

# **PAKEFIELD**



## **Attendance Policy**

**September  
2021**

## **1. Introduction and Aims**

1.1 Pakefield High School is committed to providing an education of the highest quality for all its students and recognises this can only be achieved by supporting and promoting excellent school attendance for all. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them. High attainment depends on good attendance.

1.2 The whole school community – students, parents and carers, teaching and support staff and school governors – have a responsibility for ensuring good school attendance and have important roles to play. The purpose of the policy is to clarify everyone's part in this.

1.3 The policy has been drawn up after consultation with the whole community and is based on current government and Local Authority guidance and statutory Regulations. The school will ensure that all members of the school community know of the policy and have access to it.

1.4 We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance 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

We 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

## **2. School's Roles and Responsibilities**

2.1 All staff (teaching and support) have a key role to play in supporting and promoting excellent school attendance and will work to provide an environment in which all our students are eager to learn, feel valued members of the school community and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

### **2.2 Attendance Lead**

A member of the Senior Leadership Team will oversee, direct and co-ordinate the school's attendance officer to work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that up-to-date attendance data and issues are made regularly available to all staff, students and parents (who will regularly be reminded about the importance of good school attendance) and that a report is prepared for the governing body half termly. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

### **2.3 Registration**

The school is legally required to mark the attendance register twice each day; once at the start of the day and once during the afternoon session. The school will also track lesson attendance at the start each lesson and report any concerns using the school systems.

Coaches and teachers are responsible for completing the attendance registers using the prescribed codes (see below)

## **2.4 The governing body**

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

## **2.5 The Headteacher**

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

## **2.6 The attendance officer**

The school attendance officer:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

## **2.7 Form tutor/ class teacher**

Form tutors/ class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

## **2.8 School Admin/ Officer Team**

School office team are expected to take calls from parents about absence and record it on the school system.

## **2.9 Recording attendance**

Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

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

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 08.25 on each school day.

The register for the first session will be taken at 08.30 and will be kept open until 08.50. Any student who arrives between 8.30 and 8.50am will be marked 'Late' and the minutes recorded. This will be counted as present but will be dealt with under the school's policy on punctuality and lateness.

The register for the second session will be taken at 13.45

## **2.4 Categorising absence**

i) A mark will be made in respect of each child during registration. Any child who is not present at this time will be marked as unknown (N) absence unless leave has been granted by the school in advance or the reason for absence is already known and accepted by the school as legitimate.

Where a reason for absence is given and accepted by the school at a later stage, the register will be amended in such a way that the original entry and the amendment /correction are distinguishable. The decision about whether the absence should be authorised or unauthorised rests with the Attendance Officer and agreed by the Headteacher.

ii) Pakefield High School recognises the clear links between attendance and attainment, and attendance and safeguarding children. It recognises that inappropriate authorisation of absence can be as damaging to a student's education as authorised absence, will potentially send a message to parents that any reason for non-school attendance is acceptable and can render students extremely vulnerable to harm. If absence is frequent or continuous, and except where a child is clearly unwell, staff will challenge parents about the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a student's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always rest with the school.

iii) If no explanation about an absence is received by the school within 2 weeks, the absence will remain unauthorised;

iv) Absence will be authorised in the following circumstances:

(a) where leave has been granted by the school in advance, for example –

- a pupil is to participate in an approved performance for which a licence has been granted by the Local Authority,
- a pupil is involved in an exceptional special occasion – in authorising such an absence the

individual circumstances of the particular case and the student's overall pattern of attendance will be considered, in exceptional circumstances, permission has been granted for a family holiday for which the parents have sought permission in advance.

(b) where the school is satisfied that the child has a significant illness or is too ill to attend;

(c) where the pupil / student has a medical appointment (although parents should be encouraged to make these out of school hours wherever possible, and to return their child to school immediately afterwards – or send him/her to school beforehand);

(d) where there is an unavoidable cause for the absence which is beyond the family's control, e.g. extreme weather conditions;

(e) the absence occurs on a day exclusively set aside for religious observance by the religious body to which the student's parents belong;

(f) the student lives more than three miles away yet within our school's catchment area and no suitable transport arrangements have been made by the Local Authority;

(g) the student is of no fixed abode, his/her parent is engaged in a trade which required him/her to travel, the student has attended school as often as the nature of the trade permits and, he/she has attended 200 sessions in the preceding 12 months;

(h) in other exceptional circumstances (e.g. a family bereavement) and for a very limited period.

v) Except in the circumstances described above, absences will be unauthorised. Some examples of reasons for not authorising absence would be:

- no explanation has been given by the parent;
- the school is not satisfied with the explanation;
- the student is staying at home to mind the house;
- the student is shopping during school hours;
- the student is absent for unexceptional reasons, e.g. a birthday;
- the student is absent from school on a family holiday;
- the student has been stopped during a truancy sweep and is unable (or the parent is unable) to give a satisfactory reason for the absence.

