



**ADCOTE
SCHOOL**

ATTENDANCE POLICY

Reviewed by: L Hudson

Date: Sept 2023

Next review: Sept 2024

Adcote maintains admission and attendance registers in accordance with

- The Education Act 2002 - section 32
 - The Education Act 1996 – section 551(1)
- and KCSIE 2023

This policy is written with reference to the Department of Education School Attendance guidance 2020.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

Rationale:

‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – 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.’ (DfE 2020)

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances; or,
- Not attending in circumstances relating to coronavirus (COVID-19)

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school’s electronic register,

Most common attendance codes

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes. Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Registration should stay open until 9am.

A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision.

Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Authorised Absence from School

"Authorised absence" means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Holiday authorised by the school

Only the Head can authorise leave of absence for holiday and this will only be done in exceptional circumstances. The application must be made in advance. Where a leave of absence is granted, the Head will determine the number of days a pupil can be away from school.

Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first session the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. The pupil should only be out of school for the minimum amount of time necessary for the appointment.

Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.

Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 and 13 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

Specific Procedures:

1. All pupils are registered (using the Engage electronic system.) by their Tutors, back-up Tutors or another member of Staff at 8:35 am every morning and 1:50pm every afternoon. If an electronic version is not available (e.g. in a power cut) a paper register must be taken.
 - When a student is absent, the correct absence code must be entered by the Form Tutor and a reason recorded in the notes section.
 - Registration should remain open until 9am
 - Any absence correspondence from parents sent directly to teachers must be forwarded to the Office.
 - Attendance report to be submitted by 10am by reception and printed off am and pm.
 - Head of Sixth form to be advised of any absences for Year 12 & 13
 - Head of Senior School to be advised of any absences for Years 9 to 11
 - Deputy Head to be informed of any unauthorised absences immediately after registration complete.

2. Staff should take a class register for each lesson. This should be marked on Engage.
3. All pupils are required to complete the Prep list on a termly basis to indicate where they will be during Prep time (4:30pm – 5:30pm). NB no prep on Fridays. This is then checked by the member of Staff on Prep duty to ensure that the whereabouts of all pupils is accounted for.
4. Pupils arriving or leaving school outside of lesson time must sign in or out at reception.
5. Each boarding house completes a register at breakfast and either at supper time or at boarding house meeting.

Issues and concerns relating to attendance are also covered within the Safeguarding Policy.