



ATTENDANCE AND PUNCTUALITY POLICY

(including Children Missing Education)

This policy will be reviewed annually or in response to changes in legislation		
Created	November 2023	Deputy Head, Co-Head
Last Review	March 2024	Deputy Head
Approved	March 2024	Co-Heads

This Policy applies to all year groups at Thomas's Putney Vale

This Policy should be read in conjunction with Thomas's Supervision, Lost Child and Non Collection Policy, Safeguarding and Child Protection Policy.

1. INTRODUCTION

Thomas's Putney Vale aims to encourage and assist all pupils to achieve excellent levels of attendance and punctuality.

Any absence affects the pattern of a child's Schooling and regular absence will seriously affect their learning. The School also has a duty of care towards children who are seen to be missing from education for any extended periods.

Throughout this policy the term 'parent' is understood to include carer and guardian.

2. AIMS

Thomas's Putney Vale is committed to meeting their obligations with regards to School attendance by:

- promoting good attendance and punctuality and reducing absence, including persistent absence;
- ensuring every pupil has access to full-time education to which they are entitled;
- acting early to address patterns of absence.

The School will also support parents to perform their legal duty to ensure their children of compulsory School age attend regularly, and will promote and support punctuality in attending lessons.

3. ROLES AND RESPONSIBILITIES

3.1 Co-Heads

- To ensure the policy is implemented at the School.

- To monitor School-level absence data.

3.2 *Attendance Lead (Deputy Head)*

- To monitor attendance data across the School and at an individual pupil level.
- To follow up concerns about attendance.

3.3 *Registrar*

- To maintain the School's admission register
- To ensure the School holds two emergency contact numbers of each pupil
- To update the admissions register with any changes of address and date the pupil is expected to live at the new address
- To ensure the destination School and first date of attendance is recorded in the admissions register for all pupils who leave the School
- To inform the Local Authority of any child who joins or leaves the School at a non-standard transition.

3.4 *Form Tutors*

- To record attendance at the start of the School day (AM registration), using the 'Present' code or leaving blank if the child is not present. Having made checks, the School Office Staff will complete registration with the correct codes for absence.
- Forward to School Office any correspondence regarding absences
- To report to the DSL any concerns about a child missing education.

3.5 *Class Teachers*

- To record attendance within the first ten minutes of a lesson starting, using the 'Present' code or leaving blank if the pupil is not present. (This includes P5 which is the PM registration)
- Where a pupil is absence from a class having been present earlier in the day, the teacher notifies On Call and the Teacher on call will locate the pupil.

3.5 *Senior School Administrator*

- To take calls from parents about absence and record it in the attendance register.
- To ensure the attendance register is correct and any unknown absences (code N) are updated within five working days
- Keep records of approved absences
- To inform the Attendance Lead and Co-Heads of any pupils whose absence cannot be accounted for or causes concern.
- Create attendance reports

3.6 *Parents*

- To ensure their children attend School within the published term dates.
- To ensure their children arrive at School punctually, properly dressed and equipped, and in a fit condition to learn.
- To be familiar with the contents of this Policy and work with the School to overcome any problems of their child's attendance or punctuality.

3.7 *Pupils*

- To ensure they attend School regularly and on time.
- To be punctual for lessons.
- To not leave School unless for an approved absence.

4. **PROCEDURES**

4.1 *Admissions Register*

The School holds an Admissions Register recording all pupils on roll.

- The name of the pupil must be included in the register from the beginning of the first day the pupil will attend the School.
- The admissions register will contain the pupil's:
 - full name
 - birth sex and date of birth
 - name and address of every person known to be a parent of the pupil, where the child normally lives and who holds parental responsibility
 - at least two emergency contact numbers
 - details of previous School
 - date of admission to Thomas's Putney Vale
- Where a pupil will live at a new address, this will be recorded in the admissions register and the date the pupil is expected to live there.
- When a pupil leaves Thomas's Putney Vale their destination School and first date of attendance will be recorded in the admissions register
- Refer to section on Children Missing Education below for details about the removal of pupils from the admissions register outside of standard transition times.

