

# Brandles School

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## ATTENDANCE POLICY

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## **BRANDLES SCHOOL – ATTENDANCE POLICY**

At Brandles School, we want the whole school community – Trustees, staff, parents, and pupils to be committed to high standards of attendance and punctuality.

Good attendance helps the children in our school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality. We aim to encourage excellent levels of attendance and punctuality to enable all pupils to take full advantage of the educational opportunities available to them. There is a clear link between attendance and educational progression, and we aim to enhance the progress of all our pupils, in every aspect of their educational experience.

Brandles believes that good school attendance assists children and young people to achieve the Brandles School ethos of:

*‘Preparing for the Future’*

Section 7 of Education Act 1996 states “It is the duty of parents to secure education of children of compulsory school age.”

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable:

- to his age, ability, and aptitude, and
- to any special educational needs, he may have, either by regular attendance at school or otherwise

### **ROLES AND RESPONSIBILITIES**

#### **The BoT**

The Board of Trustees are responsible for monitoring attendance figures for each school and the whole Trust on at least a termly basis. It also holds the Executive Head, Heads of School and Designated Safeguarding Lead to account for the implementation of this policy.

#### **The Executive Head, Heads of school and DSL’s**

Pastoral Administrator is responsible for ensuring this policy is implemented consistently across the federation under the supervision of the Executive Head and Heads of School, and for monitoring school-level absence data and reporting it to Trustees. The Designated Safeguarding Lead also supports other staff in monitoring the attendance of individual students. The Head issues fixed-penalty notices, where necessary. Further information on penalty notices is available at <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Pastoral Administrator:

- Monitors attendance data at a federation, school and individual student level
- Reports concerns about attendance to the Executive Head and Heads of School
- Works with Attendance Improvement Officers to tackle persistent absence

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Head when to issue fixed-penalty notices

### **CLASS TEACHERS**

Class teachers are responsible for ensuring they inform the front office/ reception of any absence at the start of the school day and lessons to check a student has not arrived.

### **RECEPTION AND OFFICE STAFF**

Reception and office staff are expected to take calls from parents/carers about absence and record it on the school system. They will also follow the procedure for following up absences

### **TARGET SETTING/MONITORING**

In November 2010, the Department for Education issued the following information to schools and local authorities about attendance targets from Summer 2012.

‘Local authorities and schools should note they are no longer required to set targets for persistent absence and overall attendance respectively and the regulations will be amended accordingly. The Department however remains firmly of the view that unnecessary absence is unacceptable and must be prevented and tackled by schools. The Department therefore expects all schools and local authorities to continue focusing on reducing overall absence, particularly unauthorised absence, and persistent absence. Absence will continue to be monitored closely via the pupil level school census and the Secretary of State’s power to require an individual school to set absence targets where a school’s absence record is of particular concern is being retained.’

### **EXPECTATIONS**

The responsibility for good attendance is shared between school, parents, and pupils. All need to understand the expectations which the policy makes of them.

#### **THE EXPECTATIONS FOR SCHOOL ARE:**

- Brandles School will provide a safe learning environment.
- The school will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis.
- Brandles School will encourage good attendance and will investigate all unexplained and unjustified absence. If a pupil arrives late or does not attend, a phone call will be made home on the same day and information will be recorded on Behaviour watch (BW)
- Brandles School staff will set a good example in matters of attendance and punctuality.
- Brandles School will follow up all instances of poor attendance and punctuality.
- Brandles School will keep parents informed of their child’s attendance/punctuality record.

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

- Brandles School will work closely with parents should attendance or punctuality give cause for concern. Letter of attendance will be issued if there is a concern. Initial letter to make parents aware, follow up letter if poor attendance continues, inviting parents to discuss attendance.

If the attendance still does not improve, a final letter is issued making parents aware of further actions that may include a fine or a referral to the attendance team. Positive letters are also sent to parents indicating good attendance.

