

ATTENDANCE POLICY

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1. Purpose

- 1.1 We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:
- 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.

2. Definitions

- 2.1 'The school' and 'Jigsaw School' means Jigsaw CABAS® School.
- 2.2 CABAS® is an acronym for Comprehensive Application of Behaviour Analysis to Schooling.
- 2.3 'Parents' includes the parents, guardians, or carers of a pupil

3. Scope

- 3.1 This policy applies to all pupils and their parents at Jigsaw School.
- 3.2 Parents are made aware of this policy and procedures for absence reporting as part of the initial parent meeting. This policy can be accessed on the school's website by all pupils, parents and staff.
- 3.3 This policy is closely linked to the school's Safeguarding and Child Protection, Behaviour Management and Suspension and Permanent Exclusions policies and procedures.

4. Legislation & guidance

- 4.1 This policy meets the requirements of 'Working Together to Improve School Attendance', issued by the Department for Education (DfE) and refers to the DfE's statutory guidance on school attendance parental responsibility measures.
- 4.2 The following legislation sets 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
- 4.3 This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

5. Responsibilities

Role of the Governing Body

- 5.1 The Governing Body is responsible for:
- Promoting the importance of school attendance across the school's policies and ethos
 - Ensuring that school leaders fulfil expectations and statutory duties
 - Regularly reviewing and challenging attendance data
 - Monitoring attendance figures for the whole school
 - Holding the headteacher to account for the implementation of this policy
- 5.2 Governors at Jigsaw work in monitoring pairs. The link governors for attendance are the governors with responsibility for Behaviour & Attitudes under the Education Inspection Framework (EIF). Attendance is reviewed as part of their monitoring visits.
- 5.3 Attendance data and reports are provided for each full governing body meeting and discussed as part of the agenda.

Role of the Director of Education & Deputy Headteacher

- 5.4 The Director of Education and Deputy Headteacher are responsible for:
- Implementation of this policy
 - Leading attendance across the school and offering a clear vision for attendance improvement
 - Monitoring trends by using data effectively to help strategic planning
 - Regularly reviewing school-wide and individual pupil attendance rates and trends and targeting intervention and support to those pupils whose attendance is a concern
 - Devising specific strategies to address areas of poor attendance identified through data and monitoring the impact of any implemented strategies
 - Ensuring there is an appropriate and effective absence reporting and registration system in place
 - Reviewing and authorising or otherwise any absence requests received from families
 - Reporting attendance figures to the Governing Body each term
 - Ensuring that individual pupil attendance figures are reported to parents as part of each pupil's Annual Review and termly reports
 - Ensuring systems are in place for reviewing and updating parents' contact details and that the school holds details of at least two emergency contacts for each pupil
 - Referring irregular or unjustified patterns of non-attendance to the Local Authority
 - Ensuring that home learning activities for pupils with long term illness or other

unavoidable long-term absence is provided if they are well enough to undertake the work

- Ensuring staff with responsibilities for attendance receive training on the use and understanding of attendance codes and authorised and unauthorised attendance

Role of School Administration Team

5.5 The school administration team is responsible for:

- Completing attendance registers at the start of morning sessions and at the beginning of afternoon sessions
- Ensuring a back-up copy of attendance registers completed on SchoolPod is taken at least once a month
- Monitoring individual pupil and class attendance on a daily basis and informing the School Management Team of absent pupils daily
- Listening and responding to absence calls and messages and checking school attendance e-mail each day
- Sending written confirmation of requests for leave of absence to parents
- Providing attendance data reports for Local Authorities as requested
- Providing individual pupil attendance information to parents each term and as part of the Annual Review Report
- Filing Pupil Absence Forms and updating the school calendar as required
- Contacting parents of absent pupils on the first day of absence where the school has not been previously notified of the absence
- Sending a letter, e-mail and/or text message to parents where the school has not been able to contact families on the first day of absence
- Following-up any unexplained absences and updating the register with the appropriate code
- Maintaining contact details for parents and emergency contacts up to date on SchoolPod.

Role of Teaching Staff

5.6 Teaching Staff are responsible for:

- Setting an example of punctuality and good attendance
- Informing the school administration team of absent pupils each morning
- Emphasising the importance of punctuality and good attendance to pupils and parents
- Reporting concerns related to a pupil's attendance to the School Management Team
- Providing a welcoming atmosphere and safe learning environment.

Role of Parents

5.7 Parents are responsible for:

- Making sure their child attends every day
- Contacting the school, by e-mail or alternatively by telephone, on the first day of their child's absence by 8.30am (and each subsequent day of absence), and advise when they are expected to return
- Completing and returning Pupil Absence Request forms as relevant
- Providing regular updates to school in the case of prolonged absence
- Collecting their child or making arrangements for their child to be collected at the end of the school day or agreed time if attending an extra-curricular activity
- Collecting their child or making arrangements for their child to be collected in case of their child falling ill during the school day
- Avoiding taking holiday in term time
- Making every attempt to arrange dental and medical appointments out of school hours
- Informing the school of any changes to their contact details.

