**Papplewick**

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**Attendance Policy**

**1st September 2024**

**Roger Wood Deputy Head (Pastoral)**

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1. **Introduction**
   1. Papplewick (the School) believes that all children have a right to an education.
   2. Papplewick believes education to be a partnership between the family and the School. The School is committed to providing its pupils the highest quality of education, and it looks to parents to support this objective. Regular attendance and punctuality are crucial for a student's academic success.
   3. Attendance in school is a legal requirement, and Papplewick expects all pupils on roll to attend whilst the school is in session, provided they are fit and healthy enough to do so. Under the *Education (Pupil Registration) (England) Regulations 2006 (Amendments 2010, 2011, 2013,2016)*, the proprietors are responsible for ensuring the School keeps an attendance register that records which pupils are present at the start of the morning and afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.
   4. This policy should be read in conjunction with the School’s Child Protection and Safeguarding Policy and the Children Missing from Education Policy, particularly in reference to pupils persistently missing from education.
   5. The following guidance is also relevant:
      1. [School attendance Guidance for maintained schools, academies, independent schools and local authorities](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance) (August 2024)
      2. [Keeping children safe in education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)  (September 2024);
      3. [Working together to safeguard children 2023](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) (HM Government, updated Dec 2023) (WTSC).
2. **Aims**
   1. This policy aims to maximise attendance and punctuality by providing a safe and supportive learning environment that encourages pupils to attend school regularly and arrive on time. We believe that by adhering to this policy, we can ensure that every pupil has the opportunity to achieve their full potential.
3. **Objectives**
   1. The purpose of this policy is to ensure:
      1. to make attendance and punctuality a priority for all associated with the School;
      2. that clear expectations of attendance and punctuality are set for pupils, teachers and parents;
      3. A robust system for registering attendance, monitoring it, and enforcing it should be consistently maintained.
4. **Procedures to Ensure all Pupils are Present**
   1. It is the responsibility of parents to ensure the safe delivery of their children to school. Once students arrive, they are registered and their attendance is recorded on the school's database system. If a student is absent, school staff will make an effort to contact the student's parents or guardians to inquire about the reason for the absence.
   2. Pupils are also registered before the start of the afternoon session to check that they are still in school. As well as these formal measures, staff are also expected to know their classes well enough to check if pupils are missing or unaccounted for. If they are concerned, they should contact the appropriate school staff.
5. **Parental Responsibility**
   1. Parents have a legal duty to ensure that their child(s) attend school regularly and arrive on time.
   2. Parents are responsible for contacting the School by 08:20 on the first day their child is absent. Parents should email [schoolsec@papplewick.org.uk](mailto:schoolsec@papplewick.org.uk) or call the school office on 01344 621488
   3. For safeguarding purposes, the school is required to be made aware of a child’s safety during school hours.
6. **Definitions**
   1. **Authorised absence:**
      1. When a pupil is away from school, the School has received notification from a parent or guardian, and the school has granted permission for the absence.
   2. **Unauthorised absence:**
      1. When a pupil is away from school without the permission of the School.
   3. The decision as to whether an absence is authorised or unauthorised rests solely with the School. Therefore, an absence may be deemed unauthorised even if it has the support of a parent.
7. **Registration and Late Arrivals**
   1. Marking the attendance registers twice daily is a legal requirement under *Education (Pupil Registration) (England) Regulations 2006*. The School monitors attendance using the schools management system (iSAMS). Morning registration is taken at 9:00 am by a member of staff. Afternoon registration is taken by a member of staff as the pupils go into lunch between 12:30 and 13:15. Pupils arriving after these times report to the school’s office where their name and reason for lateness will be recorded.
      1. In addition to this, all boarders will have been registered at breakfast, high tea and bedtime.
   2. If a pupil has failed to return from an official break in School (at the time prescribed by parents and/or the School) then parents should be immediately contacted in order to determine the reason why.
   3. If parents cannot be contacted or parents believe their child is in School or a boarder is absent when they should be in School then the procedure set out in the Missing Child Policy will be followed.
8. **The Role of the School Staff in recording and monitoring attendance**
   1. The **School** will
      1. endeavour to contact a parent or guardian at the earliest opportunity if an absence is unexpected. The HoY or Houseparents (“HSP”) are usually staff assigned to confirm whereabouts of an absent pupil;
      2. ensure a list of absent pupils is sent to the relevant staff: HoY, HSP, Form Teachers, Tutors and the school office;
      3. ensure attendance and lateness records are up to date;
      4. ensure unauthorised absence is followed up, with a seven day reply deadline before the absence is unauthorised;
      5. ensure the appropriate attendance code is entered into the register (National Attendance Codes);
      6. the HoY will examine attendance figures at the end of each half term and will identify all pupils whose attendance/ punctuality has dropped below 95%.
9. **Record keeping**
   1. The School keeps accurate attendance records on file for a minimum period of six years.
10. **Timeline of School action**

## Authorised absence

* + 1. A child going missing from education is a potential indicator of abuse or neglect, even if registered as an authorised absence.
    2. When a pupil’s attendance drops below 90%, the HoY will investigate in more detail. Parents may potentially be invited into school to discuss the impact of the absences and solutions sought. The Designated Safeguarding Lead will be made aware.
    3. If attendance is below 90% for two half terms in any academic year, the Deputy Head (Pastoral) may meet with the parents. The Designated Safeguarding Lead will also be involved, and a referral to the Royal Borough of Windsor and Maidenhead Safeguarding Partnership may be made.