### **THE EXPECTATIONS FOR PARENTS AND CARERS ARE:**

- Parents are legally responsible for ensuring their child's regular and punctual attendance, this includes ensuring that they are ready to be transported by their taxi in the morning. Parents are made aware of expectations at the initial admission meeting, and they sign a document that informs them of the attendance expectations.
- Parents are expected to ensure that their child attends school regularly, punctually, properly dressed, equipped and in a fit condition to learn.
- Parents will inform school on the first day of absence, of the reason for their child's absence from school.
- Parents will avoid arranging family holidays during term time. Parents/ carers will be invited for a meeting to discuss any such absence during term time.
- Parents will maintain regular communication with school staff where necessary. All communication is recorded of behaviour watch and we encourage all teaching staff to make regular contact with parents to discuss not only progress and behaviour but also attendance.
- Parents will ensure that school are informed of any changes of contact details.

### **THE EXPECTATIONS FOR PUPILS ARE:**

- All pupils are expected to attend school and all their lessons regularly and punctually.
- Pupils must remember to hand any note giving reasons for absence to their class teacher.
- Pupils are expected to be ready to learn.
- Pupils will not leave the school without permission.

### **COVID RELATED ABSENSE**

Brandles School will continue to encourage safe and sensible attendance and follow any further guidance in the future as directed by the authorities.

### **STARTING TIME**

School doors open at 9:00 am. Pupils may enter the building at that time. Pupils who arrive at school in a taxi should wait in their taxis until their taxi reaches the front of the queue before getting out. Pupils who are dropped off by parents should be supervised

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

by the parents until they have entered the school building.

### **REGISTRATION**

- All registers are centrally recorded by administrative reception staff at 9:10am and 12:55pm. Registers close at 9:30am and 1:10pm.
- Registers are marked with attendance codes and recorded on Behaviourwatch.
- Any pupil arriving after closure of the register will be marked late after registered closed for the whole of the session unless for unforeseen circumstances relating to the taxi which is not the pupil's fault.
- Registers will be marked in accordance with DfE guidance.

### **LATENESS**

Any pupil arriving after 9:30am or 1:10pm should report to the main school office.

Any pupil arriving after 9:30am or 1:10pm must have an entry made to the pupil signing in book kept in the main school office.

Entries in the late book will be transferred to the computerised registration system – Behaviourwatch.

### **ABSENCES**

Parents must provide an explanation for all absences from school in the form of a telephone call on the first day and each day of the absence. All absences must be followed by a written note giving the reason for the absence.

Designated school staff will decide whether to accept the reason given and to authorise the absence. It is the school and not the parent who authorise absence.

Absence from school may be authorised if it is for the following reasons:

- Sickness
- Unavoidable medical/ dental appointments (though these should be made, whenever possible, outside school hours)
- Days of religious observance
- Exceptional family circumstances such as bereavement

### **FOLLOWING UP ABSENCES**

Brandles School follows up all absences from school in the following manner:

- If no reason has been provided for a pupil's absence by 10:00am on the first day of absence, a parent of the pupil will be contacted.
- If a pupil returns to school after an absence without a written explanation from his/her parent and this has still not been received within two days, telephone

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

contact will be made by the Administrative Assistant to remind them of their obligation.

- Parents whose children's attendance causes concern will be contacted by a member of school staff who will work with the parent(s) to bring about an improvement in attendance.
- Pupils' attendance is monitored at weekly meetings, or sooner if patterns emerge, by the Deputy Head Teacher and Family support worker.
- If the pupil's attendance does not improve sufficiently, the pupil will be referred to the Attendance Improvement Officer.

### **LEAVING AND RETURNING TO SCHOOL DURING SCHOOL DAY**

- Pupils must provide an appointment card or a letter from their parent/carer requesting that they be allowed to leave school. They must show this to their class teacher.
- Pupils must be signed out of school.
- Pupils must be signed back into school on their return.
- The signing in and out record will be the responsibility of the Administrative Assistant in the event of fire.

### **FIRST DAY RESPONSE**

- Brandles School uses First Day Response for all pupils' groups.
- First Day Response phone calls will be made after 10:00am
- First Day Response phone calls will be triggered by the Deputy Head/DSL.
- First Day Response phone calls will be made by the Administrative Assistant.
- A member of the SLT is responsible for deciding whether to authorise absences notified through First Day Response

### **TERM TIME HOLIDAYS**

Brandles School will not authorise family holidays during term time.

