



# Attendance Policy

## September 2023

Version 7

Review Date: September 2026

Version Control	Date	Actions
V1	January 2017	Original document
V2	June 2019	Reviewed
	July 2019	Approved at FGB on 9 July 2019
V3	September 2021	Amended Registration Times and Late Letter criteria Amended legal phrasing relating to Penalty Notices under Section 444 of the Education Act 1996 Removal of the term 'fixed penalty notice', replaced by 'penalty notice.'
		Approved at Progress and Attainment Committee on 15 November 2021
V4	June 2022	Reviewed and reformatted. Amended Registration Times – U code (unauthorised late arrival) from 09:40am. Equalities Statement added.
	July 2022	Ratified at Curriculum meeting 11.07.22 – Staff notified of new policy and uploaded to school website
V5	September 2022	Links to other policies added to Section 2 Strategic Lead contact information added to Section 10
V6	November 2022	Section 3 amended with expectation for individual attendance and amended responsibilities for providing medical evidence  Ratified by Governors 21/11/2022. Policy shared with all staff.
V7	July 2023	Reviewed and reformatted. All sections amended to meet requirements of 'working together to improve school attendance' DfE document by S. Croucher.
	Sept 2023	Approved by Senior Leadership Team and shared with all staff.
	Nov 2023	To be noted by Governors at Curriculum meeting 13/11/2023.

## CONTENTS

1	Equalities Statement .....	3
2	Introduction .....	3
3	Legislation and guidance.....	4
4	Roles and responsibilities.....	5
4.1	The governing board .....	5
4.2	The Headteacher.....	5
4.3	The Designated Senior Leader responsible for attendance.....	5
4.4	The Attendance Lead .....	5
4.5	The Education Welfare Officer (EWO) .....	6
4.6	Class Teachers .....	6
4.7	All school staff.....	6
4.8	Parents/ Carers/ Persons who have day to day responsibility for the children .....	6

4.9	Pupils.....	7
5	Encouraging attendance .....	7
6	Arrival and registration .....	8
7	Illness and medical appointments: .....	8
8	Leave of Absence during term time.....	9
9	Legal sanctions .....	9
10	Responding to Non-Attendance.....	10
10.1	When a pupil does not attend school we will respond in the following manner:.....	10
10.2	When pupil is persistently late: .....	10
10.3	Children Missing from Education.....	11
11	Attendance monitoring.....	11
11.1	Monitoring attendance .....	11
11.2	Analysing attendance.....	11
11.3	Using data to improve attendance .....	12
11.4	Reducing persistent and severe absence.....	12
12	Changing schools.....	12
13	Monitoring arrangements.....	12
14	Appendix 1 - Registration Times on a Page.....	13
15	Appendix 2 – Attendance Codes.....	14

## 1 EQUALITIES STATEMENT

---

At Park Hill Infant School, we continue to teach our children about what it means to be strong, positive and productive members of society. We have always taught our pupils about equality and this remains an important part of our curriculum. We ensure that we always celebrate diversity, promote equality, demonstrate respect and stand together to challenge all forms of discriminatory language and behaviour.

We recognise that education is a vital tool for powerful, permanent and informative change. Our continuously evolving curriculum demonstrates our determination to use education to tackle issues of racism, homophobia and inequality. We strive to ensure our curriculum and supporting resources reflect values of inclusivity, diversity, equality and belonging. We do this by planning to meet the needs of all genders, of children with special educational needs, of children who are more-able, gifted and talented, of children with disabilities, of children from all socio-economic backgrounds, children from different ethnic groups, religion and cultural backgrounds, and of those from diverse linguistic backgrounds.

## 2 INTRODUCTION

---

Good attendance and punctuality is at the heart of a child’s learning and progress and is therefore fundamental to our school’s success.

We are committed to meeting our duty with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance and punctuality
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Absence should only occur when a child is unfit to learn or has a day of religious observance.

Children's life chances are enhanced by regular attendance at school and the school will support parents and carers in achieving excellent attendance in order to maximise educational opportunities for their children. The school will communicate the minimum expected attendance level for every pupil for the academic year at the beginning of the academic year and reminders will be sent throughout. Where a child is placed on school roll in-year, this information will be communicated to parents and carers upon their admission to the school.

We will ask parents and carers to come into school to discuss any circumstances which may impact on their child's attendance. We commit to supporting families in order that children have maximum opportunity to achieve in the school system.

Persistent absence is where a pupil misses 10% or more of school. Children whose attendance falls under 80% are missing on average one day's schooling each week and this seriously damages their life chances. Severe absence is where a pupil misses 50% or more of school.

