



Aiskew, Leeming Bar  
Church of England Primary School

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'Rooted in love and growing together  
to become lifelong learners'

# Admission and Attendance Policy

Date written: September 2022

Date agreed and ratified by the Board of Governors: 26<sup>th</sup> September 2022

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Headteacher)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(on behalf of the Board of Governors)

Date of review: September 2023

We aim to promote a welcoming and positive learning atmosphere in school, where children feel safe and valued and want to learn. In order to learn effectively, children need to be in school therefore we try to create very positive attitudes towards high standards of attendance and punctuality as we firmly believe that all pupils benefit from regular school attendance. To this end, we will do all we can to encourage parents/carers to ensure that the children in their care achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them.

Aiskew, Leeming Bar CE Primary School fully recognises its responsibilities to ensure pupils are in school and on time, allowing them to access learning for the maximum number of days and hours. Our policy applies to all children registered at this school and this policy is made available to all parents/carers on our school website.

Parents/carers have the legal responsibility for ensuring their child's good attendance and the headteacher and governors at our school work together with other professionals/agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

### **Aims and Objectives**

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance. Through this Policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents/carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to children in EYFS as well in order to promote good habits at an early age.
- Work in partnership with pupils, parents/carers, staff and other agencies so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.

- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents/carers and pupils.
- Ensuring that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents/carers, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

## Definitions

### Authorised Absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell and the parent telephones the school to explain the absence.
- **Only the school can make an absence authorised.** Parents/carers do not have this authority. Consequently not all absences supported by parents will be classified as authorised.
- The school holiday dates are published a year in advance and we strongly advise parents/carers to book their family holidays during the school holidays. If a family holiday in term time is unavoidable, a holiday form must be completed prior to the holiday. This can be obtained from the school office.

### Unauthorised Absence

Her Majesty's Inspectors define unauthorised absence as: "Absence from school for any period as a result of a premeditated or spontaneous act by the pupil or parent or both. This includes parentally condoned absence." (Education Observed, No 13)

- An absence is classified as unauthorised when a child is away from school without the permission of the school.

- Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent. No parents/carers can demand leave of absence for their child as a right. We believe that absence from school has a considerable impact on a child's learning and progress. It is our policy to enforce fixed penalty for persistent unauthorised absence.

### **Admission and Attendance registers**

Every school in England must keep an admission register ('the school roll') which contains the details of all pupils (both compulsory and non-compulsory school age). The admission register underpins the key management information systems within school, including its safeguarding procedures.

The admission register contains an alphabetical index of all the pupils in the school.

- All entries will be made using Scholar Pack
- The following will be recorded for each pupil:
  - Pupil's full name
  - Sex
  - Parent's name and address
  - The name of the person who has custody of the child
  - Emergency contact numbers of the parent/carer
  - Admission date
  - Name and address of the last school attended (if applicable)
  - Information regarding FSM, SEN, EAL, Ethnicity will also be entered
- Pupils will be entered on the admission register on the first day that we expect them to attend.

All schools, except those where all pupils are boarders, must keep an attendance register in accordance with regulation 6 of the Education (Pupil Registration)(England) Regulations 2006. Schools must take the attendance register at the beginning of each morning session and once during each afternoon session. On each occasion they must record whether every pupil (with the exception of a pupil who is a boarder) is: present, absent, attending an approved educational activity as defined in regulation 6(4), unable to attend school due to an exceptional circumstance as defined in regulation 6(5). Attendance is also recorded on Scholar Pack.

### **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents/carers and pupils.

- To have consistent and systematic daily records which give detail of any absence and lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parents/carers what constitutes authorised and unauthorised absence.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents/carers to improve individual pupils attendance and punctuality
- To use follow The School Attendance Procedure as set out by North Yorkshire County Council for any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve.
- To report attendance statistics to the LA and the DfE where requested.
- All staff should be aware that they must raise any attendance or punctuality concerns to the Headteacher and the Admin staff with responsibility for monitoring attendance.

## **Responsibilities**

All members of school staff have a responsibility for identifying trends in attendance and punctuality. The following includes a more specific list of the kinds of responsibilities which individuals might have.

### **Class teacher**

Class teachers are responsible for:

- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers.
- Informing the Headteacher where there are concerns and acting upon them.
- Providing background information to support referrals.
- Monitoring follow-up once actions have been taken to correct attendance concerns.
- Emphasising with their class the importance of good attendance and promptness.
- Ensuring they update Scholar Pack with reasons why a child is absent if they have been informed by a parent/carer.
- Discussing attendance issues at consultation evenings where necessary.