### **PENALTY NOTICES**

#### **GUIDELINES:**

- The pupil must have at least 15 half days of unauthorised absence in the current and / or previous term.
- The school must have sent you a formal warning.
- The school, academy, police, or attendance improvement officer considers that issuing a penalty notice could stop any more absences.
- Issuing a penalty notice does not conflict with any legal action being taken.

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

### **COST OF A PENALTY NOTICE**

- **£60** – if paid within 21 days.
- **£120** – if paid between 21 and 28 days

At Brandles School we expect parents to work with us to address attendance problems to avoid a penalty notice. If the penalty is issued but left unpaid, parents may be prosecuted.

### **REWARDS**

Brandles School rewards good attendance through points, attendance certificates and criteria for end of term reward trips. We also have yearly prizes for the top three students.

### **INTEGRATED WORKING**

Brandles School works with other agencies and professionals to ensure that our pupils receive all the support available to achieve good attendance.

### **BRANDLES SCHOOL WILL DEMONSTRATE FULL COMMITMENT TO INTEGRATED WORKING BY:**

- using the Common Assessment Framework.
- sharing information.
- encouraging staff to take on the role of Lead Professional.
- working with other agencies and being part of 'teams around the family'.

### **WORKING WITH THE ATTENDANCE IMPROVEMENT OFFICER (AIO)**

- Brandles School works in partnership with the allocated AIO to improve attendance for individual pupils and the whole school.
- Information to enable the AIO to carry out an effective consultation visit and/or home visit will be provided by the Deputy Head and Administrative Assistant.
- Brandles School will endeavour to ensure that any information which could assist the AIO to keep safe is given to them.
- Brandles School meets the AIO on an agreed schedule.
- Brandles School works with individual pupils and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the AIO the school will make a referral to Children, Schools and Families for the AIO to work with the family on a formal basis. The AIO will send a formal letter to invite the parent/carer to a meeting that will be conducted at home or at school.

### **PUBLICATION OF INFORMATION**

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

Brandles School shares information on individual pupils' attendance as necessary with parents, pupils and staff.

Pupils will be informed about the importance of school attendance through assemblies, tutor time, presentations by visiting professionals, statistics, displays in school.

The Deputy Head/DSL will be responsible for ensuring that data collected by DfE is accurate.

### **RESPONSIBILITIES – ISL ATTENDANCE TEAM**

- The ISL Attendance Teams fulfil the statutory duty of the County Council in enforcing regular school attendance. In doing so it enables schools and parents to meet their respective responsibilities.
- Each school in Hertfordshire has a link Attendance Improvement Officer (AIO) who will work in close partnership with the school.
- In working closely with schools the Attendance Teams will offer the following services:-

### **ATTENDANCE DUTY SYSTEM**

A dedicated telephone line through which schools can contact an AIO between the hours of 9.00 am to 4.30 pm, Monday to Thursday and between the hours of 9.00 am to 3.30 pm on a Friday.

### **TYPES OF ENQUIRIES MAY INCLUDE:**

- school issues e.g., register coding, holiday absence etc.
- enquiries relating to a pupil.
- Removal from Roll enquiries
- requests for referrals

### **VISITS TO SCHOOLS**

All schools have a named link AIO who will liaise with the school and undertake whole school work for their allocated schools.

### **WHOLE SCHOOL ATTENDANCE OVERVIEW**

This will be the first meeting of the year with each school to ensure all schools are Ofsted ready. Any issues arising from this visit will inform targeted whole school work for the academic year, focusing on supporting schools to reduce PA and the absence of vulnerable groups.

Schools with above the Hertfordshire average levels of persistent absence (PA) are allocated a PA visit or visits. Schools with high levels of PA may be subject to 'no notice'



## **BRANDLES SCHOOL – ATTENDANCE POLICY**

Ofsted inspections. The visit(s) will be used to analyse the school's data, discuss any school specific PA issues, and agree a strategy and action plans to address PA.

