

## Attendance Policy

At our schools we want to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer.

We want every pupil to attend school every day that they can. This attendance policy sets out what is expected so that this may be achieved.

### Responsibilities:

Parents/carers should:

- Make sure their child attends school regularly and on time, appropriately dressed and equipped and in a fit state to learn.
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Let the school know, by telephoning the school office before 9.00a.m, on the first day of absence from school, why their child is absent and when they are expected to return.
- Seek permission from school prior to any absence that is not medical.
- Not take their child on holiday during term-time
- Not extend weekend breaks into the school week.
- Notify school if they intend to remove their child permanently from the school for any reason.

School will:

- Make suitable arrangements for the safe, daily reception of children.
- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences.
- Notify parents/carers, at least annually, of their child's attendance level.
- Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing, or are excluded.
- Notify the LA and/or the Department for Children, Families and Schools (DCFS) of absence figures for the school and, where necessary, individual pupils.

The Headteacher will:

- Ensure that everybody at school treats attendance as a priority.
- Promote the importance of good attendance to pupils and their parents/carers.
- Be available to discuss attendance concerns with pupils, parents, staff and governors.
- Remind parents at least annually of attendance procedures.
- Analyse attendance data.
- Oversee attendance procedures.
- Report to the Governors on attendance at least three times per year.

Governors will:

- With the Head teacher, monitor, evaluate and review the attendance procedures regularly.
- Set targets for attendance, if required.

### SCHOOL TIMES

#### Baschurch:

We expect children to be at school/in the playground/ in the classroom by 8.35am in time for the start of morning registration at 8.40am. School finishes at 3.00pm for the EYFS and KS1 children and 3.10pm for KS2.

#### Myddle:

We expect children to be at school/in the playground/ in the classroom between 8.45am and 9:00 in time for the start of morning registration at 9:00am. School finishes at 3.00pm for the EYFS and KS1 children and 3.10pm for KS2.

## PLEASE SEE APPENDIX A FOR COVID TIMETABLE CHANGES

Children should be collected promptly unless they are attending an after school activity. In the unlikely event that a child is not collected at the end of the school day and we cannot contact parents/carers or emergency contacts social services will be contacted.

### Registration

School must keep attendance registers for all pupils on the school roll. The class teacher will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

Pupils arriving after registration will be marked late.

Pupils arriving after 9.00am will be marked with an unauthorised absence mark unless there is an acceptable reason for lateness when they will be marked with an authorised absence mark.

The marking of registers will be in accordance with codes on the screen.

Absence, legally, has to be recorded as either authorised or unauthorised and reported on to the LA and DFE. Only school can decide whether an absence is authorised or not and does not have to accept the reasons given by a parent or carer.

The Education (Pupil Registration)(England) Regulations 2006 set out circumstances in which schools may grant a pupil leave of absence.

### Attendance Register

The school will maintain an Attendance Register as set out in Para 5 and 6 of the above Regulations.

Any pupil not present will be recorded as an unauthorised absence unless:

- a) he has been granted leave of absence in accordance with regulation 7 (EER2006b) or;
- b) he is unable to attend---
  - (i) by reason of sickness or unavoidable cause
  - (ii) on a specific religious day of which his parents abide
  - (iii) if the LA have not provided suitable transport arrangements for a pupil not within safe walking distance

Where the reason for absence cannot be ascertained at the time, then the register will be amended as soon as the reason can be established.

### Applications for Leave of Absence during Term Time

**Headteachers are now only allowed to authorise any leave of absence when an application has been made in advance and it is felt to be an exceptional circumstance; the annual family holiday would not be deemed an exceptional circumstance.**

Baschurch CE A Primary Primary School and Myddle CE Primary School (as with all schools in the local cluster) will not authorise leave of absence in term time unless they are for exceptional circumstances. All such applications will need to be on the school application form, which is available from the school office. Applications will need to be at least 3 weeks before the expected absence, and include the reason for the request. An appointment may, on request from the parent, be made to discuss the request and the reasons behind it face to face. The applications will be considered by the HT. **Exceptional** circumstances include:

- Service personnel on active duty
- Bereavement or Family crisis
- Family wedding
- Prison visits

The school will reply in writing to the parent/carers within 5 working days with reasons for the decision.

