



The Winterton Federation Attendance Policy



Aims

Our Federation aims to meet its 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 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.

At The Winterton Federation, we strive to give each child in our care the best possible education, which addresses their individual needs and helps them to reach their potential. We believe that it is crucial to encourage excellent attendance and we aim to foster a positive relationship with our families.

Our overriding aim is that every child achieves an 100% attendance rate.

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 1996](#)
- [The Education Act 2002](#)
- [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](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

School procedures

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. The attendance register is 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.

Any amendment to the attendance register includes:

- 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.



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Every entry in the attendance register is preserved for three years after the date on which the entry was made.

There are two sessions for registration, one in a morning and one after lunch.

At the Junior school pupils have a soft start from 8.45am to 8.55am on each school day. The register for the first session is kept open until 9.15am. Anything after this time is recorded as an unauthorised late.

At the Infant school pupils have a soft start from 8.45am to 9am on each school day. The register for the first session is kept open until 9.15am. Anything after this time is recorded as an unauthorised late.

Unplanned absence

Parents must notify the school on the first day of an unplanned absence and give a valid reason for this, e.g. if their child is unable to attend due to ill health, by 9.15am or as soon as practically possible (see also section 6).

If a child is prevented for any reason from attending, or is late, parents are requested to notify the school on the first day of absence, by telephone, app, text or in person. However, we reserve the right to request that we are informed about an absence/late by telephone call (not text) or in person. The answer phone provides a 24-hour service, enabling parents to contact the school before leaving home for work.

Absence due to a genuine illness will be authorised unless the school has concerns about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school will ask parents 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 will be notified of this in advance.

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 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 should notify the school in advance of a medical or dental appointment via the school app or by phoning the school office to speak to a member of staff.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

Lateness and punctuality

A pupil who arrives late but before the register has closed is marked as late, using the appropriate code. A pupil who arrives after the register has closed is marked as arriving after registration has closed, using the appropriate code, this will be an unauthorised late mark.

If a pupil arrives late, a staff member will receive the child via the main entrance and if appropriate escort them to class. Parents are expected to leave their child at this point and are required to sign their child in using the visitor management system.

We identify and respond to ongoing punctuality issues in different stages as shown in our attendance strategy. See Appendix 2.



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Following up absence

The Federation schools follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Families who experience attendance difficulties are offered support, initially from a trained member of staff. However, if there has been no improvement guidance is sought from the Education Inclusion Service.

We follow our attendance strategy procedures to monitor attendance. See Appendix 2.

Reporting to parents

We report to parents on their child's attendance record annually in the written end-of-year report. Should the school have concerns regarding attendance parents/carers are notified as explained in the attendance strategy.

Authorised and unauthorised absence

Granting approval for term-time absence

The Executive Headteacher may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The Federation considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Executive Headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments;
- 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.

The Federation identifies pupils and families where attendance is poor and follows the identified steps in the Attendance Strategy. See Appendix 2.

Legal sanctions

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

If issued with a penalty notice, each parent must pay £60 which rises to £120 if not paid within 21 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Executive Headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A 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 the parent or withdraw the notice.



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Strategies for promoting attendance

At the Junior school class attendance is rewarded every week during the achievement assembly. The class with the highest attendance is awarded the attendance cup and a rosette. If a class achieves 100% attendance for the week, they are rewarded with an extra 5 minutes' playtime. At the Infants' school class attendance is rewarded every week during the 'Worker of the week' assembly. The class with the highest attendance is awarded the attendance bear and a rosette. If a class achieves 100% attendance for the week, they are rewarded with an extra 5 minutes' playtime.

At the end of each school term, if a child achieves 100% attendance they are awarded with a certificate. If a child achieves 100% attendance for the duration of their time in either school, they receive a gift voucher.

Parents will also be informed about the importance of good attendance at:

- new parent meetings;
- school attendance leaflets;
- school website;
- annual reports.

The Federation works with parents to support regular attendance. Attendance data is monitored regularly to ensure any issues are addressed as early as possible. We acknowledge positive improvements in attendance. If parents/carers have any concerns, they should contact the attendance team (Mrs Donna Goodhand, Mrs Nicky West and Mrs Chloe Linton).

Attendance monitoring

The Federation monitors pupil absence on a daily basis through registration and the attendance team assess the data on a four-weekly cycle in line with the Attendance Strategy.

Parents are expected to register an absence via the school app or call the school by 9.15am, if their child is going to be absent or late (see section 3.2). Parents/carers are asked to keep the school informed if their child is absent from school for longer than one day.

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 published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average and share this with governors.

The Winterton Federation collects and digitally stores attendance data. It is used to track the attendance of individual pupils, whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support.

Roles and responsibilities

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 Executive Headteacher to account for the implementation of this policy.