6. School Day

- 6.1 The school day starts at 9.15am and finishes at 3.30pm. The school offers the option for secondary age pupils to remain in school until 3.45pm to enable the school to manage end of day transitions safely and effectively. Where pupils in Reception Year and/or in Years 1 to 3 share transport with secondary age pupils, the earlier 3.30pm finish time will apply for all pupils. The finish time for all other primary year group pupils who share transport with secondary age pupils, will need to be agreed amongst parents via the transport provider.
- 6.2 On the last day of each half term/term, the school day ends at 1.30pm for pupils who normally leave at 3.45pm and 2.00pm for pupils whose normal leaving time is 3.30pm.

7. Recording Attendance

Attendance Registers

- 7.1 The school will keep an electronic attendance register for all pupils. The attendance register will be completed by the school administration team at the start of each day and once during the afternoon session. The register is taken at 9.45am and is kept open till 10.45am. The afternoon registration period is between 1.00pm – 2.00pm.
- 7.2 The attendance register will mark whether every pupil is:
- Present
 - Attending an approved off-site educational activity
 - Absent

- Unable to attend due to exceptional circumstances
- 7.3 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
- 7.4 The school will also record:
- Whether any 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
- 7.5 The school will keep every entry on the attendance register for a minimum of 3 years after the date on which the entry was made.
- 7.6 Pupils are expected to arrive in school by 9:15 on each school day.
- 7.7 At times, pupils may be subject to altered timetables to take account of medical needs. In these circumstances, the registration periods will be amended accordingly as agreed and will have the same tolerances applied to their arrival times as other pupils.

Unplanned Absence

- 7.8 Parents must notify the school of the reason for absence on the first day of an unplanned absence by 8.30am by emailing attendance@jigsawschool.co.uk or calling the school on 01483 273874 and leaving a message stating the pupil's name, reason for absence and indication of the expected return date/time.
- 7.9 Absences due to illness will be marked as authorised unless the school has a genuine concern about the authenticity of the illness.
- 7.10 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. The school will not ask for medical evidence unnecessarily.
- 7.11 If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance of any change to the attendance register.

Planned Absence (see also Section 8 below)

- 7.12 Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent notifies the school of the appointment as far in advance as possible. Parents should request a leave of absence by emailing attendance@jigsawschool.co.uk or by completing and returning the 'Pupil Absence Request' form. The form can be found on the

school's webpage and at the end of this policy. (See Appendix 2)

- 7.13 However, parents are encouraged 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.
- 7.14 Taking holidays in term time will affect a child's schooling as much as any other absence. Parents are expected to assist by not taking children on holiday during school time. To support parents with planning holidays, the school's term dates are published a year in advance and made available on the school's website.

Lateness and Punctuality

- 7.15 A pupil who arrives 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
- 7.16 For ongoing punctuality issues, the school will work with families to address concerns and offer strategies to support pupils arriving on time.
- 7.17 We will note any attendance issues that are linked to school transport provided by the Local Authority or severe traffic disruptions, so this does not impact on pupil's overall attendance figures.

Following up Unexplained Absence

- 7.18 Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:
- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason.
 - If the school cannot reach any of the pupil's emergency contacts, the school may contact the pupil's social worker (if applicable) or the police.
 - Identify whether the absence is approved or not
 - Identify the correct attendance code to use and input this as soon as the reason for absence is ascertained – this will be no later than 5 working days after the relevant 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 the pupil's Local Authority.

Reporting to Parents

- 7.19 The school will regularly inform parents about their child's attendance and absence as part of the Annual Review and the termly reports.

8. Authorised and Unauthorised Absence

Approval for term time absence

- 8.1 The Director of Education will only grant leave of absence to a pupil during term time if

they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Director of Education's discretion, including the length of time the pupil is authorised to be absent for.

- 8.2 The school considers each request for term-time absence individually, taking into account the specific facts, circumstances and context behind each request and the attendance rates and previous requests for term-time absence for the pupil.
- 8.3 Any request should be submitted as soon as it is anticipated, and where possible, at least 2 weeks before the absence by completing and returning the Pupil Absence Request form, accessible via the school's website, at the end of this policy (See Appendix 2) or the school administration team. The Director of Education may require evidence to support the request for leave of absence.
- 8.4 Parents will receive an email confirmation that will indicate whether a request for leave has been approved or not and outline the details of when the pupil is expected to return to school. Parents should contact the school immediately if there will be a cause for delay from the stated date of return.
- 8.5 Absence, without the Director of Education's approval, will be recorded as unauthorised in the school register.
- 8.6 Valid reasons for authorised absence include:
 - Illness (both mental and physical) and medical/dental appointments
 - 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 parents' religious body whether the day is set apart.
 - Celebratory events or special family celebrations
 - Compassionate circumstances
 - Visits, interviews, assessments and transition days at other provisions

9. Strategies for Promoting Attendance

- 9.1 Where there is a concern for attendance, individualised strategies will be implemented according to each pupil's and their family's needs. The strategies may involve outreach support for families, working with and providing training for transport providers, behaviour management strategies to support pupils such as token economies and home-school behaviour contracts etc.