## **2.5 Approved educational activity**

Where a student is engaged in off-site approved educational activities, the school will check his/her attendance on a daily basis before entering the appropriate code in the register.

## **2.6 Class registers**

In order to track students' whereabouts throughout the day, deal with any truancy that occurs after morning or afternoon registration and to ensure the safety of students, subject teachers will take a register at the beginning of every lesson to record absence and lateness. Any sudden absences that occur during the day will be picked up immediately by the standards team and measures taken to locate the student.

## **2.7 Staff Training**

All staff responsible for taking registers, including any temporary or supply staff, will receive Sufficient training by the attendance officer, year lead or Cover Manager to enable them to perform the task accurately.

### **3. Collection and Analysis of Data**

All attendance data will be complete, accurate, analysed and reported to the senior leadership team through SLT lead, parents (where appropriate) and the governing body. The report should include commentary on the trajectory and the school target. The data will inform the school's future practice to improve attendance and prevent disaffection.

3.1 Attendance is monitored by House group, Year group, and at subject level. It is also analysed by gender, ethnicity, students with special educational needs and those who are vulnerable to poor attendance.

3.2 Accurate attendance returns are made to Suffolk County Council and the DfE within the stipulated time frame.

### **4. Systems and Strategies for Managing and Improving Attendance**

4.1 Attendance has a very high profile at Pakefield High School and is regularly discussed at assemblies and in coaching groups. Parents are regularly reminded in newsletters and school meetings about the importance of good attendance and its links to attainment.

4.2 The school has procedures for dealing with unexplained absences promptly and certainly within a week. Please note that only ½ days absence will be authorised for orthodontic appointments and where applicable, medical appointments.

#### **4.3 First-day calling**

The school has in place a system of first-day calling. This means that parents will be telephoned on the first day a student is absent without explanation to establish a reason for the absence. This helps to identify at an early stage students who do not have a good reason for absence or who may be absent without their parents' knowledge. Where it is not possible to make contact with parents on the first day of absence, the school will continue to try and establish contact and if there is no response, a text will be sent.

#### **4.4 Meetings with parents**

When a student's attendance falls below 95%, parents will be contacted initially by the attendance officer to discuss our concerns. If, subsequently, attendance does not improve then parents will be sent formal notification of our concern and if attendance still does not improve, then with or without explanation, the school will either invite parents to a meeting to discuss the reasons for the absences or advise that medical evidence will be required for all future absences relating to illness.

Plans should be put in place with the parents and student to resolve any difficulties and improve the attendance within a specified time limit – usually no more than 6 weeks. It will be explained to parents that any future absences will be unauthorised unless there is clear evidence of a good reason for them.

#### **4.5 Referral to the Education Welfare Officer (EWO)**

This school has an EWO who visits the school on a regular basis. If there continues to be unauthorised absences by the end of the specific time (or sooner if the student is failing to attend school at all), the matter can be referred to them.

## **Education Penalty Notices**

Education Penalty Notices were introduced by the Anti-Social Behaviour Act 2003. They are fixed penalty notices aimed at reducing the levels of unauthorised absence from schools.

- Education Penalty Notices are fixed penalty fines which are issued to parents in relation to
- unauthorised absences of their children from school.
- The Local Authority, schools or the Police can issue them.
- Education Penalty Notices impose a fine of £60 if paid within 21 days, increasing to £120
- between 21 and 28 days for each parent with responsibility.
- Upon payment, a parent's legal liability in respect of the relevant period of absence is discharged and he or she cannot be prosecuted for the period of non-attendance in question.

## **When will Education Penalty Notices be issued?**

- Unauthorised holidays in term time.
- Parentally condoned absence where the parent is deemed capable but unwilling to address attendance problems (e.g. a failure to engage with support measures).
- A parent continually fails to provide an explanation for a student's absence in accordance
- with the school's procedures.
- The student has a record of unauthorised absences which appear to have been avoidable.
- A pattern of poor attendance develops during a student's final year of compulsory education.
- On completion of a satisfactory investigation following a truancy sweep.
- There is persistent late arrival after the school register has closed.
- This is not an exhaustive list and each case will be considered individually.

## **Procedure for Education Penalty Notices**

The Education Penalty Notice system can be used where six unauthorised absences have been recorded against a student within 3 months.