4.2 *Registration*

- Registration will be carried at the start of the academic day and in each lesson throughout the day.
- Registers will be marked in accordance with the guidance in Appendix 1 of this Policy.

4.3 *Absences*

The School is responsible for deciding whether an absence is to be recorded as authorised or unauthorised.

- Absence from School may be authorised if it is for one of the following reasons:
 - sickness
 - unavoidable medical/dental appointments (Parents should make every effort to make medical/dental appointments out of School hours)
 - days of religious observance
 - exceptional family circumstances e.g. bereavement.
 - visits to or interviews at future Schools
- Permission for planned absences must be requested at least 48 hours in advance by emailing the Deputy Head, Form Tutor and pvabsences@thomas-s.co.uk.

- For sickness or other unplanned absences, parents should contact the School on the morning of each day of unplanned absence, no later than 8.00am by emailing the Deputy Head, Form Tutor and pvabsences@thomas-s.co.uk.

4.4 *Holidays*

Holidays taken in term time adversely affect a child's education as much as any other absence. The effect on the child of missing the beginning or end of a term is far-reaching and any expectation on staff to accommodate such absences is unjust. The School takes a very strong line on pupils missing School for family holidays; authorised absence will not be granted for holidays taken during term time except in exceptional circumstances.

4.5 *Long Term Absence through Illness*

In the case of long term absence due to illness the School will make every effort to support the child through providing appropriate work and guidance during the absence and will plan for successful reintegration on the child's return to School.

4.6 *Pupils playing high performance sport*

On rare occasions, a pupil may participate in high performance sport, which requires participation during School time. The School wants to support the best interests of the child, which means balancing the need for excellent attendance and our curriculum expectations with the very occasional need for flexibility. Requests of this nature should be made in writing to the Deputy Head. The Deputy Head will work closely with the Director of Sport to review each request on a case by case basis. As part of this process, the School will meet with the pupils' parent(s) and the pupils' coach. The School will expect to have a schedule of planned absences at the start of each half term. Factors involved in this decision making process will include the level of high performance sport, the pupils' academic record and whether this training can reasonably take place outside of School time. This will be reviewed on a half-termly basis. The school's decision is final on whether a pupil can be released from the curriculum.

4.7 *Children Missing from Education*

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory School age who are missing education in their area.

Appropriate safeguarding policies, procedures and responses are implemented for children who go missing from education, particularly on repeat occasions. The School ensures where possible, it holds two emergency contact numbers of each pupil.

The School will report to the local authority any pupil who fails to attend School regularly or has been absent, without the School's permission, for a continuous period of 10 School days or more.

The School will inform their local authority of any pupil who joins and leaves the School at a non-standard transition time.

In addition the School will inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of School by their parents and are being educated outside the School system e.g. home education;
- have ceased to attend School and no longer live within reasonable distance of the School at which they are registered

- have been certified by the School medical officer as unlikely to be in a fit state of health to attend School before ceasing to be of compulsory School age, and neither he/she nor his/her parent has indicated the intention to continue to attend the School after ceasing to be of compulsory School age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the School at the end of that period
- have been permanently excluded.

4.8 *Lateness*

Pupils who arrive at School after the registers have closed must report to the SS Administrator in Security Lodge before joining their class.

4.9 *Following up Absences/Lateness*

- If a pupil is absent at morning registration and no notification has been received from the parent by 9.00am, the Attendance Officer / School Office staff will initially speak to the form teacher, HoY or DH to check if they are aware of any reason and if not, then try to make contact with the parent.
- If the Attendance Officer / School Office staff is unsuccessful in contacting the parent, they will call the emergency contact numbers.
- Where contact with parents and emergency contacts is not successful, the Attendance Officer / School Office staff will inform the DSL and / or Head who will take appropriate action in line with safeguarding procedures.
- If a pupil is absent because of illness for five consecutive days, the School may request supporting evidence.
- If a pupil is persistently late or absent, the Head or Attendance Lead will write to the parents in the first instance and will invite them to a meeting if the problem continues.

When a pupil is persistently late or absent without good reason and the School's efforts to effect improvement have been unsuccessful, it may be necessary to refer the matter to the Local Authority Education Welfare Officer. In this case the School will write to the parents informing them of the referral.

