



# Attendance and Truancy Policy

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## Statement of intent

Chaigeley School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
- Following the framework set in section 7 of the Education Act 1996 which states that:

“The parent/ carer of every child of compulsory school age shall cause him/her to receive efficient full time education suitable:

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise”.

## **1. Legal framework**

- 1.1. This policy has due regard to the following legislation and guidance, including, but not limited to:
- The Education Act 1996
  - The Equality Act 2010
  - The Education (Pupil Registration) (England) Regulations 2006 (as amended)
  - DfE (2016) School Attendance Advice
- 1.2. All staff must ensure they adhere to and implement the requirements of any equality legislation.

## **2. Definitions**

- 2.1. Chaigeley defines “absence” as either:
- Arrival at school after the register has closed.
  - Not attending school for any reason.
- 2.2. Chaigeley defines an “authorised absence” as:
- An absence for sickness for which the school has granted leave.
  - Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
  - Religious or cultural observances for which the school has granted leave.
  - An absence due to a family emergency.
- 2.3. Chaigeley defines an “unauthorised absence” as:
- Parents keeping children away from school unnecessarily or without reason.
  - Truancy before or during the school day.
  - Absences which have not been properly explained.
  - Arrival at school after the register has closed.
  - Shopping, looking after other children or birthdays.
  - Day trips and holidays in term time which have not been agreed.
  - Leaving school for no reason during the day.

### **3. Key roles and responsibilities**

- 3.1. The Senior leadership team has overall responsibility for monitoring the implementation of the attendance policy and procedures of Chaigeley School
- 3.2. The Senior Leadership Team has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 3.3. The Senior Leadership Team has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- 3.4. The Pastoral and Welfare Manager is responsible for the day-to-day implementation and management of the attendance policy and procedures of Chaigeley School
- 3.5. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 3.6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 3.7. Designated members of staff will complete an attendance register at the start of each school day. Checklists are completed throughout the day including lunchtime
- 3.8. The school will ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence according to the procedure for each user authority
- 3.9. The school will inform the relevant LA of any pupil being deleted from the admission and attendance registers if they:
  - Are being educated from home.
  - No longer live within a reasonable distance of the registered school.
  - Have an authorised medical note.
  - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
  - Have been permanently excluded.
- 3.10. Chaigeley School will inform the LA of any pupil who fails to attend school regularly and has unauthorised absences throughout the academic year.

- 3.11. Parents / carers will be expected to take responsibility for the attendance of their child/children during term-time.
- 3.12. Parents / carers will be expected to promote good attendance and ensure that pupils attend school every day.
- 3.13. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.
- 3.14. All pupils are responsible for their punctuality to lessons.

#### **4. Pupil expectations**

- 4.1. Pupils will be expected to attend school every day
- 4.2. Chaigeley School expects all pupils to attend lessons punctually.

#### **5. Absence procedures**

- 5.1. Parents / carers are required to contact the school as soon as possible on the first day of any absence.
- 5.2. Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- 5.3. A phone call/ email will be made to the parent/ carer of any child who has not reported their absence on the first day that they do not attend school.
- 5.4. The school will always follow up any absences in order to:
  - Ascertain the reason for the absence.
  - Ensure that proper safeguarding action is being taken.
  - Identify whether the absence is authorised or not.
  - Identify the correct code to use to enter the data onto the School Census System.
- 5.5. In the case of persistent absence, arrangements will be made for parents to speak to the Pastoral/welfare manager/ Head of Education
- 5.6. If pupil attendance drops below 85 per cent, the local attendance officer will be informed.
- 5.7. Chaigeley School will inform the LA of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

#### **6. Contact information**

- 6.1. Parents/ carers must provide accurate and up-to-date contact details.

6.2. Parents / carers are responsible for updating the school if the details change.

## **7. Attendance register**

7.1. The designated staff members will take the attendance register at the start of each school day. This register will record whether the pupil is:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

7.2. Chaigeley School will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site educational activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- S = Study leave
- T = Gypsy, Roma and Traveller absence
- W = Work experience

- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- J = At an interview with prospective employers, or another educational establishment
- D – Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z – Pupil not on admission register

7.3. Every entry into the attendance register will be preserved for three years.

## **8. Attendance officer**

- 8.1. If they are persistently absent, pupils will be referred to the relevant local attendance officer who will attempt to resolve the situation through a parent agreement.
- 8.2. If the situation cannot be resolved and attendance does not improve, the relevant local attendance officer has the power to issue sanctions such as prosecutions or penalty notices.