Data analysis is an important part of this process and AIOs will support schools to analyse their attendance data and draw up plans to address any specific issues. Analysis may include:

- persistent absence
- absence profile
- use of register codes
- comparison of form groups in individual years
- percentage of absence due to holidays
- attendance of vulnerable groups
- types of absence e.g. a few pupils with significant absence or many pupils with occasional absence
- lateness after registers close
- year by year percentage attendance
- attendance trends – is attendance increasing or decreasing?

Other than engaging in casework there are a variety of supportive ways in which AIOs can work with schools to increase attendance levels.

### **PARENTS' EVENINGS**

AIOs can play a key role in promoting school attendance at parents' evenings and new parent induction meetings.

### **ATTENDANCE SURGERIES**

AIOs can support schools by attending attendance surgeries, to meet with a number of pupils and parents where attendance or persistent absence has been identified as a concern and early intervention deemed an appropriate action to undertake.

### **INSET**

AIOs may offer INSET/staff training. This may cover such issues as school attendance, the role of the AIO, school-age employment and persistent absence.

### **TRUSTEES MEETINGS**

AIOs may attend Trustees' meetings to explain various aspects of the work of the attendance team

- case work, legal work, FPNs etc.

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

### **CASEWORK**

Once a case has been accepted, the AIO will undertake direct work with pupils and their parents. This may include:

- arranging meetings between the school, parents, and pupils
- making home visits to assess the situation and determine what action needs to be taken.
- offering specific support to parents and individual pupils, either at school or elsewhere
- facilitating meetings
- enabling the pupil and parents to access appropriate support from other services and agencies.

Attendance Improvement Officers will usually work with children whose absences have not been authorised. However, AIOs may work with children whose absences have been authorised, such as persistent absentee (PA) pupils (see appendix 1).

### **THE USE OF LEGAL ACTION**

If a pupil, who is registered at a school, fails to attend that school regularly without a legitimate reason and attempts by the Attendance Improvement Officer and the school fail to secure that pupil's return to regular attendance, the County Council will take legal action. A complaint may be laid against the parents in the Magistrates' Court under Section 444 of the Education Act 1996, or an Education Supervision Order relating to the pupil under Section 36 of the Children Act 1989 will be applied for. Any exceptional mitigating circumstances relating to the pupil's absence will be taken into account, when considering legal action. 'Exceptional mitigating circumstances' will be determined by the Central Attendance and Employment Support Team Manager on behalf of the Local Authority. 'Exceptional mitigating circumstances' might include the death of a close relative, certain medically recognised conditions, awaiting SEN placement, specific child protection concerns, change of provision. Legal proceedings can be considered at any stage if no progress has been made and no exceptional circumstances are deemed to exist.

If, after legal action has been taken, the child still fails to attend school regularly the AIO will keep the case open and will, if appropriate, take further legal action at a subsequent date.

In cases where parents wilfully withhold a pupil from school, or persistently refuse to co-operate with efforts aimed at affecting a return to satisfactory school attendance, the ISL Attendance Teams will begin legal proceedings promptly on the grounds that no other course of action is available.

The Central Attendance & Employment Support Team Manager on behalf of the Local Authority will give approval before legal proceedings are commenced.

The Attendance Teams will consider applying for an Education Supervision Order when a

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

parent finds it difficult to exercise an effective influence over a child who has developed a pattern of poor attendance. Education Supervision Orders will not usually be applied for in relation to pupils in Years 10 or 11.

### **BEFORE AN APPLICATION IS MADE FOR AN EDUCATION SUPERVISION ORDER:**

- other possible means of dealing with the pupil's poor attendance will be explored.
- the attitudes of the parent and pupil towards the poor attendance, and their wishes as to how it should be dealt with, will be noted.
- the Local Authority will be of the view that the Order will have a significant effect on the pupil's attendance at school.

### **EDUCATION RELATED PENALTY NOTICES FOR PARENTS OF TRUANTS**

Subsection (1) of section 23 of the Anti-Social Behaviour Act 2003 added two sections (444A and 444B) to section 444 of the Education Act 1996. These sections introduced penalty notices as an alternative to prosecution and enable parents to discharge potential liability for conviction for that offence by paying a penalty.

