**The Pavilion**

THE STUDENT ATTENDANCE POLICY

Completed by: Rachel Phillips

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Adopted by Management Committee: 13/02/2016

**Reviewed in September 2020 by Rachel Phillips**

THE PAVILION

ATTENDANCE POLICY

# Introduction

The Pavilion aims to encourage and assist all Barnet pupils to reach high levels of attendance and punctuality. Our attendance policy is of paramount importance and is an integral to promotion of educational opportunities for every student. Attendance patterns can help staff target support for individual pupils encountering problems in their school lives. It will also help the Pupil Referral Unit to fulfil their statutory duties required under Section 7.444 of the 1996 Education Act.

**School Attendance and the Law**

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session, using statutory registration codes (see appendix 1)

Only the school can authorise an absence. Where the reason for a pupil’s absence cannot be established at the time the register is taken, that absence will be recorded as unauthorised. If a reason for an absence is provided by the parent/carer, the school may grant leave of absence and record it as authorised using the appropriate national code.

**Applications for Holiday Leave**

Time off for a family holiday is not a legal right. As from 1st September 2013, head teachers may not grant any leave of absence during term time unless there are exceptional circumstances .Applications for a leave of absence must be made in advance and permission given by the school – otherwise the absence will be recorded as unauthorised and may result in legal action being taken against the parent/carer by the Local Authority. The decision whether or not to authorise an absence should be justifiable and the reason for rejection will be recorded and conveyed to parent(s) in writing. A letter refusing a request will explain the reason it is not deemed to be an exceptional circumstance and that a penalty notice may be issued if the absence is taken without the school’s permission.

If a pupil fails to return to attend within 10 school days immediately following the date the pupil was due to return, and the school has no reasonable grounds to believe that the pupil is unable to attend by reason of sickness or other unavoidable cause, and both the school and the Local Authority have failed to ascertain where the pupil is, the pupil can be removed from roll and referred to Children Missing Education (CME). Deletions from the School Roll must be reported to the Local Authority Education Welfare service by the school giving reasons for that pupil’s removal prior to deletion. In compliance with the Education Act 436A the school will, after making appropriate checks, report all Children Missing from Education to the Education Welfare Service who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

Parents/carers, please refer to appendix 1 and the attached application to request leave of absence during term time.

**Attendance Targets**

It is expected that the whole school community will work together to achieve targets which are in line with national expectations of **93.5%**

Attainment is strongly linked to attendance and research has shown that if pupils are to achieve their full potential, they must attend school regularly. A student who takes 10 days absence will only attain 94.7% attendance in the year and that they have missed 50 hours of education.

# Rights and Responsibilities

The Pavilion will work closely with parents/carers to fulfil its attendance policy. It will keep records of pupil attendance and punctuality and reward good attendance.

Parents/carers can expect to be notified of student progress. It is the responsibility of the parents/carers to ensure their child’s attendance.

# Registration

Students are required to be in registration at 8.50 am. The morning’s lessons commence at 9.15am. Lessons re-commence at 1pm. After the registration period any student arriving late must sign in the late book in the office. Students leaving site for appointments must be signed out in the appropriate book.

# Authorised and Unauthorised Absence

Parents/carers are requested to notify the centre of a pupil’s absence and the reason for it. When contact has been made with parents/carers, the Pupil Referral Unit will then decide whether or not it can authorise the absence. A letter/telephone call from the parent/carer is required, in order to verify any absence, we cannot accept explanatory calls from students. Letters/notes are required on the student’s return to the centre.

Typical examples of **Authorised** Absences are: Sickness

Unavoidable medical/dental

Appointments

Religious Observance

Exceptional family circumstances,

e.g. Bereavement

Some instances of **Unauthorised** Absences are: Shopping

Looking after people

Minding the House

Birthdays / Day Trips

1. **Inset**

The centre will be responsible for notifying parents/carers of any in-service training that may be taking place. In the event of an emergency lessons may sometimes have to be cancelled, but every effort will be made to provide parents/carers with reasonable prior notice.

**2) Public Holidays**

The centre will be closed on all national public holidays and will take reasonable steps to remind parents/carers of these.

# 3) Procedure

Students will be marked as late if they arrive within 30 minutes of registration closing. After this, students will be marked with the code ‘U’ which is counted as an unauthorised absence. The Pavilion stresses its responsibility to keep accurate and detailed registers which may be required for statutory and court procedures.

Parents/carers are informed by letter of pupil’s attendance. This reports the dates of sessions not attended as well as dates and times of ‘lates’.