The following policies should be read in conjunction to this policy:

- Safeguarding Policy
- Self-Regulation: Promoting Positive Behaviour
- Exclusions Policy
- Equalities Policy
- SEND Policy
- Children with health needs who cannot attend school
- Children with Medical Conditions and First Aid
- Pupil Arrival and Collection Policy

### 3 LEGISLATION AND GUIDANCE

---

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)

➤ [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

➤ [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

## 4 ROLES AND RESPONSIBILITIES

---

### 4.1 THE GOVERNING BOARD

The Governing Board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Headteacher to account for the implementation of this policy

The link governor responsible for monitoring attendance is Jane Cleall-Smith.

### 4.2 THE HEADTEACHER

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies

### 4.3 THE DESIGNATED SENIOR LEADER RESPONSIBLE FOR ATTENDANCE

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Overseeing targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Natasha Parry and can be contacted via the main office telephone – 0208 680 0747 or the email address – [enquiries@parkhill-inf.croydon.sch.uk](mailto:enquiries@parkhill-inf.croydon.sch.uk)

### 4.4 THE ATTENDANCE LEAD

The school attendance lead is responsible for:

- Contacting parents as soon as possible when a pupil fails to attend where no message has been received to explain the absence;
- Following up all unexplained absences;
- Monitoring and analysing attendance data;
- Daily inputting of attendance data/ coding (see Appendix 15);
- Production of correspondence regarding attendance and absence to parents/ carers;

- Developing school's attendance policy and strategy and ensuring all documents relating to attendance are up-to-date e.g. school brochure, school website information on attendance, promoting good attendance leaflet, standard school letters;
- Benchmarking attendance data to identify areas of focus for improvement;
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, the Headteacher, the EWO and the governors;
- Working with Education Welfare Officer (EWO) to tackle persistent and severe absence;
- Referring irregular or unjustified patterns of attendance to the EWO;
- Advising the Headteacher/ senior leadership team (authorised by the Headteacher) when to refer parents/ carers to the EWO for the issuing of Penalty Notices.

The attendance lead is Stephanie Croucher and can be contacted via the main office telephone – 0208 680 0747 or the email address – [attendance@parkhill-inf.croydon.sch.uk](mailto:attendance@parkhill-inf.croydon.sch.uk)

#### 4.5 THE EDUCATION WELFARE OFFICER (EWO)

Our education welfare service is provided by Team EWS. The Education Welfare Officer is responsible for:

- Ensuring the best outcome for all pupils;
- Improving school attendance and punctuality by contributing to relevant areas of school policy and procedure and providing termly attendance reports;
- Supporting school with cases of poor attendance/ punctuality/ unauthorised leave;
- Taking action in respect of individual absentees to secure regular attendance e.g. referrals to the Local Authority for consideration of Penalty Notices for unauthorised absence;
- Making referrals to, liaising with and collaborating in joint work with other practitioners and external services e.g. child protection services/ social care/ Early Help;

The Education Welfare Officer is Simon Dilley and can be contacted by telephone - 07957487109 email on – [sdilley@teamewo.com](mailto:sdilley@teamewo.com)

#### 4.6 CLASS TEACHERS

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office twice per day, at the registration times (see Appendix 1 and Appendix 2.)

#### 4.7 ALL SCHOOL STAFF

All school staff are responsible for:

- Keeping regular and accurate records of attendance for all pupils, twice daily;  
Encouraging good attendance and punctuality;
- Providing a welcoming atmosphere for children;
- Providing a safe learning environment;

#### 4.8 PARENTS/ CARERS/ PERSONS WHO HAVE DAY TO DAY RESPONSIBILITY FOR THE CHILDREN

Parents/carers are expected to:

- Encourage regular school attendance and be aware of their legal responsibilities;
- Ensure that the child/children in their care arrive at school punctually, prepared for the school day;
- Ensure that they contact the school whenever the child/ children is unable to attend school by calling the school office or sending an email to [attendance@parkhill-inf.croydon.sch.uk](mailto:attendance@parkhill-inf.croydon.sch.uk) before 9:30am on the day of absence and each subsequent day of absence, and advising when they can return
- Notify the school if their child is going to be late due to an unforeseen circumstance (i.e. car breaking down, urgent appointment)

- Ensure that they contact the school whenever the child/children is unable to attend school;
- Contact the school promptly whenever any problem occurs that may keep the child away from school;
- Provide at least two up to date emergency contact numbers, in addition to the contact information of the main parent(s)/ carer(s), and inform the school of any changes of address or contact details;
- Provide supporting medical documentation if the absence is for 3 days or more and the child's attendance is below 90%. This can be produced in the form of an appointment card, prescription or letter;
- Ensure that, where possible, medical appointments for their child are made outside of the school day and providing a letter or appointment card as medical evidence for any medical appointment e.g. GP appointments, hospital appointments, optician appointments, hearing or speech assessments, dentist appointments etc.
- Ensure that family holidays are booked outside of term time

## 4.9 PUPILS

We expect that all pupils will:

- Attend school regularly and achieve at least 96% attendance each year;
- Attend school punctually;
- Attend school appropriately prepared for the day;
- Be picked up from school punctually.