A penalty notice is a suitable intervention in circumstances of parentally condoned truancy, where the parent is judged capable of securing their child's regular attendance but is not willing to take responsibility for doing so. For example, it could be used where a parent has failed to engage in any supportive measures

Further information on penalty notices is available at <http://www.thegrid.org.uk/info/welfare/attendance.shtml> or from the local Attendance Team Manager.

### **SCHOOL ATTENDANCE ORDERS**

If a parent fails to register a child of compulsory school age at a school (and he/she does not intend to educate the child otherwise than at school). The LA will serve a School Attendance Order under Sections 437 - 439 of the Education Act 1996. This requires the parent to register their child at a school named by the Local Authority.

### **ADMISSION & ATTENDANCE REGISTERS**

The rules governing the maintenance of registers, including removal from roll, are contained in the Education (Pupil Registration) (England) Regulations 2006 as amended 2010, 2011, 2013 and 2016.

It is important that the school's admission register is accurate and kept up to-date. Schools should regularly encourage parents to inform them of any changes whenever they occur, through existing communication channels such as regular emails and

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

### **WHERE A PARENT NOTIFIES A SCHOOL THAT A PUPIL WILL LIVE AT ANOTHER ADDRESS, ALL SCHOOLS ARE REQUIRED TO RECORD IN THE ADMISSION REGISTER:**

- the full name of the parent with whom the pupil will live.
- the new address; and the date from when it is expected the pupil will live at this address.

### **WHERE A PARENT OF A PUPIL NOTIFIES THE SCHOOL THAT THE PUPIL IS REGISTERED AT ANOTHER SCHOOL OR WILL BE ATTENDING A DIFFERENT SCHOOL IN FUTURE, SCHOOLS MUST RECORD IN THE ADMISSION REGISTER:**

- the name of the new school; and
- the date when the pupil first attended or is due to start attending that school.

All schools are required to notify the local authority **within five days** via school admissions - <http://www.intra.thegrid.org.uk/admissions/seam.shtml> when a pupil's name is added to the admissions register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the 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.

All schools are required to notify the Local Authority of any pupil of compulsory school age who fails to attend school regularly, or who has been absent for a continuous period of more than 10 school days, without a legitimate reason. This duty also extends to academies and independent schools.

For further guidance see - <http://www.thegrid.org.uk/info/csf/admissions.shtml>

## **RESPONSIBILITIES OF THE AIO – ATTENDANCE REGISTERS**

### **INSPECTION OF REGISTERS**

Registers should be available for inspection during school hours by an Attendance Improvement Officer when requested

If the link AIO is concerned that a school's registers have not been kept in accordance with the requirements of the relevant regulations he/she will:

- notify the Headteacher of the concern and request that the matter is addressed.
- if no appropriate action is taken by the school, and the AIO remains

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

concerned, the Attendance Team Manager will address the concern with the Headteacher.

- if the matter remains unresolved, the Attendance Team Manager will write to the Headteacher formally noting the concern. A copy of this letter will be sent to the relevant ISL Area Manager and the County Lead for Access and Inclusion

### **REGISTERS – RETENTION**

Brandles School has a digital register that is processed and saved through our Behaviourwatch programme. Behaviourwatch is backed up every night to cloud storage and to a removal hard drive. The removable hard drive is then swapped out and overwritten each week.

### **REMOVAL FROM ROLL**

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in **Regulation 8** of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This responsibility applies to all Maintained Schools, Academies, Free Schools, Studio Schools, University Technical Colleges, Education Support

Centres and Independent Schools. Full guidance on Removal from Roll is available at - <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

**If the pupil has left the school without explanation and there are concerns about the pupil's welfare, please contact the local Attendance Team immediately.**

**If there are concerns that a pupil may be at risk of Child Sexual Exploitation or radicalisation, please contact the local Attendance Team immediately.**

If a school is told that a pupil is leaving to attend another school, staff at the school of departure should establish the pupil's new address, the name and address of the new school and the date the pupil will start there. Confirmation should then be sought from the receiving school. When this information has been obtained, the school should complete a Removal from Roll form and return it to the local Attendance Team office. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If a school is concerned about any aspect of a transfer or if a pupil has "disappeared" the matter should be drawn without delay to the attention of the Local Attendance Team.

