

# Attendance Policy

## Little Acorns School



Growth Learning Therapies

Approved by:	Advisory Board	Date: 22/08/22
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Last reviewed on:	November 2025
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Next review due by:	November 2026
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## 1. Aims

We are committed to meeting our obligations with regards to school attendance by:

Promoting good attendance and reducing absence, including persistent absence

Ensuring every pupil has access to full-time education to which they are entitled

Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) 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.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

Graham Richards will report this information to the chair of the board, at each meeting. They will look at reviewing and challenging attendance data, monitor attendance figures for the whole, discuss any current Attendance Action Plans and hold the Head Teacher to account for the implementation of this policy.

### 3.2 The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- leading attendance cross the school
- Monitoring school-level absence data and reporting it to governors
- Evaluating and monitoring expectations and processes
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary
- Arranges calls with parents to discuss attendance issues by building relationships with the parents to support them in tackling attendance

- Take calls from parents about absences.
- Report attendance to Welfare Call and Virtual Schools in response to the Looked After Children in the school.
- delivering target intervention/Attendance Action Plans in partnership with pupils and their parents/carers (and social workers where necessary)

### 3.3 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the Head Teacher. Any absences should be reported to Graham Richards immediately, and registers checked every Friday.

## 4. Recording attendance

### 4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 8:40 on each school day.

The register for the first session will be taken at 8:45 and will be kept open until 8:50.

The register for the second session will be taken at 13:05.

### 4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8:45 or as soon as practically possible.

They should call the school on 01233850422, or send an email to [officelittleacorns@gmail.com](mailto:officelittleacorns@gmail.com)

If an email is sent rather than a phone call, a member of SLT will call them back before 09:15 on the same day.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, or the absence is for longer than 5 school days, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

### 4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

This should be done as soon as the appointment is made, or as soon before the appointment as possible in writing via email or hand.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

### 4.4 Lateness and punctuality

A pupil who arrives late:

Before the register has closed will be marked as late, using the appropriate code

After the register has closed will be marked as absent, using the appropriate code

For persistent lateness, Graham Richards will liaise with parents and carers to see how the school can support families with this. We understand that sometimes punctuality can be linked to the taxi company- in these instances, Graham Richards will liaise with the taxi companies for a solution.

### 4.5 Following up absence

Where any child we expect to attend school does not attend, or stops attending, the school will:

Follow up on their absence with their parent/carer to ascertain the reason, by arranging a meeting with the parent/carers. This may be in the school or a home visit if this is deemed suitable/necessary.

Ensure proper safeguarding action is taken where necessary

Identify whether the absence is approved or not

Identify the correct attendance code to use

### 4.6 Reporting to parents

We report children's attendance at the end of the year as part of their end-of-year reports.

## 5. Authorised and unauthorised absence

### 5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion.

We define 'exceptional circumstances' as - on balance based on the case presented the Headteacher determines that the absence supports the mental, emotional or physical wellbeing of the pupil.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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
- Flexi-schooling requests in circumstances where this is deemed appropriate by the Headteacher a pupil may be placed on a part time timetable. This would be in exceptional circumstances and would be documented in detail and reviewed at least every 6 weeks.
- Exceptional family events such as weddings and funerals.

## 5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

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.

## 6. Strategies for promoting attendance

Phone calls are made home on the first day of absence and every day afterwards. In the instance of persistent absent meetings with parents/carers are arranged.

We communicate early about issues acknowledging positive improvements by phone calls home and updates in contact books. Initiatives such as raffle prizes for high attenders being conducted and pupils being awarded certificates for high attendance.

## 7. Attendance monitoring

The Head Teacher at our school monitors pupil absence on a daily basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health, and each day afterwards until they are able to return to school. (see section 4.2).

If a pupil's absence goes above 5 days, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continue to rise after contacting their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee. Pupil-level absence data is collected each term and scrutinised by the Head teacher. Welfare Call collect data daily and/or weekly for our Looked After Children.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum, annually by Graham Richards. At every review, the policy will be approved by the full governing board.

## 9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

### Appendix 1: 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
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		

G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	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)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	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
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day