## 5 ENCOURAGING ATTENDANCE

---

The most vital part of encouraging good attendance is to ensure that the school is place to which children want to come.

The school encourages regular attendance in the following ways:

- by providing a caring and welcoming learning environment;
- by ensuring that school is a place where children are treated with respect and feel valued;
- by contacting parents/ carers for any unexplained absences from school and providing infection control information including when a child can return to school after a common infection e.g. chicken pox
- by responding promptly to a child or parent/carer concern about the school or other pupils;
- by taking time to discuss issues which may be impacting on attendance and helping parents/carers to overcome obstacles;
- by publishing and displaying attendance statistics;
- by celebrating excellent and improved attendance;
- by organising a 'Fun Day' for the class with the highest percentage of attendance each term;
- by formally writing to thank parents/ carers that move holiday dates out of school term following discussions with school staff;
- by encouraging parents to take an active interest in the work of the school and support their child's enthusiasm for attending school;
- by informing parents/ carers when their child's attendance is low and communicating the schools' expectations for good attendance and punctuality through letters and the 'importance of good attendance' leaflet;
- by providing parents/ carers with a copy of their child's attendance report as part of their annual written school report and addressing low attendance as part of the discussion at Parent Consultations;
- by monitoring pupils, informing parents/carers in writing of irregular attendance and holding meetings with them and finally referring the family to Education Welfare Service (EWS) if the irregular attendance continues.
- By encouraging parents / carers to contact a member of the Headship Team if there are circumstances they should be aware of in connection with a child's attendance or punctuality. All information received will be held confidentially and the school will endeavour to offer support and advice where possible.

## 6 ARRIVAL AND REGISTRATION

---

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. The school will ensure that its staff receive appropriate training and support to appropriately use attendance codes in line with DfE guidance and best practice. A school day counts as 2 attendance marks. (See Appendix 1 and Appendix 2.)

It is essential that children arriving and leaving school with a parent/guardian outside of the registration times are signed in or out from the school office. The signing in/out register in the office is used in the case of fire as an appendix to class registers.

Registers are checked regularly by the Education Welfare Officer to ensure they are kept accurately and to assess the reasons and incidence of any absences.

Morning Registration – Reception & KS1 (All classes)	
09:00am – 09:10am	Gates are opened, children arrive to class
09:10am	Gates are closed, AM register is opened and called
09:15am	Children arriving after this time are signed in at the office and marked with an 'L' code. A reason for lateness should be entered into SIMS if received.
09:40am	AM register is closed. Children arriving after this time are signed in at the office and marked with an 'U' code (unauthorised.)* A reason for lateness should be entered into SIMS if received.
Afternoon Registration	
Reception (Class 1, 2 & 3)	
13:15pm	PM Register is opened and called
13:30pm	PM Register is closed. Children arriving after this time are marked with an 'U' code (unauthorised.)* A reason for lateness should be entered into SIMS if received.
KS1 (Class 4, 5, 6, 7, 8 & 9)	
13:30pm	PM Register is opened and called
13:45pm	PM Register is closed. Children arriving after this time are marked with an 'U' code (unauthorised.)* A reason for lateness should be entered into SIMS if received.

\* If the child is late to a registration session for an authorised reason after the register is closed, e.g. for a medical/dental appointment, the school can authorise this late mark as an 'L' code and not a 'U' code.

## 7 ILLNESS AND MEDICAL APPOINTMENTS:

---

- Every effort should be made to arrange medical appointments outside school hours. If there is no alternative it is essential that a medical appointment card/letter is brought to the school office. All children returning to school must be signed in at the school office.
- The school office **must** be informed by 9.30am on the day of a child's absence through illness. Parents should contact the office on 020 8680 0747, option 1. In the event that the parent is unable to speak with a member of the office team, a message should be left on the school's answering machine, clearly stating their child's full name, class and the specific nature of the illness along with an estimated date of return to school. Alternatively, an email can be sent to [attendance@parkhill-inf.croydon.sch.uk](mailto:attendance@parkhill-inf.croydon.sch.uk)
- We ask parents/ carers to provide supporting medical documentation for absences due to illness lasting 3 days or more and/ or the child's attendance is below 90%. This can be produced in the form of an appointment card or screenshot of an appointment text/ email, prescription, prescribed medicine label, hospital report, record of attendance from doctor's surgery or GP hub.



