

Management of Pupil Attendance Policy

Reviewed: **June 2024**
Review period: **2 yearly**
Review date: **Summer 2026**



It is stated in the DfE guidance 'Working together to improve school attendance' (September 2022)

"For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided."

This Policy is written in accordance with DfE guidance 'Working together to improve school attendance' (August 2024) which states "All schools have a continuing responsibility to proactively manage and improve attendance across their school community."

Therefore, at Portesbery we will:

- Ensure Portesbery is a safe and engaging school so children and young people are motivated to attend,
- Work together with families to encourage and support good attendance levels,
- Regularly monitor pupil attendance data and be mindful of individual family circumstances,
- Ensure families are informed of their child's attendance levels and work together to identify ways to improve them if necessary.

Procedures:

- We expect families to follow the Pupil Attendance Guidelines (sent home every September and available on the school website) and to proactively avoid school absence.
- The attendance management team will meet regularly (at least 6 times a year) to review attendance data. We will look at a pupil's attendance levels each half term and if a pupil's attendance falls below 90% we will decide on a suitable action. Actions may include a welfare conversation with the family, liaison with an allocated Family Support Worker or Social Worker and/or developing an action plan to improve attendance.
- Families will be regularly informed of their child's attendance levels including at the annual review of their EHCP, parent's evenings and at any Social Care reviews, CiN/TAF or safeguarding meetings as well as if there is a concern about the level of absence. We are committed to encouraging high attendance levels whilst understanding the challenges of 100% attendance levels.
- Where a pupil has a social worker, family support worker or other professionals working with the family we will share attendance data on a need to know basis or when we have concerns.
- On occasions where persistent absenteeism is impacting learning we will seek the advice of the Local Education Welfare and Attendance Officer. This may lead to fixed penalty notice being issued.

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- **Admission Register (“school roll”)** – The admission register must contain specific personal details of every pupil in the school. Therefore;
 - We will send ‘new to Portesbery’ families a pack of forms to request specific personal details to add to our admission register.
 - A pupil’s name can only be lawfully deleted from the admission register if a reason set out in regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

- **Attendance Register** – Schools must record whether each registered pupil is physically present in school or, if not, the reason they are not in school by using the appropriate national attendance and absence codes. Therefore;
 - We close the morning attendance register at 9:15am. Any pupil who arrives after 9:15am but before midday will be considered late on the morning attendance register.
 - If by 9:30 we are not aware of the reason for a pupil’s absence we consider them missing from school and activate our missing pupil protocol (see appendix).
 - We close the afternoon register at midday. Any pupil not present will be recorded as absent.
 - Registers are legal records and all schools must preserve every entry in the attendance or admission register for 6 years from the date the data was entered.
 - Pupils of non-compulsory school age may be absent for sessions they are not timetabled to attend.

- **Granting leaves of absence** - All school are expected to restrict leaves of absence. We adhere to regulation 11 of the School Attendance (Pupil Registration) (England) Regulations 2024 with regards to restricting leaves of absence.

At Portesbery we will consider leave;

- on a temporary, time limited part-time basis for pupils who for exceptional circumstances cannot access a full-time timetable. There will be a written agreement between the family and Head Teacher with steps identified to increase attendance over time.
- for medical and dental appointments but we do ask families to endeavour to arrange these outside of school hours or to limit the impact by having them at the beginning or the end of the day. We ask for proof of appointments but it is not compulsory for a family to provide these.
- for recreation, leisure and holidays (we will consider individual circumstances on a case by case basis). In general terms, if we consider there is a benefit to the pupil, we will grant up to 5 days of exceptional leave per academic year on these grounds.
- for religious and cultural events

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We do not consider transport issues as an acceptable reason for absence from school. Any child absent from school due to transport issues will be recorded on the register as unauthorised absent.

All requests for leave must be made in advance (form available via our website or from school office).

On occasions, such as an emergency, when a child is absent from school we will send a form home to be completed in retrospect.

- **Education off site** – All schools can allow pupils to be absent from the school site for certain educational activities or to attend other school or settings

At Portesbery we consider education off site to include:

- respite at an approved organisation
- to attend another school where the pupil is registered (dual-registration)
- to attend alternative provision
- to participate in an approved sporting activity
- to attend an educational visit or trip arranged by the school
- to attend work experience

This Policy is written in conjunction with School Attendance (Pupil Registration) (England) Regulation 2024

In addition to this policy please read Pupil Attendance Guidelines; Guide for parents.