- Usually, other than for unauthorised holidays, a letter will have been sent or a telephone call made to establish reasons for the absence. If these have not been given, or the school is not satisfied by the reason, or the required medical evidence has not been provided, then a letter will be sent to indicate we will be pursuing a Fixed Penalty Notice.
- In certain circumstances, including where the six sessions of absence comprise unauthorised holidays in term time, an Education Penalty Notice can be issued without a Formal Warning having been issued previously.
- An Education Penalty Notice will also be issued without a Formal Warning if a Formal Warning has already been issued to the parent/carers within the previous twelve months.
- Any Formal Warnings or Education Penalty Notices will be sent to each parent/carers by first class post to their usual or last known address.
- The fine imposed by the Education Penalty Notice is £60 provided payment is made within 21 days. If payment is made between 21 and 28 days, the fine increases to £120.

### **Non-payment of Education Penalty Notices**

- If payment in full is not received in 42 days, the parent/carer will be prosecuted under s444(1) Education Act 1996 for failing to ensure the regular school attendance of a registered student of compulsory school age.

### **Withdrawal of Education Penalty Notices**

Education Penalty Notices can be withdrawn in certain circumstances. If a parent/carer receives an Education Penalty Notice and believes that it should not have been issued, they should follow the procedure for applying for withdrawal of the notice without delay. Detailed information about how to follow this procedure is provided in the explanatory notes accompanying the Education Penalty Notice.

### **4.6 Lateness and punctuality**

Students are expected to arrive at school, and be in the correct room for registration, on time every day. It is very disruptive to their own education, and that of others in their class, if they are late.

If a student arrives at school after 8.30, they will be sanctioned with a same day 15 minute detention.

If a student is late for school, this absence will be unauthorised unless the school is satisfied that there is a legitimate reason for the student to be late. Such a reason will not include things such as missing the bus, clothes in the washing machine or lost shoes.

A student who is persistently absent by reason of lateness will be dealt with in the same way as other students with an emerging pattern of absence.

Students who arrive late for school but before the register closes will have their names taken by the attendance officer and recorded as Late 'L'. Each late results in a 15minute same day afterschool detention.

For health and safety reasons it is important that the school knows who is in the building. Students arriving late should therefore report to the main office and sign in. It is important that all students arriving late following this procedure.

For the same reason it is important that students leaving the premises legitimately (e.g. for a medical appointment), or returning to school later in the day go to the main office.

### **4.7 Post-registration truancy**

Post-registration truancy occurs when a student goes missing from school having previously registered for the session. This behaviour not only means the student will not be receiving a full time education, it also potentially renders him/her vulnerable to harm. The school takes this very seriously and will endeavour to ensure it does not happen. Early electronic registration of all lessons by subject teachers with prompt referral to the appropriate standards team member to take immediate action is aimed to reduce this to a minimum. If, however, a student appears to have left the premises without authorisation, the school will try to make contact with his/her parents immediately.

### **4.8 Study Leave**

Pakefield High School believes that students' needs are best met if they attend school every day in the period leading up to examinations. No study leave will be granted during this period, therefore, and students will be expected to attend school in the usual way. All



students are expected to attend lessons. An amended Year 11 timetable will be issued in May to allow for teaching and revision through to the end of the exams.

## **5. Term-time Holidays**

5.1 Term-time holidays will not be authorised for students unless in exceptional circumstances.

5.2 The school will consider every application individually; its policy is NOT to grant leave of absence for a holiday other than in the most exceptional circumstances. Time off school for family holidays is not a right. An application must be made in writing, with appropriate evidence, in advance of the intended holiday.

5.3 The school will consider authorising holidays for:

- service personnel and other employees who are prevented from taking holidays during term-time;
- when a family needs to spend time together to support each other during or after a crisis;
- parents who are subject to a strict and un-negotiable holiday rota and evidence is provided to this effect.

5.4 Requests for holidays for the following reason will not be authorised:

- cheaper cost of holiday;
- availability of the desired accommodation;
- poor weather experienced in school holiday periods; and
- overlap with beginning or end of term.

5.5 The school will respond to all requests for a leave of absence in writing giving the reasons for the decision.

5.6 The school will NOT authorise a holiday during periods of national tests, i.e. GCSE examinations.

## **6. Extended leave of absence**

6.1 In considering absence for extended trips overseas, the school will take account of the following:

- a visit to family overseas has a very different significance from a normal 'holiday';
- such visits may be important in terms of children's identity and self-esteem as they grow up;
- parents may feel that the reasons for their visit outweigh the importance of their child's uninterrupted attendance at school (although parents will be encouraged to use the school holiday periods for at least part of their trip);
- the reasons for wishing to make a visit is more difficult, particularly for minority ethnic families, where huge distances and high costs are involved;
- where extended leave of absence is granted there will be an expectation that the pupil undertakes some school-set work during this period.

