

# Pupil Attendance Policy

---

## 1. Rationale

We endeavour to have a high level of pupil attendance in school. A number of pupils at Epina School are admitted having been poor attenders (or non attenders) at their previous school. This impacts upon the attendance figures.

National data indicates a strong correlation between absence levels in schools and pupil attainment. Research also shows that young people who frequently take absence from school are most vulnerable and more likely to become involved in crime and anti social behaviour and are less likely to make a successful transition from school to either employment or further education or training. To enable pupils to achieve to their full potential, the school aims to provide a stimulating and motivating curriculum to encourage pupils to attend school. However, often in the case of persistent refusal to attend school, innovative approaches may need to be implemented as patterns can be well established even before admission. In order to facilitate the monitoring of attendance and implement a structure of rewards for improvement, consistent and fair recording of absence must be a priority and reviewed on the basis of success criteria regularly.

## 2. Relationship to the School Development Plan

Attendance is identified within the school development. We have targeted an overall attendance level of 93% across the school.

## 3. Procedures

Attendance registers are marked directly onto the MIS system. At the beginning of the school day, office staff call each class and ascertain attendance. Office staff contact each class after lunch to record any changes to attendance. Absence codes should be recorded as shown in appendix 1. Pupils arriving late in to school are asked to inform the school office that they have arrived.

- Attendance data is shared with all staff on weekly basis.
- Every half term concern letters are sent to parents of pupils with attendance of less than 90%. These pupils are then tracked half termly. Parents of pupils with consistently poor attendance are invited into a meeting with the AHT.

- Should attendance continue to be a concern following a meeting with the AHT, the school will involve the Absence Monitoring Team who will in some cases issue a fine to families for non attendance.

#### **4. Absences**

Telephone calls are made to parents / carers of any pupil where there has not been a phone call or reason given to the bus escort for their absence. The reasons for absence are recorded on the MIS system. Pastoral Teachers keep in regular contact with parents / carers where attendance levels are causing concern.

The Multi Agency Key Workers is informed of any concerning absences.

#### **5. Family holiday requests**

The Head Teacher cannot authorise any requests for families to take holidays during school time. Parents will be advised that the absence will be unauthorised.

Safeguarding procedures will be followed if extended holiday leave is requested where a pupil may be taken out of the country (in line with LA).

#### **6. Looked After Children**

Office staff undertaking attendance recording will email the Virtual School details of any non attendance by LAC children.

#### **Addendum**

If a class bubble or the school is closed due to Covid, the MAKW and DSL will inform the LA of the names of any vulnerable pupils affected.

## Appendix 1

### Absence Codes

PRESENT		AUTHORISED ABSENCE		UNAUTHORISED ABSENCE	
<b>P</b>	Sporting Activity	<b>I</b>	Illness (not appointment)	<b>G</b>	Family holiday (not agreed)
<b>V</b>	Educational visit/trip	<b>C</b>	Other circumstances	<b>N</b>	Nor reason provided
<b>W</b>	Work Experience	<b>E</b>	Excluded	<b>O</b>	Other
<b>B</b>	Educated off site (not Dual)	<b>H</b>	Family holiday	<b>U</b>	Late after registration
<b>L</b>	Late during registration	<b>F</b>	Extended family holiday		
<b>D</b>	Dual registration	<b>M</b>	Medical/Dental appt		
<b>J</b>	Interview	<b>R</b>	Religious studies		
<b>K</b>	School discretion	<b>S</b>	Study Leave		
		<b>T</b>	Traveller Absence		

Policy approved by Governors: Nov 2020

Date of next review by Governors: Nov 2021