10. Attendance Monitoring

Monitoring & analysing attendance

- 10.1 Daily absences are monitored on an individual pupil level by the administration team and reported to the Director of Education, Deputy Head and Designated Safeguarding Lead.
- 10.2 The School Management Team monitors, reviews and analyses attendance and absence rates monthly as part of School Management Team meetings to:
 - Identify whether or not there are any particular pupils whose absences may be a cause

for concern and targeted support is required.

- Look at historic and emerging patterns of attendance and absence, and develop strategies to address these patterns

10.3 Data for each half term, term and year are also monitored by the School Management Team and reviewed as part of governor visits and governing body meetings.

Using data to improve attendance

10.4 The school will:

- Ensure key staff have access to attendance information to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place and inform future strategies

Reducing persistent and severe absence

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

10.6 The school will:

- Use attendance data to identify any patterns and trends of persistent and severe absence
- 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 as appropriate

10.7 Persistent and severe absence from school can be a safeguarding concern. The safeguarding team regularly review pupil absence and works with parents and other professionals to support the family (e.g. liaison with social services, home visits)

11. Monitoring arrangements

11.1 This policy will be updated as guidance from the Department for Education is updated, and as a minimum every two years by the Deputy Headteacher. At every review the policy will be approved by the School Management Team and ratified by the governors responsible for attendance.

11.2 This policy was last reviewed in January 2024.

12. Version History

No.	Date	Amendment
1.1		
1.2	April 2019	Reviewed
1.3	November 2019	In Appendix, forms updated in line with Jigsaw house style.
1.4	April 2020	Reviewed and updated policy. Updated guidance links. Removed template letters from Appendix in light of changes to flowchart.
1.5	September 2020	COVID-19 Addendum added
1.6	March 2021	Policy reviewed and updated. Minor updates and changes made in the Addendum section
1.7	March 2022	Policy reviewed and updated. Added to 5.5.1 regarding parents' responsibility when their children become unwell during the school day. 8.1.1 School Day – more information added on school day and finishing times. 9.4.2 – letters replaced with email response; 10.2 & 11.1 MASH changed to C-SPA. 13. Covid Addendum updated. 15 Legislation and Guidance links updated. Appendix 2 Attendance management updated and formatted. Removed holiday request response letter as these are now responded to via email. Definition of "parents" added at 2.3 and adjusted through policy.
2.1	March 2023	Policy overhaul
2.2	January 2024	Updated 6.2 to reflect changed finishing times on the last day of each half term.

13. Related Legislation & Guidance

Document	Location
Children Act 2004	http://www.legislation.gov.uk/ukpga/2004/31/contents
Data Protection Act 2018	http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted
Working together to improve school attendance Guidance for maintained schools, academies, independent schools, and local authorities	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf
Equality Act 2010: Advice for Schools (DfE) May 2014	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/315587/Equality_Act_Advice_Final.pdf
Parental responsibility measures: attendance data collection (PRM-A) 2019 Guide to the collection of attendance penalty notices, parenting contracts, parenting orders and attendance case management August 2019	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/827308/PRMA_data_collection_guide_2019v1.0.pdf
Department for Education Children Missing Education - September 2016	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf
Department for Education Statutory guidance on Alternative Provision - January 2013	https://www.gov.uk/government/publications/alternative-provision
Department for Education Keeping Children Safe in Education	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2022.pdf
The Education (Pupil Registration) (England) Regulations 2006 (and amendments)	http://www.legislation.gov.uk/uksi/2006/1751/regulation/8/made

The Education (Pupil Registration) (England) (Coronavirus) (Amendment) (No. 2) Regulations 2020	https://www.legislation.gov.uk/uksi/2020/816/contents/made
Education Act 1996, 2002, 2011	http://www.legislation.gov.uk/ukpga/1996/56/contents
Surrey County Council Policy Guidance for Safeguarding Pupils Missing in Education – May 2017 (revised November 2017)	https://www.surreycc.gov.uk/_data/assets/pdf_file/0005/109589/Final-CME-Policy-2017-ver-2-updated-nov17.pdf

14. Related Internal Documentation

Document	Electronic Copy Location

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

APPENDIX 2 - Pupil Absence Request Form

PUPIL ABSENCE REQUEST

Full Name of Pupil		Class	
Start date		Start time	
Return date		Return time	

Reason for absence <i>(please tick as appropriate)</i>	Medical/dental appointment	Illness/sickness	Holiday	Other <i>(please specify)</i>

Please provide detailed reason for absence:

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.....

.....

.....

Parent/guardian/carer name

Signature Date

PLEASE RETURN THE COMPLETED FORM TO ADMIN OFFICE, JIGSAW SCHOOL

JIGSAW USE ONLY:

Absence code *(please circle)*

B	C	D	E	F	G	H	I	J	L	M	N
O	P	R	S	T	U	V	W	X	Y	Z	

Reviewed by

Job title Date