## Unauthorised absence

* + 1. A child going missing from education is a potential indicator of abuse or neglect.
       1. In the first instance, the School will contact the parent or guardian of any pupil who has an unauthorised absence. Where there has been no communication, an email will be sent to parents requesting reasons for absence with a seven day reply deadline before the absence is deemed unauthorised.
       2. The HoY will identify pupils who have had more than three unauthorised absences in a half term. The HoY will then investigate in more detail and parents may be invited into School to discuss the absences. The Designated Safeguarding Lead should be made aware and the situation closely monitored.
       3. If there is no improvement in the following half term, the Deputy Head (Pastoral) or Headmaster will meet with the parents. The Designated Safeguarding Lead will also be involved and a referral to the Royal Borough of Windsor and Maidenhead Safeguarding Partnership may be made.
       4. Any pupil who has been absent without the School’s permission for a continuous period of 10 school days or more is deemed to be a safeguarding risk. The Designated Safeguarding Lead will be actively involved and a referral to the Royal Borough of Windsor and Maidenhead Safeguarding Partnership may be made.
  1. **If a pupil is absent from a lesson**
     1. If there is any doubt about the whereabouts of a pupil, the class teacher should take immediate action by notifying the duty member of staff and the school office. The duty member of staff or the school office will then follow the appropriate procedure to locate her as set out in the Missing Child Policy.

1. **Penalty Proceedings**
   1. Aside from an impact on attainment, poor attendance will have other long-term repercussions, including:
      1. Recording attendance percentages on School full reports. Increasingly, reports are requested as part of references. Thus, pupils with poor attendance could jeopardise long-term prospects.
      2. In terms of writing references, the School cannot, in good faith, make a positive comment about a pupil’s reliability should they have poor attendance and punctuality.
      3. When a pupil has a record of poor punctuality or attendance without good reason, the School may preclude them from possessing positions of responsibility within the school.
      4. In significant cases, the School reserves the right to review a pupil’s place at Papplewick.
      5. If authorised attendance is below 90% for two half-terms in any academic year, a referral to the Royal Borough of Windsor and Maidenhead Safeguarding Partnership may be made.
   2. Any pupil who has been absent without the School’s permission for a continuous period of 10 school days or more is deemed to be a safeguarding risk. The Designated Safeguarding Lead will be actively involved, and a referral to the Royal Borough of Windsor and Maidenhead Safeguarding Partnership may be made
   3. Further action may be required to be taken under the Children Missing Education Policy, which sets out additional statutory obligations of the School.
2. **Requests for leave of absence** 
   1. A parent’s explanation, a letter, or a telephone message does not in itself authorise an absence. Absences will only be authorised if an explanation is received and agreed by the School.
   2. Term dates are published in advance in order that parents can arrange holidays and family activities without disrupting their child’s education. The School expects parents to respect these dates to ensure their child’s full participation in the life of the school.
   3. The following reasons are examples of absence that will not normally be authorised:
      1. Persistent non-specific illness e.g. poorly/unwell
      2. Absence of siblings if one child is ill
      3. Oversleeping
      4. Confusion over school dates
      5. Medical/dental appointments of more than half a day without very good reasons, Child’s/family birthday
      6. Family holidays
      7. Travelling during term time
   4. Boarders are particularly required to note that leaving early at the end of a School term to utilise cheaper/more convenient flights is unacceptable. Such absence will be recorded as unauthorised.
   5. Authorisation of absence: up to one day
      1. Absence can be authorised by the Headmaster or HoY for:
         1. senior school interviews/ visits
         2. participation in representative games and activities.
         3. unavoidable doctors’ and dentists’ appointments. Whenever possible, these should be arranged after the school day, on weekends, or during the school holidays.
         4. An exceptional family event. For example, a wedding or funeral.
   6. **Authorisation of absence: absence of more than one day**
      1. Only the Headmaster can authorise an absence of more than one consecutive day.
      2. Requests for leave of absence on compassionate grounds or in exceptional family circumstances should be made in writing to the Headmaster.
      3. Where there is doubt, the Headmaster, on behalf of the governing body, should take a consistent approach. The absence must be absolutely unavoidable.
   7. If absences are not authorised, parents will be notified.
3. **Medical long-term absence**
   1. Parents are asked to use their discretion, but the School retains the right to ask for medical evidence if a pupil is judged to have excessive illness.
   2. When a pupil has an illness or injury that means a pupil will be away from school for over five days, the School will do all it can to send material home so that the pupil can keep up with their school work. After five consecutive days’ absence, a doctor’s note must be provided.
4. **Boarders**
   1. Term dates are published over a year in advance in order that flights can be booked without disrupting a pupil’s education. The School, therefore, expects all pupils to arrive punctually on the first day of term and not to leave School before the last day of term.
   2. All pupils who board are cared for by the boarding staff, who are responsible for the pupils during term-time, including ensuring that they are safely occupied outside normal school hours.
   3. During the weekend, the School expects full-time boarders to ‘sign out’ when they leave the School and ‘sign in’ on return with a member of duty staff. This is to ensure that the School always knows the whereabouts of the pupils during term time when they are under the School’s care. Boarders also sign in for supper and are checked in at bedtime to ensure all pupils are accounted for.
   4. The School expects the pupils to live with their parents or their guardians when they are away from School during exeats and half terms (see Educational Guardian Policy). Permission must be sought from the pupil’s Houseparent if a pupil is invited to stay with another family. The Boarding staff will liaise with both families. Written consent is required from both families to clearly indicate who is responsible for the pupil when they are away from school.
5. **Off Roll**
   1. When a pupil leaves the School before the end of the final day of term, the following action will be taken by the School:
      1. Determine with the pupil/parents the next school which will be attended.
      2. Make contact with the next school to determine that the pupil is intending to start there and that there is an agreed/official start date.
      3. Transfer all relevant information to the next school (including any safeguarding records).
   2. Should the next school not yet be determined the School will:
      1. Ask parents to inform the School when a new school has been chosen/allocated.
      2. If there is a significant period of time between a pupil leaving the School and the next School being determined (10 school days) then the DSL will inform the both the Royal Borough of Windsor and Maidenhead Safeguarding Partnership and the Local Authority in which the pupil resides.
   3. The School informs the Local Authority when any pupil leaves or joins the School at non-standard transition times. Further details are set out in the Children Missing Education Policy.

