



<b>Attendance Policy</b>	
<b>Independent School Standards: part 3, 15</b>	
<b>Latest ratification by Trustees:</b>	<b>September 2023</b>
<b>Next review by Trustees:</b>	<b>October 2024</b>
<b>Latest Update:</b>	<b>September 2023</b>
<b>Links:</b>	<b>Safeguarding policy Anti-bullying policy Behaviour policy</b>

## 1. Introduction

Regular attendance at school is essential to ensure uninterrupted learning, and to enable young people to engage fully with all aspects of school, including building strong social and emotional skills. At The New School we work collaboratively with parents to ensure a regular pattern of attendance is maintained for all young people. Regular attendance at school is an essential part of committing to join, and participate in The New School.

We expect all young people to attend school every day, as long as they are fit and healthy enough to do so. We work closely with young people and families to support attendance and where necessary we put in place appropriate procedures to support this. The New School offers families a flexi-school option on Fridays. Attendance or non-attendance on a Friday is agreed a term in advance. Minimum attendance for Reception to Year 8 is four days a week. From Year 8 upwards, minimum attendance is five days a week.

We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning. In line with our whole school ethos we aim to support young people and their families when issues around attendance arise through a relational approach.

## 2. Each child's attendance can be summarised as:

<b>95%+</b>	An excellent level of attendance. This supports all aspects of young people's learning and enables them to engage fully in school life, supporting a positive work ethic.
<b>90%-95%</b>	There is scope to improve attendance.
<b>Below 90%</b>	<b>Absence is causing serious concern.</b> Absence of below 90% significantly affects learning and progress and is detrimental to young people's ability to follow a coherent curriculum, as well as their own self-determined goals. We will work closely with young people with this level of attendance, and where relevant external agencies.

Absence from school without good reason puts the school in a very difficult position as we have a statutory duty to report all absence. Parents have a key role in supporting young people and the school, and giving timely and accurate reasons for absence. Only the school can authorise absence, and we will not authorise all absence.

**At The New School we aim to have a whole school attendance rate of 100%.**

Non-attendance is an important issue that is treated seriously, however each case is different and the school acknowledges that no one standard response will be appropriate in every case. In every case, **early intervention** is essential to prevent any issues from worsening. Consideration is given to all factors affecting attendance before deciding what intervention strategies to apply.

It is really important for parents/carers to keep the school fully informed of any matters that may affect their young person's attendance.

If attendance drops below 90%, parents and carers will be invited to attend a meeting to discuss attendance concerns and to put in place a plan for support to improve attendance.

### ***Flexi-holiday***

- Each young person is able to use up to five flexi holidays within each academic year for personal reasons or holidays. These days are approved by the co-Headteachers and should be requested via the office in advance

of days off - a minimum of a week's notice is required, but ideally longer. The flexi holidays are recorded as authorised absence.

### **3. Early intervention and who is responsible**

A key element of our school absence procedures are the systems for identifying and addressing emergent patterns of irregular attendance at an early stage. This includes:

- First day contact with parents for all young people absent without known reason by the **school office**
- Analysis of individual young people's attendance data to identify quickly any patterns of absence which cause concern - **class teachers, pastoral lead and co-Headteachers**
- Procedures to investigate and resolve unexplained absence within a week - **pastoral lead and co-Headteachers**
- School attendance plans for young people causing significant concern - **pastoral lead and co-Headteachers**

### **4. Arrival and registration AM & PM**

All young people should be in the school ready to register by **9a.m.** Young people can enter the school from **8.45a.m.** The register is taken twice a day. A day counts as 2 attendances.

- Morning registration begins at 9am and ends at 9.10a.m. If a young person arrives after 9.10 they will be marked as late. The school office will follow up any missing young people and/or missing marks, making contact with parents/carers.
- Afternoon registration begins at 12.30pm and ends at 12.40pm. If a young person arrives after 12.40pm they will be marked as late. The school office will follow up any missing young people and/or missing marks, making contact with parents/carers

### **5. Parental responsibility**

It is the parent/carers' responsibility to ensure their child receives a full-time education, and this includes attending school regularly. It is also really important that young people are at school on time, as lateness really impacts their ability to settle in the morning, and is disruptive for learning - not just for the individual, but for the class as a whole.