## 8 LEAVE OF ABSENCE DURING TERM TIME

---

Leave of absence taken during school time is *not a right* and can only be taken with the permission of the Headteacher. The school term dates are published in advance of each academic year on the school website. It is not acceptable for parents/ carers to take children out of school, during term time, for a family holiday. The school will not authorise absences for a family holiday.

The Headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Headteacher's discretion, including the length of time the pupil is authorised to be absent for.

If there are exceptional circumstances which require a leave of absence during term time, parents/ carers can complete the request form and return it to the office along with the flight tickets for their child if travelling out of the UK, as far in advance of the requested leave period as possible. The school considers each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

The Headteacher, on behalf of the Governing Board, will only authorise leave in exceptional or emergency circumstances and days must be kept to a minimum;

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments;
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart;
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision.

If a leave of absence is not granted by the Headteacher, and the absence is still taken, parents/ carers may be referred to the Education Welfare Officer and/ or the Local Authority for the consideration of a Penalty Notice (see Section 9.)

Park Hill Infant School greatly appreciate parental support to reduce the total amount of days lost due to term time leave. The school is committed to working in partnership with parents to enable all children to reach their academic potential and to support their social development and for this to happen individual attendance needs to be as high as possible.

## 9 LEGAL SANCTIONS

---

Under Section 444 of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children of compulsory school age with unauthorised absences from school. The fines are issued to each parent, for each child, and are: £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year ;
- One-off instances of irregular attendance, such as holidays taken in term time without permission;
- Where an excluded pupil is found in a public place during school hours without a justifiable reason.

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

Croydon Council have the authority to consider issuing Fixed Penalty Notices for non-attendance at school. Matters of unauthorised absence may be referred to Croydon Council via our Education Welfare Officer from Team EWS. More information regarding school attendance and the law can be found here: [School attendance and the law | Croydon Council](#)

## 10 RESPONDING TO NON-ATTENDANCE

---

### 10.1 WHEN A PUPIL DOES NOT ATTEND SCHOOL WE WILL RESPOND IN THE FOLLOWING MANNER:

- On the first day of absence, if no telephone call is received from the parent/carer by 9.30 a.m. the school will contact them that day;
- If there is no response, the school will continue to try to contact the parent/carer and emergency contacts for the child. If by the end of the second day, there has still been no contact made, the school will send a letter of concern to parents/carers or invite them into school to discuss the child's absence. The school will advise parents that if the absence persists that a referral will be made to EWO;
- We will always report an unexplained absence of a child with a Child Protection Plan to the child's social worker within one day;
- We will always follow our safeguarding procedures for unexplained absences, including involving the EWO, carrying out a home visit to the home address and making a referral to the Local Authority for a child missing education (in accordance with our Safeguarding policy.) See point 10.3 for more information.

Pupils whose attendance falls to 90% or lower are classed by the Department for Education (DfE) as 'persistent absentees'. Such pupils are likely to be referred to the Education Welfare Officer who will, in the first instance, work with the family to attempt to remove the obstacles causing the non-attendance. We encourage all parents to engage with the Education Welfare Officer.

Where attendance fails to improve and absence cannot be justified in law, the consequence may be the issuance of Penalty Notices in accordance with the Local Authority's penalty notice protocol. In addition, the school will support the EWO in prosecutions brought under Section 444 Education Act 1996, or in applications in the Family Proceedings Court for Education Supervision Orders.

Failure to comply with the expectations set by the EWO may result in further action, an application for an Education Supervision Order, or court prosecution.

### 10.2 WHEN PUPIL IS PERSISTENTLY LATE:

The school register opens at 9.10am, when students are expected to be present. If a student arrives after the close of the register (09:40am), they are given an attendance mark for health and safety reasons, but are regarded in law as being absent. If a child persistently attends school after the close of the register consideration will be given to

(a) the issue of a Penalty Notice under section 444 of the Education Act 1996, the Local Authority may issue Penalty Notices to parents of children with unauthorised absences from school. The fines are issued to each parent, for each child, and are: £60 if paid within 21 days, rising to £120 if paid between 21 and 28 days.

or (b) a referral to our EWO for a prosecution. Lateness not only affects the learning of the student in question, but also affects the learning of others.

Persistent lateness, after the register has been taken by the class teacher, but before the register is closed at 9.40am, is equally concerning. The school will monitor lateness closely and send a letter of concern to parents /carers if this exceeds 5 days in any half term. Further persistent lateness will result in parents being invited into school to discuss the matter and this may result in a referral to the EWO.