### **Headteacher**

The Headteacher is responsible for:

- Overall monitoring of school attendance.
- Trends in authorised and unauthorised absence.
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised.
- Praising good attendance and awarding a termly prize from the attendance draw.
- Adopting and following The School Attendance Procedure as set out by North Yorkshire County Council
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.

### **Administration staff**

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents/carers regarding absence
- Contacting parents of absent children where no contact has been made.
- Ensuring the school's registers are completed and for any 'N' codes, parents/carers are contacted immediately.
- Recording details of children who arrive late or go home.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/ or unusual explanations for attendance offered by children and their parents/ carers and reporting concerns to the headteacher.
- Sending out standard letters regarding attendance.

### **Parents/Carers**

Parents/Carers are responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting the school office on the first morning of absence, and then every subsequent day until able to return to school.
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we do require evidence from the doctor or dentist. (Appointment card/letter).
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised.

- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

### **Pupils**

- Attend school regularly.
- Attend school punctually.
- Attend school appropriately prepared for the day.

### **Registration**

Children should arrive at school from 8.45am until 8.55am. Children in EYFS and KS1 line up on the playground, KS2 pupils go straight into their classroom where there is independent work awaiting them. The gates are closed at 8.55am and this is when the register is taken.

Each class teacher has the responsibility for keeping an accurate record of attendance. Any pupil who is absent must be recorded at the beginning of the morning and afternoon session. The attendance register on Scholar Pack must be completed by the class teacher by 9.00am and afternoon sessions by 1.00pm. (If the class teacher does not know why the child is not here, they are to use the 'N' code so that the office is made aware when the fire registers are printed). These registers are then electronically returned to the school office. All attendance records are documented using Scholar Pack, the school's MIS system, which is supported by the Local Authority.

Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

### **Lateness**

Once the gates are closed at 8.55am, the only way to get into school is by buzzing the school office via the pedestrian gate. The office will then let the child in. As the registers will have been returned, the office will update the register. Any pupil who comes into school this way from 8.55am will be marked as late in the attendance record. Records are kept of those pupils who are late (Attendance code L). Any child who arrives for school later than 9.15am will be marked as being late after the register is closed for the morning and will have the attendance code U).

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 9.05am will have the absence recorded as a medical absence (attendance code M).

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve. Where there have been persistent incidents of lateness parents/carers will receive a letter advising them of the concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues.

### **Absences**

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with details of the reason for their absence. All absences are recorded as either authorised or unauthorised. It is important that we receive accurate information from parents/carers with reasons for the child's absence. This information is used to determine whether the absence is authorised or unauthorised. The Headteacher has the responsibility to determine whether absences are authorised or unauthorised. Where we have not received reasons for a child's absence and the office staff have been unable to contact a parent this will be recorded as unauthorised.

### **First Day Contact**

Where a child is absent from school and we have not received any verbal or written communication from the parent/carer, then we initiate a first day contact process. Office staff check all of the registers from 8.55am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will contact the parent/carer to check the reasons for the child's absence. If we are unable to make contact with the family, school will make a welfare check on the house. If we are still unable to make contact, we will ask the police to carry out a welfare check (see Safeguarding Policy). We ask that each subsequent day of a child's illness, the parent/carer lets school know how the child is.

### **Illness**

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, if requested, so that they can keep up with their school work. If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school. Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future period of illness related absence. This evidence could be a doctor's note, appointment card or copy of a prescription.

### **Parental Request for Absence from School for Holiday**

With effect from September 2013 the government abolished the right of headteachers to authorise absence specifically for holidays of up to 10 days per year if special circumstances exist. Instead, headteachers will only be allowed to grant leave of absence for any reason, if they are satisfied that exceptional circumstances exist.

### **Addressing Attendance Concerns**

The school expects attendance of at least 96%. It is important for children to establish good attendance habits early on in their primary school career. It is the responsibility of the headteacher and the governors to support good attendance and to identify and address attendance concerns promptly. In primary school, we rely upon parents/carers to ensure their child attends school regularly and punctually and therefore where there are concerns regarding attendance parents/carers are always informed of our concerns. Initially, concerns about attendance are raised with

parents/carers via letters which are sent home. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance. Where a child's attendance record does not improve over a period of time, the school will follow The School Attendance Procedure. This includes 3 stages: Stage 1 (Initial Warning Letter) and Stage 2 (Attendance Panel Meeting) – school is responsible for implementing these. The LA is responsible for implementing Stage 3 which is a PACE Formal Caution Interview/LA Panel Meeting.

### **Monitoring Attendance**

Our office staff has the responsibility for ensuring that all of the attendance data is accurately recorded on Scholar Pack. Regular meetings are held with the headteacher to discuss all attendance concerns and appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents/carers.