### **6. Illness and medical appointments**

When a young person is unwell, parents should contact the school before 9.00a.m. on the first day of absence informing the school of the reason for this absence.

When a young person is absent, the office will record the absence in the register. As part of our Safeguarding Procedures, the school office will endeavour to contact the parent or carer and other emergency contacts if no message has been received regarding the reason for the absence.

#### ***Please note:***

- Every effort should be made to arrange medical appointments outside school hours.
- An appointment card or verification by the doctors/dentist/ hospital may be required.
- If it is necessary for a young person to be out of school for this reason, the young person should return to school directly after the appointment.
- If your young person is absent due to vomiting or another communicable illness (please see appendix A below) then they should not return to school for the next 48 hours after the last time that the young person is sick. This is to reduce the risk of infection to other children and adults at school.

## 7. School responsibility – the law and school attendance

Under the Education (Pupil Registration) (England) Regulations 2006 the governing body is responsible for making sure that admissions and attendance registers are kept. Unless stipulated, each regulation applies to all schools in England.

The Education (Pupil Registration) (England) Regulations 2006 restricts authorised leave of absence to be for families with exceptional circumstances. The decision rests with the school and all applications for absence requests must be made in advance by the parent the young person normally resides with.

School trustees are bound by the statutory requirement under Section 538 of the Education Act 2006 which requires governing bodies to provide information requested by the Secretary of State. This includes absence data that will be collected every term and divulged during routine school inspections.

All staff work to ensure a high level of enjoyment and commitment to learning as a means of ensuring regular attendance. The Co-Headteachers hold responsibility for attendance matters, supported by the staff team.

Attendance is recorded and data is stored and analysed using our Management Information System (MIS) - Arbor.

It is a statutory duty for class teachers to take a register and maintain accurate records; these are legal documents, and may be called for as evidence by a court. Class teachers are legally responsible for marking their class register twice per day at the start of each session.

The co-Headteacher, not parents, authorises absence; The New School must adhere to the DfE guidelines in authorising absence.

## 8. Absence due to the following reasons would be authorised:

- Illness
- Religious observance
- Attendance at medical appointments which cannot be made outside school hours  
(also see Section 9)

## 9. Definitions

Every half-day absence has to be classified by the school (not by the parents) as either **AUTHORISED** or **UNAUTHORISED**. This is why information about the cause of each absence is always required, preferably in writing or by telephone.

### ***Authorised absence***

An absence is classified as authorised when a young person has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a young person has been unwell and the parent writes a note or telephones the school to explain the absence. Only a school can make an absence authorised.

### ***Unauthorised absence***

An absence is classified as unauthorised when a young person is away from school without permission of the co-Headteachers.

Unauthorised absences are those which the school does not consider reasonable and for which no authorisation has been given. This includes:

- Parents keeping young people off school unnecessarily

- Truancy before or during the school day
- Absences that have never been properly explained
- Holidays not agreed

## **12. Coding Information**

- Class teachers should only the code for 'present' at school.
- All other attendance coding and absence follow up is dealt with firstly by school office

### ***Other Codes (for office use only)***

#### **Code B: Off-site educational activity**

This code should be used when young people are present at an off-site educational activity that has been approved by the school.

#### **Code D: Dual Registered - at another educational establishment**

#### **Code J: At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment.

#### **Code P: Participating in a supervised sporting activity**

This code should be used to record the sessions when a young person is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

#### **Code V: Educational visit or trip**

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

#### **Code W: Work experience**

Work experience is for young people in the final two years of compulsory education.

### ***Authorised Absence from School codes (for office use only)***

Authorised absence means that the school has either given approval in advance for a young person of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

#### **Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

#### **Code E: Excluded but no alternative provision made**

If no alternative provision is made for a young person to continue their education whilst they are excluded but they are still on the admission register, they should be marked absent in the attendance register using Code E.

**Code H: Holiday authorised by the school**

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave.

