



SIAL.school
Bilingual English/Italian

**Code of Practice for
Attendance- Punctuality and
Truancy
(EYFS- KS1 & KS2)**

Last Reviewed September 2024
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Parents and carers have a legal duty to ensure that their children of compulsory school age and who are registered at school attend regularly.

We believe that children can reach their full potential only by receiving full-time education, through regular and structured attendance.

SIAL school expects all children on roll to attend school every day, when the school is in session, as long as they are fit and healthy enough to do so. We also expect them to arrive and leave school punctually and we emphasise this to parents/carers. All staff are concerned for the children's welfare and happiness and everyone plays a part in promoting regular attendance among the children.

AIMS

- ✓ To foster a climate where regular attendance and punctuality are valued by the school community – teachers, parents/carers and children
- ✓ To provide a framework, with agreed roles and responsibilities
- ✓ To provide support and guidance for parents/carers and children
- ✓ To develop positive and consistent communication between home and school, including set procedures for attendance information
- ✓ To develop a systematic approach for gathering and analysing data
- ✓ To improve the overall attendance of the children at school and reduce unauthorised absence

PRINCIPLES

We believe that

- Regular attendance promotes the effective and continuous learning of all children
- Regular attendance promotes positive friendships and well-being
- Failing to attend school on a regular basis is a safeguarding matter
- Failing to attend school on a regular basis can not only drag down the achievement of the missing students but also slow down instruction for the whole class
- Good habits of attendance and punctuality will assist to develop self-discipline and responsibility in preparation for future employment

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:

- [The Education Act 2011](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

PRACTICE

Attendance Register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

SIAL uses a manual registration system for initial recording, with a register being completed during the registration periods by the class teacher, and an electronic system for monitoring and tracking punctuality and attendance centrally.

Attendance registers will be taken 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

See appendix 1 for staff guide and appendix 2 for the DfE attendance codes.

Registers are taken and kept open as follows:

Morning sessions

- In EYFS registers are taken at 9:00am and kept open until 9:30am
- In Primary (KS1 and KS2) registers are taken at 8:30am and kept open until 9:00am

Afternoon sessions

- In EYFS registers are taken at 12:30 and kept open until 1:00pm
- In Primary (KS1 and KS2) registers are taken at 1:00pm or 1:30pm according to the class lunch timetable and kept open until 2:00pm

Any children arriving after the register has been taken will be marked as 'late'.

Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

It is important that classes make a prompt and effective start at the start of the school day. The SLT monitor lateness of pupils as punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is of extreme importance therefore that all pupils arrive at school on time.

Where there are concerns about punctuality, the school will make verbal contact with parents/carers. If the concerns persist, the SLT will write to the parents/carers. If there is no improvement, the school will arrange a meeting with the parent/carer.

Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9 am or as soon as practically possible, so that the reason can be noted in the register.

When registers are closed, the school office will check for any unreported absences and, if necessary, ring the child's home for confirmation that the child is legitimately away. This is particularly important for children who travel to school on their own — for the school to know that they have arrived safely.

Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents and 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.

Parents/carers must ring, send in a note or email the school informing us of a medical or dental appointment prior to the meeting for it to be authorised.

Absence requests

Other than for genuinely exceptional circumstances (i.e. family emergencies), we would particularly request that parents and carers do not remove their children at any point during term time (including the opening or concluding weeks of a term) as this can be disruptive for everyone.

If parents/carers need to take their child out of school, they must please complete the school's 'leave of absence' form available from the school office.

- For absences of **up to half a day** (i.e. medical appointments etc.) the 'leave of absence' form must be submitted **at least one day before** the intended absence.
- For absences of **longer than half a day** the 'leave of absence' form must be submitted **at least two weeks before** the intended absence.

Once received the school will complete the relevant section of the form and return a copy to the parents/carers to confirm the school's response and, where appropriate, authorisation.

The success of these applications will naturally depend upon:

- The reason for the absence;
- The child's attendance rate to date; and
- The length of the intended absence.

Failure to submit such a request and to gain such authorisation will lead to such absences being recorded as **unauthorised** on the child's attendance record.

The school will only authorise leave of absence in exceptional circumstances. If a leave request is granted, it is for SLT to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

Communication

Information on punctuality, unauthorised absence and illness is set out in the Parent/Carer Handbook. This emphasises the importance of being at school on time and notifying the school if a child is absent for any reason. Parents/carers are requested to:

- Ensure that their children attend school every day

- Ensure that their children arrive on time each day (*please see below*)
- Leave by 08:40 (at the latest) if they have accompanied their child into the classroom so that the class teacher can settle the children, take the register and prepare them for the day ahead
- Collect their children promptly in the afternoon, particularly young children as they can become upset if left behind to wait (under supervision) in school
- Let the class teacher know if there are any worries which might cause a child to be unwilling to come to school
- Communicate any concerns or worries through the Home/School book/diary if they do not get a chance to speak to the teacher directly — or they may communicate by email via the school office
- Take holidays during the holiday period and not during term time as this can be very disruptive for everyone — term dates are given well in advance so that parents/carers have plenty of time to arrange trips in the school holidays

Children's attendance records are shared as part of our annual written reports to parents and carers. Here the following information is recorded:

- Total number of possible attendances
- Total number of attendances
- Lateness – total number of sessions attended late
- Unauthorised absences – as a percentage of the total number of possible attendances

Monitoring

The school's minimum Attendance Target is **95%**.

Children falling close to or below this target, and/or who are consistently tardy, will be viewed as a cause for concern and necessary action as there are clear links between attendance and academic attainment and progress.

