

WOODLANDS SCHOOL

ATTENDANCE POLICY

Procedure/Guidance

Policy Issued: Sept 2017

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Policies to be read in conjunction with this policy:

- Teaching & Learning
- Additional Learning Needs
- Safeguarding

ATTENDANCE POLICY

1. Guidance on School Attendance Codes

This policy is based on the Welsh Government document 'Guidance on School Attendance Codes', 2010. This guidance describes the legislation relating to recording of attendance and then details the different codes which should be used to record attendance and non-attendance. This guidance applies equally to independent and maintained schools and are used consistently at Woodlands School.

Schools are required to be open to pupils for 190 days in an academic year or 380 sessions by the Education (School Day and School Year) (Wales) (Amendment) Regulations 2006.

The guidance may be used in conjunction with systems to record attendance in "lesson by lesson" systems but schools may find that they need to record other reasons in this type of system. However, where such systems are used and the first lesson in the morning or any session in the afternoon is used to substitute for the morning and afternoon registration, then the codes in this guidance note must be used for those sessions.

The use of fixed codes will assist schools, local authorities and Assembly Government in monitoring not only whether pupils are absent with or without the permission of the school, but why pupils are absent from school. They can use this information to formulate interventions to address deteriorating attendance, poor attendance, persistent absence and other issues that the data reveals.

2. Statutory Duty of School

The Education Act 1996 requires parents or carers to ensure their children receive efficient full-time education by regular attendance at school. The minimum the school is responsible for is recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made on the attendance register for all pupils of compulsory age who are on the school's admission roll.

Under Section 444 of the 1996 Education Act, a pupil is required to attend regularly at the school where they are registered as a pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent/carers does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter/message will the absence be authorised.

3. Rationale for consistent and regular attendance

Regular attendance enables pupils to access teaching and therefore to learn giving an opportunity for progress to be made.

Regular attendance and punctuality encourages the life-long habit of taking responsibility for one-self.

4. Attendance Codes

Key to New Attendance Codes

The recommended codes are grouped under the following 5 statistical categories:

- present;
- approved educational activity (treated as present);
- authorised absence;
- unauthorised absence;
- not required to attend.

Code	Meaning	Statistical category
A	Present at registration	present
L	Late but arrived before the register closed	present
B	Educated off-site (not dual registration)	approved educational activity
D	Dual registered (i.e. present at another school or at a PRU)	approved educational activity
P	Approved sporting activity	approved educational activity
V	Educational visit or trip	approved educational activity
J	Interview	approved educational activity
W	Work experience (not work based training)	approved educational activity
C	Other authorised circumstances (not covered by another appropriate code/description)	authorised absence
F	Agreed extended family holiday	authorised absence
H	Agreed family holiday	authorised absence
I	Illness	authorised absence
M	Medical or dental appointment	authorised absence
S	Study leave	authorised absence
E	Excluded but no alternative provision made	authorised absence
R	Day set aside exclusively for religious observance	authorised absence
T	Traveller absence	authorised absence
N	No reason for the absence provided yet	unauthorised absence
O	Other unauthorised (not covered by other codes or descriptions)	unauthorised absence
G	Family holiday (not agreed or sessions in excess of agreement)	unauthorised absence

Detailed advice on the use of these codes may be found in the relevant guidance, a copy of which is held in the school office.

5. Woodlands Procedure for recording attendance

The codes detailed in section 4 will be used to record attendance at the beginning of the school day and at the beginning of the afternoon session.

The daily registration process is as follows:

09.00

All pupils meet with staff in the same classroom. The Deputy Head will then take the register. If the Deputy Head is unable to take the register, the Headteacher or another member of staff designated by the Headteacher will take it. Outdoor Education staff will contact school via phone or text to inform of any absences from Outdoor Education.

9.10

The register is closed. Any pupil arriving after this time will be recorded as late.

9.10- 12.35

Each teacher will maintain a register of pupils attending their lessons. They will use a standard format for this purpose. This format lists the codes which should be used for this purpose.

12.35

All pupils meet with staff in the same classroom. The Deputy Head will then take the register. The Outdoor Education Tutors will phone or text the names of pupils who are working with them at this time if they have different pupils to those registered in the morning.

12.45

The register is closed. Any pupil arriving after this time will be recorded as late.

12.45-3.30

Each teacher will maintain a register of pupils attending their lessons.

The weekly lesson attendance recording sheets will be collected at the end of each week and stored in the main office.

6.0 Monitoring of attendance

Analysis and discussion of pupils' attendance records will form part of the overarching assessment framework of the school in the Progress Reviews and the annual self-evaluation framework used by the school.

I can confirm that I have read and understood this policy.

Signed:

Directors

Date

Chair of Governors

Date

Headteacher

Date

I can confirm that I have read and understood this policy.

Name (print):

Signature:

Date:
