



## Attendance Policy

### Rationale

Parents or guardians of pupils of compulsory school age have a legal duty to ensure that their children receive efficient, full-time education by attendance at school or otherwise. This starts at the beginning of the term after that in which the child becomes five. Compulsory school age ends on the last Friday of June in the school year in which the pupil becomes 16. Once past the age of 16, the individual concerned must remain in some form of education or training until they reach the age of 18.

Central to raising standards in education and ensuring all pupils can fulfil their potential pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

It is the school's responsibility to record attendance, communicate with parents on the first day of absence and to notify the Attendance Strategy Team at Education Leeds if there is a two week unaccountable absence where the school has been unable to communicate with parents. These steps help to promote: -

### Purposes

1. Good attendance and reduce absence, including persistent absence;
2. To work with parents and pupils to secure this aim.
3. To ensure that there is an efficient system, known to all, for ensuring that pupils who should be attending the school have registered twice daily
4. To ensure a reason for any non-attendance is known to the school.
5. Act early to address patterns of absence.
6. Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
7. All pupils to be punctual to their lessons.

### Guidelines

1. For all day pupils of compulsory school age, the attendance register must be completed at the start of each morning session and once during each afternoon session (at 1:30pm in Prep and 3:55pm in High School). It must show whether the pupil is:

- (i) Registration Code / \: Present in school / = am \ = pm
- (ii) if absent no entry made. This will store as Code N: No reason yet provided for absence; when saved and will trigger entry on the 'First day of absence' report;
- (iii) Code V: attending an approved educational activity outside school (approved by the 'proprietor' and supervised by a person approved by the proprietor or head
- (iv) Code W: work experience

- (v) Code P: approved sporting activity;
  - (vi) Code C: Other authorised circumstances; information to be added as a note.
  - (v) Code H: Annual family holiday agreed by the Headmistress prior to absence.
  - (vi) Code I: attending Interview with permission of the Headmistress.
  - (vii) Code L: Late attendance
  - (viii) Code S: approved study leave
  - (ix) Code R: Religious observance with prior permission of the Headmistress
  - (x) Code O: taking unauthorised absence
2. The school nurse runs a 'First day of absence' report and ensures the absence of any pupil from that day's register is verified and coded as soon as possible but no later than 9:30am. In the absence of the school nurse this role will be co-ordinated by the Head's PA.
  3. Attendance is recorded on the SIMS Attendance system every day. Attendance codes comply with DfE guidance.
  4. Paper copies of the official register for classes from Reception to Upper 6 are generated monthly by the Head of Safeguarding.
  5. An electronic back-up of attendance is taken and stored at W:\Attendance Backup.
  6. A monthly review of attendance data is carried out by the Head of Safeguarding to identify any patterns of absence.
  7. Attendance in lessons is recorded by teaching staff.

### **Procedure for Failure to Attend School**

Should a pupil's absence from school not be verified by a parent and the whereabouts of that pupil not be known, the following steps should be taken: -

1. Contact the parent so they are aware the pupil has not arrived and registered for the school. Ask the parent to contact the pupil via mobile phone and ask they notify the police if no contact is made. Parents should be asked to keep the school notified of developments.
2. Aim to contact the pupil either through a direct mobile number held on record or with information from the parent.
3. Speak with friends of the pupil and arrange for them to try to contact the pupil directly. Notify parents/police of any developments immediately.

## **EYFS**

### **Gatehouse Nursery**

A nursery practitioner signs each child in upon arrival on a registration sheet. The afternoon session begins at 1pm, a fresh sheet is completed at this time. As children arrive and depart at different points in the day both arrival and departure times are recorded.

### **Pre-reception**

A formal register is taken at 9.50 and 1.25.

All registers are stored for 3 years.

### **Conclusion**

Parents have the prime responsibility for ensuring registered pupils of compulsory school age attend school regularly. If attendance is not regular, parents should work closely with the school to resolve the issue. The school for its part keeps an accurate record of attendance. The policy of contact for each

day of absence makes it clear that monitoring and controlling attendance is a key part of the school's objectives. This policy is reviewed regularly by the Deputy Head (High School).