Key patterns and statistics monitored centrally

- **Children who are persistently absent (PA)**, i.e. their attendance is less than 85%. *Such is the consequent cause for concern, these children may need to be referred to the relevant local Educational Welfare Service.*
- Children whose attendance falls below the school target of 95%.
- **Punctuality** (see 'Concerns' below).

Days missed across the school year

- 100% 0 Days missed
- 95% 8.25 Days missed – **school maximum**
- 90% 16.5 Days missed – **chronic absence**
- 85% 25 Days missed – **persistent absence**
- 80% 33 Days missed

Research suggests that **17 days missed** from school equates to a **GCSE grade**, i.e. the difference between a 'B' and 'A' grade.

Concerns

The electronic version of the registers is examined regularly. If there is a frequent pattern of absence and/or lateness the following responses will come into effect.

Late %*	Attendance %	Consequent Action
10% (<i>once a fortnight</i>)	95%	Phone call from SLT to: <ul style="list-style-type: none"> • Ascertain the reason for persistent absence. • Share concerns as to the child's welfare and education. • Discuss how best to remedy the situation.
20% (<i>once a week</i>)	95-91% and/or failure to improve attendance in the coming school month following phone call	Letter home
40% (<i>twice a week</i>)	90-86%	Meeting with SLT: <ul style="list-style-type: none"> • Records of poor attendance and/or punctuality are shown. • SLT will work with the family to develop an Action Plan designed to encourage and support the child and family.
60% (<i>three times a week</i>)	<86%	SLT to consult with the Board of Governors to: <ul style="list-style-type: none"> • Present record of action taken thus far. • Decide next steps and whether or not to involve the relevant local educational welfare service.

** Common sense will naturally be applied to the analysis of these percentages, including how far we are into the school year, i.e. being late three times in the first week will not result in the Board's involvement, but being late for 60% of the first term and this showing no signs of changing is likely to necessitate such an intervention.*

Instances of children being late for a 'one-off' legitimate reason, e.g. car breaking down or exceptionally heavy traffic, will not be considered within this tracking and resultant action.

If a class teacher has concerns about a child's non-attendance or lateness, they must consult with their Key Stage Co-ordinator immediately.

Truancy

All staff at SIAL believe in the importance of continuity in every child's learning. Staff are also continually concerned with each child's safety, welfare and happiness.

It is anticipated that truancy will be very rare at SIAL. If staff are suspicious that a child might be playing truant, action will be taken immediately.

If truancy is suspected, SLT will be notified and parents/carers contacted.

We would then encourage parents/carers to bring their child to school so that the reasons for truancy could be discussed and, we hope, resolved. If problems are identified, these would be considered and every effort made to try to resolve the issues raised. A support plan will then be put in place to help the child to overcome their need to resort to truancy.

Class teachers, Learning Support Co-ordinator, Key Stage Co-ordinator and any other appropriate member of staff may be involved in monitoring and mentoring the child at this point.

The efficacy of this code of practice will be instantly reviewed should we ever have a case of truancy.

Promoting Good Attendance and Punctuality

PSCHE lessons and assemblies provide excellent opportunities for promoting and validating good attendance and punctuality.

APPENDIX - 1

Staff guide – manual registers registration procedure

- Class teachers must ensure that their registration is accurate. **This is a legal requirement.**
- Registers must be filled in for each Registration Period.
- No child should ever be allowed to fill in the register.
- Every class teacher is responsible for filling in the first page with the names, addresses, dates of birth etc. during the first complete week of the term, having checked with the office that the details held are correct.

Register collection

Two children from each class will collect and return the register from and to the school office. This includes if the class is being taught by a specialist teacher.

Register marking

- The registers should be completed in **red ink** (biro is fine).
- Please only mark when a child is present. In which case please write either of the following:

 / = present in school during registration (AM).
 \ = present in school during registration (PM).
- If neither of these applies, then please leave the box blank.
- The office will then complete the register according to the circumstances of the absence.
- The office will also monitor the level of lateness/absenteeism and report any areas of concern to SLT.

Red to be read.

For fire drills please only check the presence of the children whose registration codes for that day are written in red.

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- In KS1/2 registers are taken at 8:30am and kept open until 9:00am

Afternoon sessions

- In EYFS registers are taken at 12:30 and kept open until 1:00pm
- In KS1 registers are taken at 1:00pm and kept open until 1:30pm
- In KS2 registers are taken at 1:30pm and kept open until 2:00pm

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register must 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

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved **for a period of three years after the date on which the entry was made.**

APPENDIX - 2

Registration Codes (as of July 2022)

N.B. these are colour-coded, indicating the colour the code should be written in (i.e. if not in red, then the codes will be written in **black**). **Codes written in red indicate that the child is currently present in school.**

Present at School

/ = present in school during registration (AM).

**** = present in school during registration (PM).

L: Late arrival before the register has closed

Present at an Approved Off-Site Educational Activity

V: Educational visit or trip

B: Off-site educational activity

D: Dual Registered – at another educational establishment

J: At an interview with prospective employers, or another educational establishment

P: Participating in a supervised sporting activity

Authorised Absence from School

I: Illness (not medical or dental appointments)

M: Medical or dental appointments

H: Holiday authorised by the school

C: Leave of absence authorised by the school

E: Excluded but no alternative provision made

R: Religious observance

T: Gypsy, Roma and Traveller absence

Unauthorised Absence from School

U: Unauthorised arrival in school after registration has closed.

G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

N: Reason for absence not yet provided

O: Absent from school without authorisation

Administrative Codes

X: Not required to be in school

Y: Unable to attend due to exceptional circumstances

#: Planned whole or partial school closure (e.g. for 'staggered starts' or 'induction days').

Z: Pupil not on admission register