**Code I: Illness (not medical or dental appointments)**

Schools should advise parents to notify them on the first day the young person is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc rather than doctors' notes.

**Code M: Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the young person should only be out of school for the minimum amount of time necessary for the appointment.

**Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

**Code S: Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 young people during public examinations. Provision should still be made available for those young people who want to continue to come into school to revise.

**Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

***Unauthorised Absence from School codes (for office use only)***

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

**Code G: Holiday not authorised by the school or in excess of the period determined by the co-Headteachers.**

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the young person out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

**Code N: Reason for absence not yet provided**

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a young person's absence. When the reason for the young person's absence has been

established the register should be amended. This code should not be left on a young person's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

**Code O: Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

**Code U: Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

***Not attending in circumstances relating to coronavirus (COVID-19) (for office use only)***

For the school year 2021 to 2022, a new category has been added to record instances when a young person is 'not attending in circumstances relating to coronavirus (COVID-19)'. See here for more detail/info:

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

**Code X: not attending in circumstances relating to coronavirus (COVID-19)** (This code is not counted as an absence in the school census)

This code is used to record sessions where the young person's travel to or presence at school would conflict with:

- Guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care<sup>12</sup> or any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

<sup>12</sup> And their equivalents in Scotland, Wales and Northern Ireland if a young person attending a school in England resides there.

Schools should also continue to use code X to record when a young person is not of compulsory school age is not expected to attend as detailed below.

**Administrative Codes**

The following codes are not counted as a possible attendance in the School Census.

**Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age young people are not expected to attend.

**Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a young person is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the young person's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the young person from attending school.
- This code can also be used where a young person is unable to attend because:
- The young person is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the young person is attending educational activities then they can record those sessions as code B (present at approved educational activity).

- This code is collected in the School Census for statistical purposes.

**Code Z: Pupil not on admission register**

This code is available to enable schools to set up registers in advance of young people joining the school to ease administration burdens. Schools must put young people on the admission register from the first day that the school has agreed, or been notified, that the young person will attend the school.

**Code #: Planned whole or partial school closure**

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

## Health Protection for schools, nurseries and other childcare facilities

## Exclusion table

Infection	Exclusion period	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended.
Chicken pox	Five days from onset of rash and all the lesions have crusted over	
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and heal without treatment
Conjunctivitis	None	If an outbreak/cluster occurs, consult your local HPT
Diarrhoea and vomiting	Whilst symptomatic and 48 hours after the last symptoms.	See section in chapter 9
Diphtheria *	Exclusion is essential. Always consult with your local HPT	Preventable by vaccination. Family contacts must be excluded until cleared to return by your local HPT
Flu (influenza)	Until recovered	Report outbreaks to your local HPT.
Glandular fever	None	
Hand foot and mouth	None	Contact your local HPT if a large numbers of children are affected. Exclusion may be considered in some circumstances
Head lice	None	Treatment recommended only when live lice seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local HPT will advise on control measures
Hepatitis B*, C*, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your local HPT for more advice
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
Measles*	Four days from onset of rash and recovered	Preventable by vaccination (2 doses of MMR). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ) Your local HPT will advise on any

		action needed
Meningitis viral*	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your local HPT for more information
Mumps*	Five days after onset of swelling	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff.

Infection	Exclusion period	Comments
Ringworm	Not usually required.	Treatment is needed.
Rubella (German measles)	Five days from onset of rash	Preventable by vaccination with 2 doses of MMR (see national schedule @ <a href="http://www.nhs.uk">www.nhs.uk</a> ). Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scarlet fever	Exclude until 24hrs of appropriate antibiotic treatment completed	A person is infectious for 2-3 weeks if antibiotics are not administered. In the event of two or more suspected cases, please contact local health
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time.
Slapped cheek /Fifth disease/Parvo virus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child & household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need an antibiotic treatment
Tuberculosis (TB)	Always consult your local HPT BEFORE disseminating information to staff/parents/carers	Only pulmonary (lung) TB is infectious to others. Needs close, prolonged contact to spread
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

**\*denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control).**

Health Protection Agency (2010) Guidance on Infection Control in Schools and other Child Care

Settings. HPA: London.