



Mayfield School

Attendance Policy

Updated: October 2016
Review date: October 2017

Contents:

Statement of intent

1. [Legal framework](#)
2. [Definitions](#)
3. [Key roles and responsibilities](#)
4. [Training of staff](#)
5. [Pupil Expectations](#)
6. [Absence Procedures](#)
7. [Contact information](#)
8. [Attendance register](#)
9. [Lateness](#)
10. [Term time leave](#)
11. [Religious observances](#)
12. [Appointments](#)
13. [Young carers](#)
14. [Exceptional circumstances](#)
15. [Rewarding good attendance](#)
16. [Monitoring](#)

Appendices

- a) [Attendance monitoring procedures](#)
- b) [Attendance reporting structure](#)
- c) [Attendance agreement forms](#)

Statement of intent

Mayfield School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
- Following the framework set in Section 7 of the Education Act 1996 which states that:

“The parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable:-

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise”.

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

1. Legal framework

1.1. This policy has due regard to the following legislation and guidance, including, but not limited to:

- The Education Act 1996
- The Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006
- DfE School Attendance Advice 2014

1.2. All staff must ensure they adhere to and implement the requirements of any equality legislation.

2. Definitions

2.1. Mayfield School defines “absence” as either:

- Arrival at school after the register has closed.(unless the child is on an agreed transition plan)
- Not attending school for any reason.

2.2. Mayfield School defines an “authorised absence” as:

- An absence for sickness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.

2.3. Mayfield School defines an “unauthorised absence” as:

- Parents/carers keeping children away from school unnecessarily or without reason.
- Truancy before or during the school day.
- Absences which have not been properly explained.
- Arrival at school after the register has closed.
- Shopping, looking after other children or birthdays.

- Day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.

2.4. Mayfield School defines “persistent absenteeism (PA)” as:

- Missing 15 per cent or more of schooling across the year for any reason.

3. Key roles and responsibilities

- 3.1. The governing body has overall responsibility for the implementation of the attendance policy and procedures of Mayfield School.
- 3.2. The governing body has overall responsibility for ensuring that the attendance policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 3.3. The governing body has responsibility for handling complaints regarding this policy as outlined in the school’s complaints policy.
- 3.4. The headteacher will be responsible for the day-to-day implementation and management of the attendance policy and procedures of Mayfield School
- 3.5. Staff, including teachers, support staff and volunteers will be responsible for following the attendance policy and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- 3.6. Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.
- 3.7. Designated members of staff will take the attendance register at the start of each school day and start of each afternoon session.
- 3.8. The school will ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

3.9. The school will inform the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
- No longer live within a reasonable distance of the registered school.
- Have an authorised medical note.
- Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
- Have been permanently excluded.

3.10. Mayfield School will identify any pupil who fails to attend school regularly or has an unauthorised absence for a period of 10 days or more.

3.11. Parents and carers will be expected to take responsibility for the attendance of their child/children during term-time.

3.12. Parents and carers will be expected to promote good attendance and ensure that pupils attend school every day.

3.13. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.

3.14. All pupils are responsible for their punctuality to lessons.

4. Training of staff

4.1. At Mayfield School, we recognise that early intervention can prevent poor behaviour. As such, members of staff will receive training in identifying potentially at risk pupils.

4.2. Teachers and support staff will receive training on the attendance policy as part of their new starter induction.

4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

5. Pupil expectations

5.1. Pupils will be expected to attend school every day and will sign an agreement at the beginning of each school year.

5.2. Mayfield School expects all pupils to attend lessons punctually.

5.3. Pupils will be expected to report any absence immediately to the relevant member of staff.

6. Absence Procedures

6.1. Parents/carers must contact the school as soon as possible on the first day of any absence.

6.2. Parents/carers must send a note on the first day their child returns with a signed explanation as to why they were absent. This must be done even if we have already received a phone call.

6.3. Alternatively, parents/carers may call into school and report the absence to a member of staff.

6.4. A phone call/text message/email will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend school.

6.5. The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure that proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the School Census.

6.6. In the case of persistent absence, arrangements will be made for parents to speak to the pastoral leader or headteacher.

6.7. Mayfield School will escalate interventions for the family of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

7. Contact information

7.1. Parents/carers must provide accurate and up-to-date contact details.

7.2. Parents/carers are responsible for updating the school if the details change.

8. Attendance register

8.1. The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether the pupil is:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

8.2. Mayfield School will use the national attendance codes to enable the school to record and monitor attendance and absence in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Alternative provision made
- H = Authorised holiday
- I = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site educational activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- Y = Exceptional circumstances

- 8.3. When the school has planned in advance to be fully or partially closed, the code # will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, for example: induction days.
- 8.4. All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment, and the name and role title of the person who made the amendment.
- 8.5. Every entry into the attendance register will be preserved for three years.

9. Lateness

- 9.1. Punctuality is of the utmost importance, and lateness will not be tolerated.
- 9.2. The school day starts at 9.15; pupils should be in their classroom as soon as possible after their bus arrives.
- 9.3. Registers are marked by 10.00; pupils will receive a late mark if they are not in their classroom by this time.
- 9.4. The register closes at 10.00; pupils will receive a mark of absence if they do not attend school before this time.
- 9.5. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.

10. Term time leave

- 10.1. At Mayfield School, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents/carers to observe the school holidays as prescribed.
- 10.2. Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, headteachers no longer have the discretion to authorise holidays during term time.
- 10.3. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.

10.4. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.

10.5. Requests for leave will not be granted in the following circumstances:

- During Year 7 when a pupil is settling into the school.
- Immediately before and during assessment periods.
- When a pupil's attendance record shows any unauthorised absence.
- Where a pupil's authorised absence record is already above 10 percent for any reason.

10.6. If term time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may attract sanctions such as a penalty notice.

11. Religious observances

11.1. Mayfield School will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.

11.2. Parents must inform the school in advance if absences are required for days of religious observance.

11.3. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong.

12. Appointments

12.1. As far as possible, parents/carers should attempt to book medical and dental appointments outside of school hours.

12.2. Where this is not possible, a note and appointment card should be sent to the school.

12.3. If the appointment requires the pupil to leave during the school day, the pupil must be signed out by a parent/carer.

12.4. Pupils must attend school before and after the appointment wherever possible.

13. Young carers

13.1. Mayfield School understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school.

13.2. Mayfield School takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

14. Exceptional circumstances

14.1. When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.

14.2. Exceptional circumstances include when a pupil is unable to attend because:

- The school is fully or partially closed.
- Transport provided by the school or LA is not available and the pupil's home is not within walking distance.
- There has been widespread disruption to travel services which has prevented the pupil from attending.
- The pupil is in custody and will be detained for less than four months.

14.3. The use of the 'Y' code is collected in the School Census for statistical purposes.

15. Rewarding good attendance

15.1. Mayfield School acknowledges 100 percent attendance in the following ways:

- Trip to a theme park
- Bowling and a meal
- Cinema trip

15.2. Good attendance and punctuality will be rewarded in the following ways:

- Postcards home
- Celebration in weekly assemblies

16. Monitoring

16.1. Mayfield School monitors attendance and punctuality throughout the year.

16.2. Mayfield School's attendance target is reviewed each year.

16.3. Details of our absence levels can be found on our website/on the notice board/upon request from the office.