# Related Policies

* 1. Educational and Co-curricular Trips and Visits Policy;
  2. Children Missing in Education Policy;
  3. Missing Child Policy;
  4. Promotion of Good Behaviour Policy;
  5. RIDDOR Policy;
  6. Safeguarding and Child Protection Policy.

1. Version control

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| Date of adoption of this policy | 1st April 2024 |
| Date of last review of this policy | 1st September 2024 |
| Date for next review of this policy | 1st September 2024 |
| Policy owner (SMT) | Attendance Lead/ Champion- Roger Wood |
| Policy owner (Proprietor) | Andrew McGregor |

# Appendix

## Attendance Codes

The law requires that all schools including independent schools have an admission register and, except for schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on the admission register and have their attendance recorded in the attendance register. A school who fails to comply with these regulations is guilty of an offence and can be fined. The DfE are collating all Attendance Data.

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| **Present Codes** | |
| / \ | present during registration |
| B | educated off site and taster days and do not fit K, V, P or W codes |
| K | attending provision arranged by the local authority |
| L | arrived after the register has started but before it has closed |
| P | Sporting activity with prior agreement from school |
| V | educational visit or trip |
| W | work experience |
| **Absent Codes** | |
| **Authorised Absences** | |
| C | exceptional circumstances |
| C1 | in a regulated performance/undertaking regulated employment abroad |
| C2 | absent due to part-time timetable |
| D | dual registered |
| E | suspended or permanently excluded |
| I | illness (not medical or dental appointments) |
| J1 | job/school/college interview |
| M | medical or dental appointment |
| Q | unable to attend because of a lack of access arrangements |
| R | religious observance (only 1 day allowed, any more coded as C if agreed) |
| S | study leave |
| T | parent travelling for occupational purposes |
| X | non-compulsory school age pupil not required to attend school |
| Y1 | unable to attend due to transport provided not being available |
| Y2 | unable to attend due to widespread transport disruption |
| Y3 | unable to attend due to part of the school premises being closed |
| Y4 | unable to attend due to whole school closure |
| Y5 | unable to attend as pupil is in criminal justice detention |
| Y6 | unable to attend in accordance with public health guidance or law |
| Y7 | unable to attend due to other unavoidable cause (must affect the pupil NOT the parent) |
| **Unauthorised Absence** | |
| G | holiday (not agreed) |
| N | reason for absence not yet established (must be corrected within 5 days) |
| O | absent in other or unknown circumstances |
| U | late after register has closed |
| Z | pupil not yet on register |
| # | planned whole school closure (eg holidays, insets and polling station days) |

## Why it Matters.

A school register is a legal document that must be kept for by law. A school’s attendance records are important for effective attendance management. They also provide evidence in the event of prosecution of parents under the Education Act 1996, or if seeking an; Attendance Contract, Fixed Penalty Notice, Education Supervision Order, Parenting Order or Attendance Prosecution.

**Further explanation of the use of the different codes can be found on page 76 onwards of the** [**Working Together to Improve School Attendance**](https://assets.publishing.service.gov.uk/media/65f1b048133c22b8eecd38f7/Working_together_to_improve_school_attendance__applies_from_19_August_2024_.pdf)