### Unauthorised absence

Under Education Act 1996 Part VI Chapter II Section 444. –

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of offence 444 and a Penalty notice in respect of failure to secure regular attendance at school of registered pupil where an authorised officer has reason to believe -  
that a person has committed an offence under section 444(1), and  
that the school to which the offence relates is a relevant school in England a penalty notice in respect of the offence may be issued

The school will inform L A when a pupil has been absent **without authorisation** for 5 days in any 13 week period. L A may issue a warning letter to the parent, and will monitor the situation allowing a further 15 days for improvement to be effected. If there is further unauthorised absence during this period, a fixed penalty fine per parent per child may be imposed by the LA. If there is no further unauthorised absence during the 15 day period, the case will be closed. A further 10 sessions (5 days) of unauthorised absence will need to occur before another warning letter is issued, but if the criteria are met then a Penalty Notice will be issued.

Policy Agreed: \_\_\_\_\_

Signed: \_\_\_\_\_ Headteacher

\_\_\_\_\_ Governor

Policy Updated: September 2020

Policy to be reviewed:

January 2022

## APPENDIX A

New timings from September 2020 due to Covid regulations

### **Baschurch:**

#### Green Gate entrance:

Reception class	start at 9.15	leave at 3
Year 1	start at 9.00	leave at 2.50
Year 4	start at 8.45	leave at 3.10

#### Main entrance

Year 2	start at 9.15	leave at 3.00
Year 3	start at 9.00	leave at 2.50
Year 5	start at 8.45	leave at 3.10

#### Blue Door

Year 6	start at 8.45	leave at 3.10
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### **Myddle**

Pandas	start 8.40 – 9.00	leave at 2.55
Tigers	start 8.40 – 9.00	leave at 3.00
Rhino	start 8.40 – 9.00	leave at 3.05
Jaguars	start 8.40 – 9.00	leave at 3.10



**HARRIS GOUGH**  
F E D E R A T I O N

## **Attendance policy: coronavirus addendum**

**Approved by:**

**Date:**

**Last reviewed on:**

01/09/20

**Next review due by:**

31/08/2020

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## 1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

## 2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

This addendum reflects the latest advice from the Shropshire Local Authority.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

## 3. Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

## 4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

#### **4.1 Pupil develops symptoms or lives with someone who does**

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

**If the pupil's test result is negative:** the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

**If the person the pupil lives with tests negative:** the pupil will stop self-isolating and return to school

#### **4.2 Pupil or a 'close contact' of theirs receives a positive test result**

The pupil's parent/carer must notify the school about the positive test result as soon as possible, by email or phone. The admin email will be checked at weekends.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

#### **4.3. Pupil has to quarantine after travel abroad**

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter.

#### **4.4 Pupil is required to shield during a local lockdown**

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to [admin@baschurch.shropshire.sch.uk](mailto:admin@baschurch.shropshire.sch.uk) or a photocopy to the school address.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

If they are concerned about returning to school, the class teacher or a member of the SLT will contact the parents/carers by phone to explain the measures the school is taking to keep pupils safe.

#### **4.5 Remote learning provision**

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

- Our approach and expectations regarding remote education are set out in our remote learning contingency plan/policy, which is available on the school website. Each class page has the work set for the above pupils.
- We will keep a record of, and monitor, pupil engagement with remote learning.

### **5. Recording attendance**

We will take our attendance register 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' (as defined in The Absence of Leave section of our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Pupils must arrive in school at their designated time slot on each school day.

The register for the first session will be taken at 5 minutes after the start time and will be kept open until 15 minutes after the start time. The register for the second session will be taken at 1.00pm[time] and will be kept open until 1.15pm.

## 6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by contacting by phone or email if no response
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carers are concerned about returning to school because of coronavirus, we will arrange a phone call between the parent/carers and a member of the SLT to explain the protective measures the school is taking to keep pupils safe.

### 6.1 Legal sanctions

Our normal rules on legal sanctions apply.

## 7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every term by the EH/SLT[name/job title of individual]. At every review, it will be approved by the full governing board.

### Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive



<b>x</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country
<b>x</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
<b>x</b>	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown