



Grove School

## **Policy for Pupil Attendance**

Mission statement:

**"Enjoy, learn, achieve"**

**September 2017.**

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## **Our Grove Expectations**

Pupils, staff and parents are:

- Good listeners and thoughtful speakers
- Are honest and tell the truth
- Are kind and don't hurt others or their feelings
- Respect all property
- Are supportive of others
- Always do our best
- We treat others as we would like to be treated

Mission statement: "Enjoy, learn, achieve"

**This policy has been written with regard to DFE School Attendance, November 2016 and Children Missing Education, September 2016.**

**Requirements in law are contained in:**

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)  
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

**Our whole school attendance target is 96%.**

**The school follows Birmingham City Council guidance on Leave in Term Time, February 2016.**

## **Contents**

- 1. The School Vision**
- 2. Aims of the School Policy**
- 3. Completing attendance registers**
- 4. Our attendance procedures**
- 5. Monitoring attendance**
- 6. Spotlight on attendance**
- 7. Children missing education ( DFE Children Missing Education , September 2016)**
- 8. Medical evidence**
- 9. Celebrating success**
- 10. Taking pupil off roll**
- 11. Elective Home Education**

Appendix A    Absence codes from DFE School Attendance, November 2016

## 1 Attendance - Our Vision

### *100% attendance for every child*

At Grove School parents, children, staff and governors believe that:

- Every child is important to and is valued by the school
- The school has a commitment to providing the highest possible standard of pastoral care, guidance, support and education and this is harder to achieve if children have poor attendance/punctuality
- Good attendance and punctuality prepares children for adult life
- We do not want children to experience feelings of isolation, being behind with work or being left out of school events.

*It is therefore the responsibility of the whole school community to ensure all children attend school regularly and form good habits in punctuality.*

## 2 Aims of the school policy on attendance

- To ensure we protect children from the negative outcomes of poor attendance and support all children to develop their full potential
- To ensure all staff, parents and the Governing Body are fully conversant with the school policy on attendance
- To ensure that there are procedures in place to monitor pupil attendance effectively and these are followed, resulting in good attendance for all pupils
- To ensure that all pupils receive their full entitlement to education throughout their school life
- To ensure that parents and carers are supported by school and external agencies through a process of early intervention and collaborative information sharing
- To promote good attendance and reduce absence, including persistent absence
- To act early to address patterns of attendance

### 3 Completing attendance registers

All schools are required to have an attendance register which must be completed twice a day at roll call.

Pupils can come into school from 8-30am. A member of staff is present in the classroom.

Electronic registers are completed between 8.45 and 8.50am. The school uses SIMS.

At 8-45am the doors to school are closed and staff electronically record late arrivals of pupils at the school gate. Pupils are provided with a late slip to inform their teacher they are late. They are recorded as L (late arrival before the register has closed) on the school register, this is then changed to present by an administrator.

After 8.45am a child will be marked as late.

After 9.15am a child will be marked as late, unauthorised , code U.

In Key Stage Two if a child is frequently missing part of the first lesson due to late arrival at school the child will be required to complete their work at playtime under the supervision of a member of staff.

### 4 Our absence procedures

- If a teacher receives a letter giving a reason for absence, then it must be passed on to a member of the administrative staff in the main school office. Letters and telephone calls from parents/carers are used to provide a code for an authorised absence by a (See Appendix A: Absence Codes). Letters from parents/carers are maintained on CPOMS.
- An administrator makes first day absence calls to ascertain the reason for a child's absence. The reason for absence is recorded on SIMS using the absence codes.
- Any child, for whom we have no recorded reason for their absence from school, has a letter sent to the family home detailing when the child was absent and requesting the return of a letter to update our records . N codes should remain on register no longer than two weeks, following a two week period the absence becomes unauthorised.

- An absence of three days or more with no contact with the child's family or a pattern of poor attendance will trigger a home visit. The visit is recorded on CPOMs.
  - Weekly meetings held by the Deputy Head teacher and Attendance Administrator identify pupils for whom there is a pattern of none attendance, the staff who work with the child, usually the class teacher and/or support staff will arrange to meet with the parent at the end of the school day. The meeting is recorded on CPOMs and added to the Attendance Action Plan. Any support offered is recorded and the child's attendance is monitored
- If school has concerns regarding a child's continued absence, we may refer to outside agencies such as the Think Family Team or school nurse team.
  - We may offer support through an Early Help assessment
  - School also may use the Spotlight Penalty Notice Procedures.

Continued poor attendance and/or punctuality may indicate a child is at risk of harm and school will refer to Children's Social Care by completing a Request for Support form.

## **5 Monitoring Attendance**

**At Grove all staff are responsible for monitoring attendance. All staff are proactive in improving attendance and punctuality of pupils. The school attendance target is 96%.**

As well as our daily first day absence procedures we monitor attendance in the following ways:

- Year group team meetings
- Assistant head teacher meetings
- Weekly monitoring of pupils who have attendance below 90%
- Weekly reviews of the school attendance plan
- Referrals to Local Authority Spotlight
- Referrals to No Trace Team

## **6. Spotlight on Attendance**

This is an initiative to raise individual and whole school attendance by the use of legal action. Spotlight on attendance challenges any perception that unauthorised absence is acceptable. Spotlight on attendance uses legal action to ensure that parents and carers fulfil their legal responsibilities.

The Designated Liaison Person is Ms J. Baker

The administrator for attendance is Mrs M Murphy

All administrators may be required to complete first day call procedures

- School identifies the Spotlight Action Group.
- Letters are sent out to the parents of children in the Spotlight Action Group.
- Following this letter the child's attendance is monitored.
- No unauthorised absences within 2-3 weeks; school will continue to monitor the child's attendance through Spotlight.
- Any unauthorised absence within 2-3 weeks parents will be invited to a School Attendance Review Meeting (S.A.R.M).
- Following the S.A.R.M any further unauthorised absence will result in a penalty notice being requested by school.
- A penalty notice will be issued to *each* parent for *each* child.

## **7. Children missing from education**

Guidelines from DFE Children Missing Education, September 2016.

All schools (including academies and independent schools) must notify their local authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations . This duty does not apply when a pupil's name is removed from the admission register at standard transition points - when the pupil has completed the final year of education normally provided by that school - unless the local authority requests that such returns are to be made.

- When removing a pupil's name, the notification to the local authority must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see Annex A).

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Grove School Policy for Pupil Attendance

September 2017

Review autumn 2018

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- Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii) (see Annex A).
- All schools must also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point - at the start of the first year of education normally provided by that school - unless the local authority requests that such returns are to be made.
- When adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil.

**Guidelines issued by Birmingham City Council, School's Noticeboard September 2016.**

As from 1 September 2016 the new statutory guidance on CME came into effect. The actual document, 'Children missing education, Statutory guidance for local authorities', which highlights the CME responsibilities of local authorities and schools, is available for download at <https://www.gov.uk/government/publications/children-missing-education>

In respect of pupils absent from school without authorisation whose whereabouts are unknown, the new guidance clarifies that the local authority must carry out reasonable enquiries into the pupil's whereabouts with schools jointly. It is vital, therefore, that you refer any pupil whose whereabouts is unknown promptly, and no later than five days from the first day of absence, to the Left School No Trace Team at [cme@birmingham.gcsx.gov.uk](mailto:cme@birmingham.gcsx.gov.uk) so that we can carry out our enquiry in tandem with yours.

**Reasonable Enquiries**

As part of your school's reasonable enquiry, please ensure that the following actions are taken:

- A first day call to the parents/guardians of any child absent from school without prior authorisation.
- If the child's whereabouts cannot be established via first day calls to the parents/guardians please contact all family telephone numbers held on the pupil's file.
- 5
- If the pupil is known to any other service such as Children's Social Care or Family Support, please contact them for any relevant information.
- Ask all school staff who may have contact with the pupil as well as classmates and any known relatives of the pupil.
- Please conduct a timely home visit to the pupil's known address no later than within the first five days of absence.

In tandem the Left School No Trace team will:-

- Consult the local authority's Childrens Social Care 'CareFirst' database to see if there have

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Grove School Policy for Pupil Attendance

September 2017

Review autumn 2018

---



been any significant events which may explain the pupil's absence. (Please inform the Left School No Trace team if you are aware that Children's Social Care or Family Support are involved with the pupil).

- Interrogate Birmingham City Council's Data Warehouse for any information relating to the family's residency in Birmingham.
- Contact BCC Housing department for any up to date information on the pupil's current address.
- Contact any known family relations for information in relation to the pupil's whereabouts.
- Check Health and GP databases for up to date address/GP information.
- Consult with Home Office Intelligence/UK Borders Agency if the pupil/family are seeking asylum or are known to have any immigration issues.
- Check on social media sites for any posted information relating to the pupil's whereabouts.

On completion of the joint enquiry, which all should endeavour to conclude as quickly as possible, and in the event of the pupil not being located, the Left School No Trace Team will contact your school to discuss roll removal and any further actions that might be necessary.

Left School No Trace Team on 0121 303 4983

## **8. Medical evidence**

If a child's attendance becomes a concern to school we can request medical evidence. Telephone calls and handwritten notes from a parent/carer are not acceptable as medical evidence. A child sent home from school, by school is medical evidence.

