attendance and punctuality.
- We will support pupils returning to school after prolonged absence.

What Avanti Park School expects from pupils:

- To attend regularly and on time.
- To be punctual to all lessons.



What Avanti Park School expects from Parents/Carers:

The Department for Education has recently released a new document 'working together to improve school attendance' (Sept 2022). The document sets out the expectations of parents to support their child's attendance at school:

- Ensure their child attends every day the school is open.
- Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness) by phone (01373 832804) or email absence.ap@avanti.org.uk
- Only request a leave of absence in exceptional circumstances and do so in advance (using the form which you can request from the school office)
- Book any medical appointments around the school day where possible

If your child is at risk of becoming persistently absent (moving towards 90% attendance):

- Work with the school and local authority to help them understand their child's barriers to attendance
- Proactively engage with the support offered to prevent the need for more formal support

If your child becomes persistently absent (attendance of 90% or below)

- Work with the school and local authority to help them understand their child's barriers to attendance
- Proactively engage with formal support offered - including parenting contracts or early help plans that prevent the need for legal intervention

If your child becomes severely absent (below 50% attendance)

- Work with the school and local authority to help them understand their child's barriers to attendance
- Proactively engage with formal support offered - including parenting contracts or early help plans that prevent the need for legal intervention
- In some cases, the Local Authority will prosecute parents of children who do not attend school, once all other avenues have been exhausted.



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).

Punctuality

- APS expects pupils to arrive punctually, before 8.50am. (Pupils arriving after this time are deemed to be late).
- Any pupil arriving after 8.50am should sign in at the 'late room' with parents providing the reason for lateness.

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. Parents or carers should phone or email the school on each day of absence.
- 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 completed which is online form on our website.

- 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. Please use this form to report medical absence:

<https://form.jotform.com/241931236186356>

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.
 - 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 the Local Authority's Code of Conduct.





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.

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 the Attendance Team 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. The first penalty notice amount will be £160 per parent per child if paid within 28 days, reduced to £80 per parent, per child if paid within 21 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 pupil taking leave of absence without prior notification to the school.

<https://form.jotform.com/241931236186356> - link to request for absence form.





Home Visits

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.
- A pupil is absent from school for a prolonged period. Visits will be arranged weekly and recorded on CPOMS

Re-integration following Long-term Absence

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

- Welcome the pupil back to the school and value their return.
- Provide support for the pupil 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.

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 pupils.
- Good attendance and punctuality will be encouraged
- 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 pupils 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.



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 SSC.
- Attendance data and persistent absence data is communicated to the Local Authority and to the DfE.
- APS will monitor attendance on a weekly basis.

Staff Roles and Responsibilities:

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

Phase Leads in conjunction with class teachers / tutors

- Will monitor absence and attendance weekly.
- Will support pupils to improve their attendance.
- 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 verbal messages or emails are sent to the Attendance Lead.

Attendance administrator

- 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.
- Will provide data to the Principal or AP Inclusion on a weekly basis at the weekly attendance review meeting.



The Principal and Senior Leaders

- 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 support pupils to improve their attendance.
- Will identify any absence trends or concerns
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual pupils.
- Will contact parents/carers where attendance concerns have been identified and provide support to improve their child's attendance.
- 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 SSC 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

Attending the school

Code / \: Present at the school / = morning session \ = afternoon session

Code L: Late arrival before the register is closed

Attending a place other than the school

Code K: Attending education provision arranged by the local authority

Code V: Attending an educational visit or trip

Code P: Participating in a sporting activity

Code W: Attending work experience

Code B: Attending any other approved educational activity

Code D: Dual registered at another school

Absent - leave of absence

Code C1: Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.

Code M: Leave of absence for the purpose of attending a medical or dental appointment

Code J1: Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution

Code S: Leave of absence for the purpose of studying for a public examination

Code X: Non-compulsory school age pupil not required to attend school

Code C2: Leave of absence for a compulsory school age pupil subject to a part-time timetable

Code C: Leave of absence for exceptional circumstance

Absent - other authorised reasons

Code T: Parent travelling for occupational purposes

Code R: Religious observance

Code I: Illness (not medical or dental appointment)



Code E: Suspended or permanently excluded and no alternative provision made

Absent - unable to attend school because of unavoidable cause

Code Q: Unable to attend the school because of a lack of access arrangements

Code Y1: Unable to attend due to transport normally provided not being available

Code Y2: Unable to attend due to widespread disruption to travel

Code Y3: Unable to attend due to part of the school premises being closed

Code Y4: Unable to attend due to the whole school site being unexpectedly closed

Code Y5: Unable to attend as pupil is in criminal justice detention

Code Y6: Unable to attend in accordance with public health guidance or law

Code Y7: Unable to attend because of any other unavoidable cause

Absent - unauthorised absence

Code G: Holiday not granted by the school

Code N: Reason for absence not yet established

Code O: Absent in other or unknown circumstances

Code U: Arrived in school after registration closed



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.



Avanti Park School – Possible Attendance Action Strategies

Strategy
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 pupil 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 pupil
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 EES (Education Engagement Service)
EES 'step in meeting'
Multi-Agency Meeting/TAC
Attendance concern Letter
Attendance Praise Letter