4.10 *Promoting Attendance/Punctuality*

- The School will regularly promote to pupils and parents the value and importance of good attendance and punctuality.
- Members of staff will set a good example by being punctual to registration and lessons.
- Members of staff will use the School's rewards and sanctions procedures to encourage punctuality.
- Parents will be kept regularly and fully informed of any concerns regarding attendance and punctuality.

Individual cases where pupils experience attendance difficulties will be investigated by the Head of Year where necessary referred to the Attendance Lead or Head.

5. MONITORING

Year to date attendance statistics will be collected and analysed weekly. Except in cases where there is a clear and agreed reason for absence, the following process will be followed:

- 95-97% Form Tutor calls home
- 90-95% Head of Year calls home
- <90% Deputy Head / DSL calls home (Persistent Absenteeism)
- <90% phone call and discussion logged on CPOMS with details and support offered.
- Clear targets set e.g. improvement of % in 2 week period, parents face to face meeting with pupil

Pupil attendance records generally form part of the information on senior school reference forms

6. LEGISLATION AND GUIDANCE

This Policy bears due regard to the following statutory guidance and other advice.

The Education (Pupil Registration)(England) Regulations 2006

DfE statutory guidance 'Keeping children safe in education' (September 2023)

DfE statutory guidance 'Children missing education' (September 2016)

DfE non-statutory guidance 'Working together to improve School attendance' (December 2023)

7. APPENDICES

Appendix 1: Thomas's Attendance Register Codes

APPENDIX 1: THOMAS'S ATTENDANCE REGISTER CODES SEPTEMBER 2023

	Meaning	Examples of usage	Type of Absence
/	Present for morning	Pupil present in School at time of registration	N/A
\	Present for afternoon	Pupil present in School at time of registration	N/A
#	School Closed to Pupils	Half terms, holidays, bank holidays, School used as polling station. Also when year groups start on different days (eg Fulham Reception in Sept)	N/A
B	Educated Off Site	Eg physiotherapy sessions, Dyslexia Institute, Visits to Educational Psychologists or other SEND specialists.	Listed as present
C	Other Authorised Circumstances	Authorised leave of absence for exceptional circumstances not covered by other codes, eg compassionate - at a funeral / child performer All "C" absences need an explanatory note	Authorised
D	Dual Registration	eg pupils away for a term in another School or in a hospital but returning, so still on the School roll	Authorised
E	Excluded, no alternate provision made	As stated, up to 6 consecutive days	Authorised
G	Family Holiday (NOT Agreed)	As stated	Unauthorised
H	Family Holiday (Agreed)	As stated	Authorised
= I	Illness	Pupils sick at home (not appointments)	Authorised
J	Interview	School Visits, Open Days, external exams, School uniform days, travel to any of the former	Authorised
L	Late (Before Registers Closed)	As stated	N/A
M	Medical / Dental Appointments	As stated	Authorised
N	No Reason Yet Provided	As stated, although this should be followed up and code amended within 5 working days. If no reason established within 5 working days amend to O.	Unauthorised
O	Unauthorised Absence	School not satisfied with pupil's reason for absence (same sort of reasons as C but not authorised). Also if no reason given for N after 5 working days	Unauthorised
P	Approved Sporting Activity	Matches that take place outside normal games lesson times, eg a day tournament	Listed as present
R	Religious Observance	As stated	Authorised
S	Study Leave	Granted to Year 11 pupils during public examinations	Authorised
U	Late (After Registers Closed)	As stated	N/A
V	Educational Visit or Trip	All School organised residential trips, including Daheim	Listed as present
W	Work experience	Used for pupils in Year 10 and 11 for approved educational activity.	Authorised
X	Non-Compulsory School Age Absence	Reception half days for those born after 1st May	Authorised (not counted in statistics)
Y	Unable to attend due to exceptional circumstances	Snow days, School closed due to unavoidable cause (gas leak) local or national emergency resulting in travel disruption that means pupils can't get to School	Authorised (not counted in statistics)

Codes B, D, P and V are listed as present for statistical purposes but in the event of a fire drill these pupils would be shown to be out of School