We will write to parents of children who we require medical evidence for. Medical evidence can include the following:

- a copy of the prescription
- slip with date, pupil's name and surgery stamp signed by the receptionist
- medical appointment card with one appointment entered
- letters concerning hospital appointments
- print screen of medical notes
- doctor's medical certificate
- doctor's letter

Once the school receives medical evidence the absence is authorised. Non production of medical evidence results in an unauthorised absence being recorded. 20 unauthorised absences may result in the local authority issuing a penalty notice.

## **8. Celebrating Success**

**Recognising and rewarding good attendance is an important part of the work of all staff.**

**We celebrate success in the following ways:**

- i. Letters sent home to congratulate children on improved attendance.
- ii. Reward in Star of the Week assembly with a certificate for the class with the highest attendance.
- iii. 100% attendance for the term - certificate, badge, prize
- iv. 97% attendance for the term - certificate, badge, prize
- v. 100% attendance for the year.
- vi. Attendance newsletter every term
- vii. Attendance displays
- viii. Attendance reported on the school website
- ix. Attendance celebrated in school newsletters
- x. Magic Mondays and Terrific Tuesdays
- xi. Individual incentives to improve attendance of PA pupils
- xii. Verbal praise

## **10. Taking pupils off roll**

If a child has 20 unauthorised absences school consult with Admissions and Appeals and/or Child Missing In Education Team to make a decision as to whether the pupil should be taken off roll.

## **11. Elective Home Education**

If a parent decides they wish to home educate their child they must write to the head teacher inform Mrs Matty of their decision. The school will acknowledge receipt of this information and arrange to meet with parents to discuss their decision. Following this a referral to the Elective Home Education Team will be made.

Grove School Policy for Pupil Attendance

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September 2017

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Review autumn 2018

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## Appendix A

### Absence codes

Code	Name	Description
B	Educated off site	Educated off site (NOT Dual registration) that has been approved by the school.
C	Leave of absence authorised by the school	Only in exceptional circumstances
D	Dual registration	Dual registration (i.e. pupil attending other establishment)
E	Excluded	Excluded (no alternative provision made)
F	Extended family holiday (agreed)	Extended family holiday (agreed)
G	Family holiday (not agreed)	Family holiday (not agreed or days in excess of period agreed by the Headteacher)
H	Family holiday (agreed)	Family holiday (agreed) authorised by school
I	Illness	Illness (NOT medical or dental appointments)
J	Interview	Interview
M	Medical appointment	Medical or dental appointment
N	No reason	No reason yet provided for absence
O	Unauthorised absence	Unauthorised absence , absent without authorisation (not covered by any other code)
P	Approved sporting activity	Approved sporting activity
R	Religious observance	Religious observance
S	Study leave	Study leave
T	Gypsy, Roma and Traveller absence	Traveller absence
U	Late (after registers closed)	Late (after registers closed) 9.15am
V	Educational visit	Educational visit or trip
W	Work experience	Work experience
L	Late	Late (before registers closed) 8.45am
X	Not required to be in school	Non-compulsory school age children are not requested to attend
Y	Unable to attend due to exceptional circumstances	Eg school site closed

Code L: Late arrival before the register has closed Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate. Present at an Approved Off-Site Educational Activity An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code. Consortia Schools Pupils attending consortia schools as part of their course only need to be placed on the registers of their 'main' school rather than on all of the schools they attend. They should be treated as guest pupils at the other consortia schools. The consortia schools however, must ensure they have suitable systems in place for monitoring and reporting the attendance and absence of the pupils involved, which must be shared with the 'main' school.

Code D: Dual Registered - at another educational establishment This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

**Code P: Participating in a supervised sporting activity** This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

**Code V: Educational visit or trip** This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

**Code W: Work experience** Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code. **Authorised Absence from School** 'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

**Code C: Leave of absence authorised by the school** Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

**Code E: Excluded but no alternative provision made** If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

**Code H: Holiday authorised by the school** Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

**Code I: Illness (not medical or dental appointments)** Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

**Code M: Medical or dental appointments** Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make

appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

**Code R: Religious observance** Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which 12 the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

**Code S: Study leave** Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

**Code T: Gypsy, Roma and Traveller absence** A number of different groups are covered by the generic term Traveller - Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

**Unauthorised Absence from School** Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

**Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.** If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

**Code N: Reason for absence not yet provided** Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for 13 absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

**Code O: Absent from school without authorisation** If the school is not satisfied with the reason given for absence they should record it as unauthorised.

**Code U: Arrived in school after registration closed** Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Public Health England has produced guidance for schools, and a poster indicating the amount of absence required for common childhood illnesses.

The guidance is available at <http://www.publichealth.hscni.net/publications/guidance-infection-control-schools-and-otherchildcare-settings-0>  
<https://www.gov.uk/government/publications/infection-control-in-schools-poster>