

# Samuel Cody School

## ATTENDANCE POLICY



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The purpose of this Policy Document is to set out the ways in which matters of attendance and punctuality should be managed in this school in order to ensure school and parents work together to achieve and maintain high standards in this area.

This school believes that regular and full time attendance is essential if children and young people are to benefit fully from their school career and that punctuality is of equal importance.

In order to promote high standards of attendance the school will:

- Promote a welcoming and positive atmosphere in school, where children feel safe and that their presence is valued.
- Enable parents to feel their support of this Policy is recognised by the school as a vital contribution towards their child's education
- Create attitudes towards high standards of attendance and punctuality, which pupils should retain through life.
- Ensure that attendance is maintained effectively and absences or lates are followed up promptly.
- Meet legal requirements, with particular reference to identifying unauthorised absence.
- Check registers twice daily and phone or text parents of absentees and identify patterns of absence and lateness, if they are occurring.
- If absence/punctuality become a matter of concern, use strategies devised in order to raise parental awareness of the importance of attendance and punctuality, so that they will make more effort to ensure their child attends school punctually and regularly (see next section 'Strategies to Promote and Maintain Attendance and Punctuality').

## **ATTENDANCE POLICY**

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- Involve other agencies when difficulties arise, and the school needs extra support or help as appropriate.
- Ensure all staff are aware of School Policy and deal consistently with absence and punctuality.
- Ensure information on attendance/punctuality is available for Governors, as required.
- Ensure good liaison when a change of school occurs.
- In addition to tutors individual subject teachers will also register their classes.
- Keep accurate registration documents to include authorised/unauthorised absence.

### **Promoting and Maintaining High Standards of Punctuality and Attendance**

It needs to be remembered that children in education are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school and will, therefore, whilst being encouraged to attend well and on time, not carry the blame if their parents are not supportive or effective in these areas.

### **School Registers**

Registers will be taken twice daily and they will be checked for regular attendance by Home/School Link worker. Teachers will also report any concerns regarding non-attendance and patterns of such to the relevant member of the Senior Leadership Team.

### **Register Marking**

The class tutor/teacher will:

- I. Ensure registers taken
- II. Any alterations will be unambiguous.

## **ATTENDANCE POLICY**

- III. Record lateness for morning and afternoon sessions.

### **Lateness to Registration**

Morning Registration will take place between 8.50 and 8.55 am. Pupils arriving up to 9.05 will be marked as late.

Pupils arriving after 9.05 will be marked absent without authorisation.

Afternoon Registration will take place at 12.30 pm for Secondary and 1pm for Primary.

### **Procedures for Rectifying Poor Punctuality**

- I. If a child has late marks 3 times in one week, or four times in two weeks, or a regular pattern of lateness every week for a month, a letter will be sent home. Parents will be asked either to come into school if there is a difficulty causing lateness, or to ensure that punctuality is maintained.
- II. Repeated unexplained lateness, or lateness with no acceptable reason will be referred to the Early Help Hub.
- III. In rare circumstances, if the school is aware of the situation, an arrangement allowing some flexibility can be agreed with the Headteacher and Home School Link Worker.
- IV. If parents know their child is going to be late for any reason, they should let the school know in advance.
- V. The Home School Link Worker/SLT will identify target pupils with attendance less than 90% and monitor closely those with 90-95% for the previous year. Individual targets will be set and close contact sought with parents.

## **ATTENDANCE POLICY**

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### **Recording Absence**

Registers will be taken at the beginning of the morning and afternoon sessions at the times already specified.

A code system will be used to indicate the reason for absences as follows:

<b>Code</b>	<b>Description</b>	<b>Statistical Meaning</b>	<b>Physical Meaning</b>
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
<b>B</b>	Educated off site (NOT Dual reg)	Approved Educational Activity	Out for whole session
<b>C</b>	Other Authorised Circumstances	Authorised absence	Out for whole session
<b>D</b>	Dual registration (attending other estab)	Approved Educational Activity	Out for whole session
<b>E</b>	Excluded (no alternative provision made)	Authorised absence	Out for whole session
<b>F</b>	Extended family holiday (agreed)	Authorised absence	Out for whole session
<b>G</b>	Family holiday (NOT agreed or days in excess)	Unauthorised absence	Out for whole session
<b>H</b>	Family holiday (agreed)	Authorised absence	Out for whole session
<b>I</b>	Illness (NOT med/dental appointments)	Authorised absence	Out for whole session
<b>J</b>	Interview	Approved Education Activity	Out for whole session
<b>L</b>	Late (before registers closed)	Present	Late for session
<b>M</b>	Medical/Dental appointments	Authorised absence	Out for whole session
<b>N</b>	No reason yet provided for absence	Unauthorised absence	Out for whole session
<b>O</b>	Unauthorised absence	Unauthorised absence	Out for whole session
<b>P</b>	Approved sporting activity	Approved Educational Activity	Out for whole session
<b>R</b>	Religious observance	Authorised absence	Out for whole session
<b>S</b>	Study leave	Authorised absence	Out for whole session
<b>T</b>	Traveller absence	Authorised absence	Out for whole session
<b>U</b>	Late (after registers closed)	Unauthorised absence	Late for session
<b>V</b>	Educational visit or trip	Approved Educational Activity	Out for whole session
<b>W</b>	Work experience	Approved Educational Activity	Out for whole session
<b>X</b>	Non-compulsory school age or	Attendance Not Required	Out for whole

	COVID 19 related		session
<b>Y</b>	Unable to attend due to exceptional circumstances	Attendance Not Required	Out for whole session
<b>Z</b>	Pupil not on roll	Attendance Not Required	Out for whole session
<b>#</b>	School closed to pupils	Attendance Not Required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session

## **ATTENDANCE POLICY**

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The school seeks to develop good attendance patterns with pupils and rewards this by:

- Recognising pupils with 100% attendance both termly and over the academic year with certificates and prizes.
- Recognise group attendance % and rewarding the group.
- Periodically setting group attendance targets and rewarding the meeting of them with treats such as bowling, videos and extra visits to places of enjoyment.
- Attendance Marathon.

The school expects parents/carers to inform the school:

- by contacting on the first day of absence.
- on return to school a note confirming the reason for absence.
- the school will contact parents on the first day of absence if no notification has been received
- if contact still cannot be made, a letter is sent requesting reasons for absence.

When the school become concerned about an individual's attendance or lateness, support from the Early Help Hub is sought. This referral will happen:

- after 2 weeks (10 school days) of continuous absence.
- Where there is specific concern with a pupil who is a known truant and staff suspect that an absence from school may not be genuine, then contact with the parents and Early Help Hub will take place before the 10 days

The school will consult with the Early Help Hub when:

- Attendance is less than 85%.
- Contacts with home have not brought about any improvement in attendance.

- Poor communication with home regarding explanations for absence or lateness.

## **ATTENDANCE POLICY**

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### **Holidays with parents**

Parents should avoid taking their children away on holiday during term time.

Holidays in school time will be recorded as unauthorised.

All unauthorised absences will be noted on the child's school record and Annual Reports to parents.

The Law requires children attend school regularly and punctually. Failure to do so may lead to Penalty Notices being issued.

### **Pupils placed at the Codyhill ASD Centre**

Pupils will be registered and monitored according to the Samuel Cody attendance policy by the ASD Centre Lead, who will report any absences to the main school attendance officer.

Parents will be required to telephone the ASD Centre directly to report absences or discuss problems with attendance. The ASD Lead will then pass this information to the main school for tracking, thus reducing the need for parents to contact both the ASD Centre and the main school.