Further guidance and a referral form is available at -

<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

### **AUTHORISING ABSENCE**

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered - or when no explanation is forthcoming at all - the absence should be treated as unauthorised and the parent informed.

Schools should communicate to parents their policies about the notification and categorisation of absence. Some parents, such as those whose first language is not English or who do not read or write may have trouble in providing notes. In such cases schools should seek to make alternative arrangements.

Schools are encouraged to keep all absence notes for at least a term and when a pupil's absence is a cause for concern to retain the notes until there is no longer a concern.

### **ABSENCE SHOULD BE AUTHORISED IF:**

- the pupil is absent with leave (defined as 'leave granted by any person authorised to do so by the governing body or proprietor of the school')
- the pupil is ill or prevented from attending by any unavoidable cause.
- the absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- the school at which the child is a registered pupil is not within walking distance of the child's home; and no suitable arrangements have been made by the LA for any of the following: the child's transport to and from school; boarding accommodation for the child at or near the school; enabling the child to become a registered pupil at a school nearer to his/her home.
- the pupil is the child of Traveller parents who 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 alternative provision.
- there is a close family bereavement.
- a Year 11 pupil is granted study leave. Study leave should be used sparingly and only granted during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.
- leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application. (Parents should be reminded that they cannot expect, as of right, that the school will grant leave of absence)
- leave of absence should be granted to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 (c) for which a child performance licence has been issued.

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

- Before granting a licence, the local authority must be satisfied that the child's education will not suffer. A school letter is requested as part of the licence application as confirmation of this. If a school believes a child's education will suffer as a result of taking part in a performance, they should provide reasons to the local authority in writing. The information must be specific to the child (saying for example that it is against school policy is not sufficient). If the school does not provide such information the local authority will issue the licence. The absence should be recorded as code C

Further guidance is available at:

<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

- Absence should be unauthorised if no explanation is forthcoming from the parents or if the school is dissatisfied with the explanation.

### **ADMINISTRATIVE CODES**

There are a number of administrative codes which are not counted as a possible attendance in the school census. They must only be used in the circumstances described:

- Unable to attend due to exceptional circumstances (Code Y)

This code is collected in the school census for statistical purposes but is not counted as a possible attendance. It may be used when:

- the school site, or part of it is closed due to unavoidable cause; or
- the transport provided by the school, or the local authority is not available *and* where the pupil's home is not within walking distance; or
- a local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

### **NOT REQUIRED TO BE IN SCHOOL (CODE X)**

is used to record sessions that non-compulsory school age children are not expected to attend.

### **PUPIL NOT ON ADMISSION REGISTER (CODE Z)**

enables schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

### **PLANNED WHOLE OF PARTIAL SCHOOL CLOSURE (CODE #)**

should be used for closures that are planned or known in advance e.g., holidays,

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

curriculum planning/training days (up to five per year) or the use of the school as a polling station.

### **DIFFERENT TERM DATES FOR DIFFERENT PUPILS (CODE #)**

can also be used to record staggered starts or induction days. This is only acceptable where the school ensures that pupils not attending on that day are still offered a full education over the school year.

### **APPROVED OFF-SITE EDUCATIONAL ACTIVITY**

Pupils who are engaged in off-site educational activities should be recorded as attending (or absent from) an approved educational activity using the appropriate code.

### **THE KEY FEATURES OF APPROVED EDUCATIONAL ACTIVITY ARE THAT THEY MUST BE:**

- educational *and*
- approved by the school *and*
- supervised by the school or someone authorised by the school.

(Study leave is NOT an approved educational activity)

### **A PUPIL SHOULD BE RECORDED AS APPROVED EDUCATIONAL**

#### **ACTIVITY IF HE/SHE IS ATTENDING:**

- an approved work experience placement (Code W)
- a field trip or educational visit (Code V)
- an approved sporting activity approved by and supervised by someone authorised by the school (Code P)
- the pupil is attending an interview with a prospective employer, or another educational establishment (Code J)
- an off-site educational activity (Code B)

Note: The B 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. By using code B, schools are certifying that the education is supervised, and measures have been taken to safeguard pupils.