## 10.3 CHILDREN MISSING FROM EDUCATION

Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Croydon Council's Children Missing from Education Team.

Reasonable steps to be taken by school staff may include:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts – in addition to the main carers of the child)
- Letters home (including by recorded delivery)
- Contact with other schools where siblings may be registered
- Home visits
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other service known to be involved with the pupil/ family
- Referral to the EWO (Team EWS)

All contacts and outcomes will be recorded on the pupil attendance record and on CPOMS.

## 11 ATTENDANCE MONITORING

---

### 11.1 MONITORING ATTENDANCE

The school will:

- Monitor attendance and absence data fortnightly, half-termly, termly and yearly across the school and at an individual pupil level;
- Identify whether or not there are particular groups of children whose absences may be a cause for concern;
- Log conversations/ meetings with parents on CPOMS about attendance to assist in the monitoring of attendance and the offering of support.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

### 11.2 ANALYSING ATTENDANCE

The school will:

- Follow the actions set out in the Attendance Strategy document to monitor, analyse and improve attendance – this document sets out the responsibilities for individual staff with regards to school attendance;
- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families;
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns;
- Attendance data is held electronically on SIMS (Management Information System), accessible by authorised staff, enabling the school analyse comprehensive attendance reports for individual children, group and whole school attendance;
- Returns of school data are made daily to the Department for Education (DfE), via Wonde, and the Local Authority, via StudyBugs, and benchmark data exists to compare our school within local and national contexts

### 11.3 USING DATA TO IMPROVE ATTENDANCE

The school will:

- Provide regular attendance reports to class teachers and school leaders to facilitate discussions with pupils and families;
- Set attendance targets each year which are agreed by the Headship Team and Governors at the first full board meeting of the school year. Targets are challenging yet realistic, and are based on attendance figures achieved in previous years.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies;

### 11.4 REDUCING PERSISTENT AND SEVERE ABSENCE

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school;
- Provide access to wider support services, such as Team EWS and Early Help, to remove the barriers to attendance.

## 12 CHANGING SCHOOLS

---

It is important that, if families decide to send the child/children in their care to a different school, they inform the Headteacher as soon as possible in writing. A pupil will not be removed from this school roll until the following information has been received and investigated:

- the date the pupil will be leaving this school and starting the next;
- the address of the new school;
- the new home address, if it is known.

The pupil's school records will then be sent on to the new school as soon as possible. In the event that the school has not been informed of the above information, the matter will be referred to the Education Welfare Service and/or Children Missing from Education Team at Croydon Council as appropriate (see section 10.3)

## 13 MONITORING ARRANGEMENTS

---

This policy will be reviewed every three years or sooner if required.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## 14 APPENDIX 1 - REGISTRATION TIMES ON A PAGE

Our school day runs from 09:10am until 15:30pm

<b>Morning Registration – Reception &amp; KS1 (All classes)</b>	
09:00am – 09:10am	Gates are opened, children arrive to class
09:10am	Gates are closed, AM register is opened and called
09:15am	Children arriving after this time are signed in at the office and marked with an 'L' code. A reason for lateness should be entered into SIMS if received.
09:40am	AM register is closed. Children arriving after this time are signed in at the office and marked with an 'U' code (unauthorised.)* A reason for lateness should be entered into SIMS if received.

<b>Lunchtime</b>	
Reception (Class 1, 2 & 3)	12:00pm to 13:15pm
KS1 (Class 4, 5, 6, 7, 8 & 9)	12:15pm to 13:30pm

<b>Afternoon Registration</b>	
<b>Reception (Class 1, 2 &amp; 3)</b>	
13:15pm	PM Register is opened and called
13:30pm	PM Register is closed. Children arriving after this time are marked with an 'U' code (unauthorised.)* A reason for lateness should be entered into SIMS if received.
<b>KS1 (Class 4, 5, 6, 7, 8 &amp; 9)</b>	
13:30pm	PM Register is opened and called
13:45pm	PM Register is closed. Children arriving after this time are marked with an 'U' code (unauthorised.)* A reason for lateness should be entered into SIMS if received.

At the end of the school day, children should be collected promptly at 15:30pm. If a parent arrives later than 15:40pm, they are required to sign their child out of the office.

\* If the child is late to a registration session for an authorised reason after the register is closed, e.g. for a medical/ dental appointment, the school can authorise this late mark as an 'L' code and not a 'U' code.

## 15 APPENDIX 2 – ATTENDANCE CODES

The following codes are taken from the DfE’s guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day