The Executive Headteacher

The Executive Headteacher is responsible for ensuring this policy is implemented consistently across the Federation, and for monitoring school-level absence data and reporting it to governors within the termly report.

The Executive Headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.



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The attendance team

The attendance team:

- Monitors attendance data at the Federation and individual pupil level;
- Reports concerns about attendance to the Executive Headteacher;
- Works with the Education and Inclusion Service to tackle persistent absence;
- Arranges calls and meetings with parents to discuss attendance issues;
- Advises the Executive Headteacher when to issue fixed-penalty notices.

Class teachers

Class teachers are responsible for recording attendance electronically on a daily basis, using the correct codes, and submitting this information to the school office via ScholarPack.

Office staff

Administration staff are expected to take calls from parents about absence and record it on ScholarPack and CPOMS.

Monitoring arrangements

This policy will be reviewed annually and shared with the governing board and all school staff.

Links with other policies

This policy is linked to our Child Protection and Safeguarding policy and Medical Needs policy.

Policy reviewed by Cheryl Baxter and Dawn Lovatt: Summer 2022

Policy agreed by Staff: Summer 2022

Policy agreed by Governors: Summer 2022

Policy review date: Summer 2023



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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
Authorised absence		
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



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		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
Unauthorised absence		
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

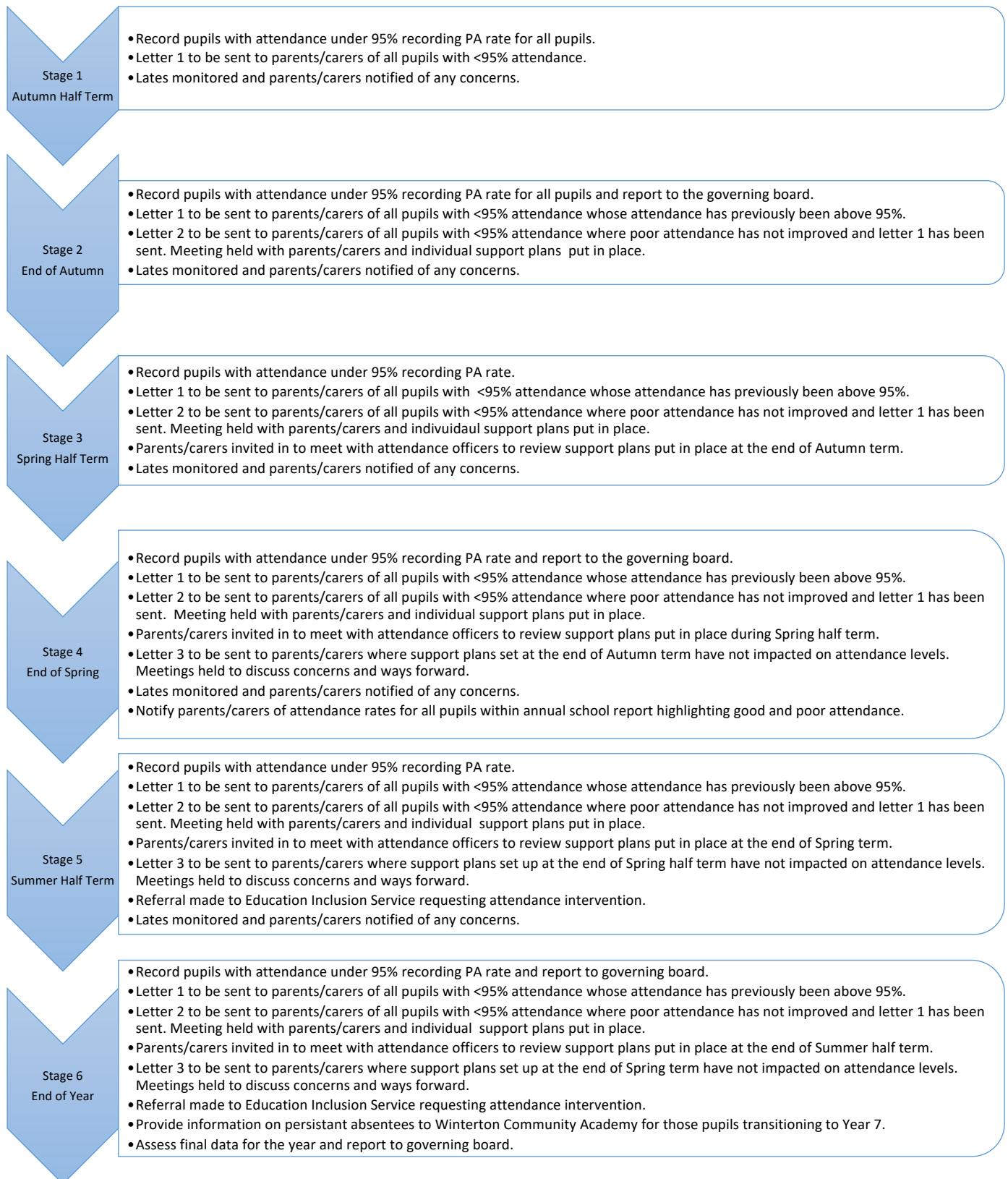


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Appendix 2

Attendance Strategy



Consideration is given to cases where a known medical issue is the cause of absence and each of these cases are judged on their own merit.