- Dual Registered – at another educational establishment (Code D)

Note: This code is used to indicate that the pupil was not expected to attend the session in



## **BRANDLES SCHOOL – ATTENDANCE POLICY**

question because they were scheduled to attend the other school at which they are registered. This code is not counted as a possible attendance in the school census. This code should be used where pupils are attending an ESC, hospital, or special school on a temporary basis or for Gypsy, Roma and Traveller children where they are known to be registered at another school for the session in question. Each school should only record the attendance/absence for those sessions where the pupil is expected to attend. Schools must ensure that they follow up all absence in a timely manner.

### **CONSORTIA SCHOOLS**

Pupils attending consortia schools as part of their course need only be placed on the registers of their main school. They should be treated as “guest pupils” at the other consortia school/s. The “host” school must have robust systems in place to monitor and report the absence and attendance of “guest pupils” and this must be shared with the main school.

Schools should ensure that in the event of a fire drill or other emergency evacuation they are able to carry out an immediate headcount as to the number of pupils physically present on-site.

### **FLEXI-SCHOOLING**

Head teachers can agree to flexi-schooling arrangements where the parents take on the responsibility for their child’s education for part of the school week. Head teachers are advised to consider any such requests from parents very carefully before agreeing to them and are advised to draw up a written agreement with the parent. Where agreement has been reached, pupils should be marked authorised absent from school during periods when they are receiving home education. (Code C).

### **PART-TIME TIME-TABLES**

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part-time timetable to meet an individual pupil’s needs. A part-time timetable must be time limited and must not be treated as a long-term solution and can only be made with parental agreement. The school should mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

Guidance on part-time timetables is available at -  
<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

### **REQUESTS FOR FAMILY HOLIDAYS DURING TERM TIME**

Amendments to the 2006 Pupil Registration (England) Regulations which come into effect on 1st September 2013 remove all references to family holidays and extended

## **BRANDLES SCHOOL – ATTENDANCE POLICY**

leave for holidays in term time. The amendments make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is for the Headteacher to determine what constitutes exceptional circumstances and for them to determine the number of school days a child can be away from school if the leave is granted.

At the request from Headteachers the local authority has provided a standard letter to be handed to parents and carers to support the governing body and Headteachers in communicating their decisionmaking regarding individual requests for leave of absence for holidays in term time. This is available on

<http://www.thegrid.org.uk/info/welfare/attendance.shtml>

Further information and advice of school attendance including the use of the correct registrationcodes is available at [www.education.gov.uk](http://www.education.gov.uk)

The Education (Pupil Registration) Regulations 2006 and subsequent amendments in 2010, 2011, 2013 and 2016 is available at <http://www.legislation.gov.uk>

Further details information and advice on all aspects of school attendance in Hertfordshire isavailable at <http://www.thegrid.org.uk/info/welfare/attendance.shtml>

**APPENDIX 1**

**HERTFORDSHIRE COUNTY COUNCIL**

**POLICY FOR ATTENDANCE IMPROVEMENT OFFICERS WORKING WITH CHILDREN WHOSE ABSENCE HAS BEEN AUTHORISED:**

- if the AIO becomes concerned (through checking the attendance register) that a pupil has accumulated significant amounts of authorised absence this will be discussed with the relevant member of school staff
- if it is agreed that there is a concern about the pupil's attendance the school should share this concern with the parents
- if concerns about the pupil's attendance remain, the AIO will consider asking the school to make a referral to the attendance team.
- if a pupil is identified as being a persistent absentee (PA). Persistent absence is when a pupil's enrolment's overall absence equates to 10 per cent or more of their possible sessions.

**(NOTE: IF A PUPIL'S ABSENCE HAS BEEN AUTHORISED BY THE SCHOOL, THE LA CANNOT CITE THAT ABSENCE AS EVIDENCE OF NON-ATTENDANCE UNDER SECTION 444 OF THE EDUCATION ACT 1996).**

## BRANDLES SCHOOL – ATTENDANCE POLICY

### APPENDIX 2

#### ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at offsite educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	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	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

Detailed advice on the use of these registration codes can be found at

[www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance](http://www.education.gov.uk/aboutdfe/advice/f00221879/advice-on-school-attendance)