Parents and carers are notified of absences by telephone as a first response. Stages of absence procedure:

a a telephone call home

b a letter sent informing of dates of absences and dates and times of ‘lates’ and a request for an explanation

c a letter sent informing of the involvement of Targeted Youth Support (TYS)

d TYS makes contact to arrange an appointment with the parents/carers to come in to The Pavilion for a meeting to discuss the matter.

**Appendix 1 APPLICATION FOR LEAVE OF ABSENCE DURING TERM TIME**

Attached is an application form for you to request permission for your child to be absent from school to take part in a family holiday. Before completing the application form, please read these notes carefully:

• The law states that you do not have the right to take your child out of school for holidays during term time. The Local Education Authority works with schools to reduce the numbers of children missing school because of holidays taken in term time and schools can refuse your request to take your child out of school.

• If you wish to take your child on holiday during term time, you must apply for permission in writing using the attached form. Permission for authorised leave of absence may be granted for holidays totalling no more than two weeks in any school year, unless there are very exceptional circumstances.

• There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child’s absence and give permission for a holiday in term time, the school will take these and other factors into account.

• If the school refuse your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice or a Summons being issued against you for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child to accompany you on holiday during term time then please complete the application attached. This form should be returned to your child’s school as far in advance of the proposed holiday as possible.

APPLICATION BY PARENT/CARER FOR CHILD’S LEAVE OF ABSENCE DURING TERM TIME

Pupil’s Name …………………………………… Tutor Group/Class …………

Home Address …………………………………………………………………….

………………………………………………………………………………………

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School ………….. Date of Return to School …………..

Total number of school days missed …….

Reasons for absence from school:

………………………………………………………………………………………………………………….……..

………………………………………………………………………………………………………….……………..

…………………………………………………………………………………………………..……………………..

……………………………………………………………………………………………..…………………………..

I make application for my child named above to have authorised absence from school for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice or a Summons for irregular school attendance.

Name of Parent/Carer making application ………………………………………..

Signed ………………………………………………

Date …………………………………………………

PLEASE RETURN COMPLETED APPLICATION FORM TO YOUR CHILD’S SCHOOL GIVING AT LEAST 4 WEEKS’ NOTICE OF INTENDED ABSENCE

**Appendix 2 *NOT FOR UPLOADING ONTO WEBSITE***

**ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS**

|  |  |  |
| --- | --- | --- |
| **CODE** | **DESCRIPTION** | **MEANING** |
|  |  |  |
| **/** | Present (AM) | Present |
| **\** | Present (PM) | Present |
| **B** | Educated off site (NOT Dual registration) | Approved Education Activity |
| **C** | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence |
| **D** | Dual registration (i.e. pupil attending other establishment) | Non-statistical: not counted in possible attendances |
| **E** | Excluded (no alternative provision made) | Authorised absence |
| **F** | Extended leave of absence in excess of 10 days (agreed) | Authorised absence |
| **G** | leave NOT AGREED or days in excess of agreement) | Unauthorised absence |
| **H** | Leave of absence, up to 10 days (agreed) | Authorised absence |
| **I** | Illness (NOT medical or dental etc. appointments) | Authorised absence |
| **J** | Interview | Approved Education Activity |
| **L** | Late (before registers closed) | Present |
| **M** | Medical/Dental appointments | Authorised absence |
| **N** | No reason yet provided for absence | Unauthorised absence |
| **O** | Unauthorised absence (not covered by any other code/description) | Unauthorised absence |
| **P** | Approved sporting activity | Approved Education Activity |
| **R** | Religious observance | Authorised absence |
| **S** | Study leave | Authorised absence |
| **T** | Traveller absence | Authorised absence |
| **U** | Late (after registers closed) | Unauthorised absence |
| **V** | Educational visit or trip | Approved Education Activity |
| **W** | Work experience | Approved Education Activity |
| **X** | Non-compulsory-school-age absence | Not counted in possible attendances |
| **Y** | Enforced closure | Not counted in possible attendances: can apply to partial closure of school **including absences due to local or national disruptions to transport preventing child from getting to school** |
| **Z** | Pupil not yet on roll | Not counted in possible attendances |
| **#** | School closed to pupils | Not counted in possible attendances |

Not applicable to paper registers Not applicable to primary schools.

In paper registers, symbols B, D, J, P, V, W, X, Y, Z, and # do not require O

In paper registers, these symbols are written in red ink