





THE COOPERS' COMPANY
AND COBORN SCHOOL

Love as Brethren

Attendance Policy

 	Name of School	The Coopers' Company and Coborn School
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	Who reviewed this policy?	Ms S Hay
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1. Aims

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

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3. Roles and responsibilities

3.1 The Governing Board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy

3.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils

- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- › Leading attendance across the school
- › Offering a clear vision for attendance improvement
- › Evaluating and monitoring expectations and processes
- › Having an oversight of data analysis
- › Devising specific strategies to address areas of poor attendance identified through data
- › Arranging calls and meetings with parents to discuss attendance issues
- › Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Ms Susan Hay and can be contacted via the main school office.

3.4 The Attendance Officer

The school attendance officer:

- › Monitoring and analysing attendance data (see section 7)
- › Benchmarking attendance data to identify areas of focus for improvement
- › Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- › Working with education welfare officers to tackle persistent absence
- › Advising the headteacher when to issue fixed-penalty notices

The attendance officer is Mrs Jeannette Sears and can be contacted via 01708 251809 or via email jse@cooperscoborn.co.uk.

3.5 Form Tutors & class teachers

Form Tutors and class teachers are responsible for recording attendance on a daily/lesson basis, using the correct codes and submitting this information.

3.6 School administrative and support staff

School administrative and support staff are expected to take calls from parents about absence and record it on the school system.

4. Recording attendance

4.1 Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day (AM registration) and during lessons. The second session mark (PM registration) will be taken at the start of the first lesson after the lunch break. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity

- Absent
 - Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- For pupils of compulsory school age] Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances
- We will keep every entry on the attendance register for 3 years after the date on which the entry was made.
- Pupils must arrive in school by 8.35am on each school day
- The register for the first session will be taken at 8.35am and will be kept open until 9.30am. The register for the second session will be taken at 2.15pm and will be kept open until 2.45pm. Students arriving after the register has closed and there is no authorised absence will be given a U code (which constitutes as an unauthorised absence session).

4.2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8:35am or as soon as practically possible (see also section 7).

A call should be made to the absence line by 8.35am every day your child is absent unless a leave of absence request has been completed.

This should be done by calling the dedicated school absence line: 07740 901200

If for any reason the school absence line is not operational, then the absence should be recorded by calling the Main School Office: 01708 250500

Parents/Carers are required to call in on a daily basis (on the first day of absence and every subsequent day) for absence across multiple days.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Parents/Carers should notify the school by completing a Leave of Absence request – this is completed electronically via the School website:

<https://www.cooperscoborn.org.uk/leave-of-absence-form-years-7-13/>

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. (we ask for at least 3 days' notice)

Go to section 5 to find out which term-time absences the school can authorise.

If the absence was for an emergency/unplanned medical/dental appointment (for example, on the same day) then the school office should be contacted via: info@cooperscoborn.co.uk or on 01708 250500. The school will not accept 'written notes' from home.

Please note, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

4.4 Lateness and punctuality

A pupil who arrives late will be marked as 'late'.

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

The school considers persistent lateness as a breach of the School Behaviour Policy and the school will look to use both supportive measures and sanctions to improve a pupil's punctuality, in line with the School Behaviour Policy. Whilst lateness can be indicative of issues outside of school, this is rarely the case at our school.

The school uses various strategies to support pupils with their punctuality – e.g. a senior member of staff on the gate each morning.

The interventions and sanctions that the school can put into place, relate not only to AM / PM (session attendance), but also lesson attendance from periods 1-5.

4.5 Following up unexplained absence

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

- Follow up on their absence with their parent/carer to ascertain the reason, by following the school's 'first-day calling' protocols:
 - Sending a text alert, initially
 - Making follow up calls, until a parent/carer is spoken to
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education welfare officer

4.6 Reporting to parents

Parents and carers have access to their son/daughter's attendance record in 'real time' via our Go 4 School's system. However, the school will also send home reports relating to academic progress,

such as the annual reporting requirement. This report will also contain information on attendance and punctuality.

4.7 6th Form: Absence/Tuancy/Failure to sign out

6th Form students are subject to the same attendance expectations as students in Years 7-11, with the start of school commencing at 8:35am.

One notable difference is that 6th Form students are able to leave the school site, only after 12:15pm, either temporarily, if they have afternoon lessons, or permanently, if all lessons have finished.

All 6th Form students are expected to follow the school's 'Signing Out' procedures. All parents/carers and students sign this agreement at the start of Year 12. Failure to 'sign out' when leaving the school site is a serious breach of the School Behaviour Policy and students will be addressed in line with this policy, including the option of the Headteacher to suspend/exclude a student.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision
- Other exceptional circumstances – e.g. a funeral for a close-family member
- Other exceptional circumstances – a sporting commitment where a member of our school community is operating at an elite level – e.g. national level.

5.2 Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

6. Strategies for promoting attendance

- The notice boards are regularly updated with attendance figures around the school showing attendance for each form week and the number of students with 100% attendance
- Working with Form Tutors and Head of Years to promote and celebrate good attendance and punctuality
- Excellent and improved attendance/punctuality are recognised and celebrated throughout the academic year. Rewards can be a variety of initiatives and age appropriate, these can include certificates, badges and gift vouchers.
- Attendance reports, certificates and badges are regularly provided to students in assemblies.

6 7. Attendance monitoring

The attendance officer at our school monitors pupil absence on a daily, weekly and monthly basis.

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 4.2).

If a pupil's absence becomes persistent, the school will contact the parent/carer of the pupil to discuss the reasons for this.

If a pupil's absence continues to rise after the school contacts their parent/carer, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data with the national average, and share this with the governing board.

The school collects and stores attendance data in line with GDPR and Data Protection principles. For example, to:

- Track the attendance of individual pupils
- Identify whether particular groups of children are a cause for concern
- To monitor those children in need of intervention and support

7 8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by Ms Susan Hay. At every review, the policy will be approved by the full governing board.

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level

- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

8.2 Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

8.3 Using data to improve attendance

The school will

Provide regular attendance reports to [class teachers/form tutors], and other school leaders, to facilitate discussions with pupils and families

Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

8.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

Send letters to parents of students whose attendance is falling before it becomes persistent absence (below 90%)

Use attendance data to find patterns and trends of persistent and severe absence

Closely monitor the attendance of students that are a concern and work with all staff to support the student and reduce barriers to attending school

Hold regular meetings with the parents of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school

Provide access to wider support services to remove the barriers to attendance

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day