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Term Time Leave Requests

Where parents/carers request term time leave a leave of absence request form is provided to the parent/carer. Following the receipt of a completed application form, the Executive Headteacher will notify the parents/carers of their decision.

Where the circumstance is exceptional and authorisation is given the parents/carers will receive notification from the Executive Headteacher and the register will be marked with the appropriate coding for an authorised family holiday.

Where the circumstances are not seen as exceptional the register will be marked as unauthorised family holiday and where the leave is greater than 5 days, a referral may be made to the Education Inclusion Service. Once an unauthorised absence has been marked on the register, a follow up letter will be sent to the parents/carers.



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Appendix 3

Purpose of this document

This publication is an addendum to the non-statutory [school attendance: guidance for schools](#).

We have amended regulations to enable schools, in the 2021 to 2022 academic year, to continue to record where a pupil does not attend in circumstances relating to COVID-19.

Attendance expectations

Attendance is mandatory. The usual rules on attendance continue to apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil;
- schools' responsibilities to record attendance and follow up absence;
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct;
- the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education.

Not attending in circumstances relating to COVID-19

This category must be used to record sessions that take place in the 2021 to 2022 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC);
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19.

This category must only be used to record where a pupil is not attending for the reasons set out above. It should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19.

The [schools COVID-19 operational guidance](#) sets out when pupils should self-isolate and when they ought to be tested in the 2021 to 2022 academic year.

Examples in which 'not attending in circumstances relating to COVID-19' could apply

In line with current legislation, and guidance from PHE (and its successor the UKHSA) and DHSC, examples are as follows.

Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Codes X01 to X07 should only be used up until the time of the negative test result. See set of sub codes below. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. The sub codes below should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.



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Pupils who are a close contact of someone who has symptoms or confirmed COVID-19

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use the appropriate sub code below in the register.

Pupils who are clinically extremely vulnerable when shielding is advised

Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA should be recorded using the appropriate sub code below.

Pupils who are self-isolating but who have not had a PCR test

In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil using the sub code below in the register.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

Remote education

If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, we expect schools to offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity, but this does not need to be tracked in the attendance register.

Recording non-attendance related to coronavirus

We have defined a set of sub codes for schools to use to consistently record non-attendance related to coronavirus and help them to complete the educational settings status form.

Set of sub codes

The set of sub codes to record non-attendance related to coronavirus are:

Code X01: Non-compulsory school age pupil not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code X02: Pupil self-isolating with coronavirus (COVID-19) symptoms

This code is used for pupils who are self-isolating because they have symptoms of coronavirus (COVID-19) but they have not yet had a positive test.



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Code X03: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) inside the school setting

This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) inside the school setting (for example, individuals, classes, year groups or bubbles who have been sent home because of potential contact with a confirmed case of coronavirus (COVID-19) within the school setting). Includes test and trace where it applies.

Code X04: Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) outside the school setting

This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) OUTSIDE the school setting (for example, a household member with symptoms or a confirmed positive test, or a social contact or a contact with someone from the local community with a confirmed positive test). Includes pupils advised to self-isolate through test and trace where appropriate.

Code X05: Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)

This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK. Department of Health & Social Care guidance '[Coronavirus \(COVID-19\): how to self-isolate when you travel to the UK](#)'.

Code X06: Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend.

This code is used for the small number of pupils who have been specifically identified as clinically extremely vulnerable and advised that they should not attend school. Department of Health & Social

Care / Public Health England '[Guidance on protecting people who are clinically extremely vulnerable from COVID-19](#)'.

Code X07: Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice.

This is for pupils who as part of local or national restrictions to education settings, (including set out in the [Contingency Framework and related guidance](#)) are specifically advised not to attend school for public health reasons.

Code I01: Illness

This code is used for pupils who are absent because of non-coronavirus (COVID-19) related illness or sickness.

Code I02: Illness Confirmed case of coronavirus (COVID-19)

This code is used for pupils who are absent because they have tested positive for coronavirus (COVID-19). Where schools are using these sub-codes, they will still need to consider on an individual basis whether Codes X01 to X07 are the appropriate codes for a given non-attendance. They will need to ensure that Z Codes are only used where a pupil does not attend school because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from either Public Health England (PHE Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

Where a pupil's non-attendance does not meet these requirements, it should not be recorded using X Codes and schools should consider whether another code can be used.