## **9. Lateness**

- 9.1. Punctuality is of the utmost importance, and lateness will not be tolerated.
- 9.2. Pupils arrive to school by pre arranged transport at 8.40
- 9.3. Pupils can choose to have breakfast from 8.40 to 8.55
- 9.4. The school day starts at 9am; pupils should be in their classroom at this time.

## **10. Truancy**

- 10.1. Truancy means any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence.
- 10.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.
- 10.3. All pupils are expected to be in their classes by 9am morning session and 1.15 pm afternoon session.
- 10.4. Any pupil with permission to leave the school during the day must let a member of staff know. This will be reported to reception.
- 10.5. Immediate action will be taken when there are any concerns that a child might be truanting.

- 10.6. If truancy is suspected, the appropriate person will contact the child's parents, in order to assess the reasons behind the child not attending school.

## **11. Missing children**

- 11.1. Pupils are not permitted to leave the school premises during the school day unless they have permission from a senior member of staff.
- 11.2. The following procedures will be taken in the event of a pupil going missing during the school day:
- 11.3. School will follow the Pan Cheshire protocol
- 11.4. The following areas will be systematically searched:
- All classrooms
  - All toilets
  - Changing rooms
  - The library
  - Any outbuildings
  - The school grounds
- 11.5. Available staff will begin a search of the area immediately outside of the school premises, and will take a mobile phone with them so they can be contacted.
- 11.6. Parents / carers of the pupil will be notified.
- 11.7. If the pupil has not been seen for one hour the police will be contacted. If it is a younger and/or a vulnerable pupil they will be contacted immediately
- 11.8. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- 11.9. Staff will take the appropriate action to ensure the pupil understands they must not leave the premises, and sanctions will be issued
- 11.10. Parents / carers and any other agencies will be informed immediately when the pupil has been located.

## **12. Term-time leave**

- 12.1. At Chaigeley School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.

- 12.2. Any requests for leave during term time will need to be authorised and will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- 12.3. Requests for leave will not be granted in the following circumstances:
- Immediately before and during assessment / exam periods
  - When a pupil's attendance record shows any unauthorised absences
  - Where a pupil's authorised absence record is already above 10 percent for any reason
- 12.4. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a penalty notice.

### **13. Religious observances**

- 13.1. Chaigeley School will take advice from religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- 13.2. Parents / carers must inform the school in advance if absences are required for days of religious observance.
- 13.3. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents belong.

### **14. Appointments**

- 14.1. As far as possible, parents / carers should attempt to book medical and dental appointments outside of school hours.
- 14.2. Where this is not possible, a note and appointment card should be sent to the school.
- 14.3. If the appointment requires the pupil to leave during the school day, the pupil must be signed out by a parent / carer.
- 14.4. Pupils must attend school before and after the appointment wherever possible.

### **15. Young carers**

- 15.1. Chaigeley School understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school.
- 15.2. Chaigeley School takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

## **16. Exceptional circumstances**

- 16.1. When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.
- 16.2. Exceptional circumstances include when a pupil is unable to attend because:
- The school is fully or partially closed.
  - There has been widespread disruption to travel services which has prevented the pupil from attending.
  - The pupil is in custody and will be detained for less than four months.
- 16.3. The use of the 'Y' code is collected in the school census for statistical purposes.

## **17. Rewarding good attendance**

- 17.1. Chaigeley School acknowledges 100 percent attendance and the appropriate reward is applied
- 17.2. Good attendance and punctuality will be rewarded

## **18. Monitoring and review**

- 18.1. Chaigeley School monitors attendance and punctuality throughout the year.
- 18.2. This policy will be reviewed annually by the Principal and Welfare/ Pastoral manager
- 18.3. Any changes made to the policy will be communicated to all members of staff.

Review Date:

July 2021

Source: SDE Committee



## Pupil Attendance Agreement

As a pupil of Chaigeley School I will try my best to:

- Attend school every day.
- Always being punctual to school and lessons.
- Inform the school of the reason for any absence.
- Not miss school or lessons for trivial reasons.

<b>Pupil name:</b>	<b>Date:</b>
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## Parental Attendance Agreement

I, \_\_\_\_\_ understand that it is my responsibility to send my child to school. I agree to send \_\_\_\_\_ to school every day and understand the consequences if I fail to do so. When \_\_\_\_\_ is absent from school due to exceptional circumstances, I will ensure the correct procedures are followed.

<b>Parent name:</b>	<b>Date:</b>
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