## **7. Parents'/carers' Responsibilities**

7.1 The prime responsibility for ensuring children receive an appropriate and full-time education rests with parents/carers (defined by the Education Act 1996 as those with parental

responsibility and those who have the care of a child), who will be supported and encouraged by the school.

7.2 The school expects parents/carers will:

- ensure their children attend the school regularly;
- support their children's attendance by keeping requests for absence to a minimum;
- not expect the school to automatically agree any requests for absence, and not condone
- unjustified absence from school.
- Parents will also be expected to:
- Notify the school on the first day of absence;
- ensure their children arrive at school on time, properly dressed and with the right equipment for the day;
- work in partnership with the school, for example by attending parents' meetings and consultations, taking an interest in their children's work and activities;
- contact the school without delay if they are concerned about any aspects of their children's school lives. The school will endeavour to support parents to address their concerns.

## **8. Students' responsibilities**

8.1 All students should be aware of the importance of regular school attendance. If they are having difficulties that may prevent them from attending school regularly, they should speak to their head of year or coaching leader.

8.2 Students should attend all their lessons on time, ready to learn.

Students also have a responsibility for following school procedures if they arrive late.

8.3 A Guide for students is attached.

## **9. Unplanned absence**

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 08.30 or as soon as practically possible.

Parents are asked to contact the school office.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

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. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## **10. Planned Absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers 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.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence.

#### **11. Following up absence**

Where any child we expect to attend school does not attend, or stops attending, the school will:

- Follow up on their absence with their parent/carer to ascertain the reason, by calling/ emailing home setting and or potential completing a home visit.
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

## **A GUIDE FOR PARENTS**

### **1. When does my child need to be in School?**

Your child should be at school in good time for registration. The morning register will be called promptly at **8.30am**.

### **2. What happens if my child is late?**

Registration finishes at **8.45 am**, If your child arrives between **8.30am** and **8.45am** he/she will be marked **late**.

Students who arrive after registration should report to the main office to sign in.

Persistent lateness will be followed up by the attendance officer.

### **3 Does the School need letters explaining my child's absence or will a phone call do?**

We would expect a parent to telephone the school on the first day of absence. If you do not phone us, we will phone you. If we do not receive an explanation, or if the explanation is unsatisfactory, we will not authorise the absence, and this will be shown on your child's report. Six unauthorised absences within 3 months will result in the serving of a fixed penalty notice.

### **4. What reasons may the school accept for absences?**

Illness

Emergency dental / medical appointment (please make routine appointments after school or during the holidays), ½ day only authorised.

Day of religious observance

Family bereavement

Attending an interview for a job, college, university, etc

Except in the case of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences through illness you may be asked to produce a medical certificate.

### **5. What is unacceptable?**

The school will not authorise absence for day trips, visiting relatives, shopping, birthdays or looking after brothers or sisters, etc.

### **6. Will the School contact me if my child is absent?**

The school operates a first day response to absences: we will phone you if we have not heard from you. This is because we believe it is our responsibility to ensure your child's safety as well as their regular school attendance.

If we are concerned about aspects of your child's attendance or punctuality, we will contact you to discuss the best way forward.

### **7. I am thinking about sending my child on an extended absence for an overseas trip to visit relatives. What should I do?**

The school recognises whilst it can be important for children to keep in touch with their extended family, absence from school can only be considered in the circumstances outlined in Paragraph 4.

The school would strongly recommend that such absences do not take place during your child's GCSE course (Years 10 and 11) examinations. You need to complete a leave of absence form.

#### **8. What can I do to encourage my child to attend school?**

Make sure your child gets enough sleep and gets up in plenty of time each morning. Ensure that he/she leaves home in the correct clothes and properly equipped. Show your child, by your interest, that you value his/her education.

#### **9. My child is trying to avoid coming to school. What should I do?**

Contact your child's Head of Year immediately and openly discuss your worries. Your child could be avoiding school for a number of reasons – difficulties with school work, bullying, friendship problems, family difficulties. It is important that we identify the reason for your child's reluctance to attend school and work together to tackle the problem.

#### **10. What are the consequences of high levels of absence from school?**

Reducing absence from school is very important. This is because missing school can damage children's achievements, disrupt the school's routines and affect other children's learning. It can also leave children at risk of anti-social behaviour and youth crime. Above all, missing out on the opportunities provided in school can have a long-term effect on children's chances in life.

#### **Education Penalty Notices**

The Anti-Social Behaviour Act 2003 is a new law that came into force on 27<sup>th</sup> February 2004. It gives powers to county councils, schools and the police to issue Penalty Notices for non-attendance at school.

The Penalty Notices will be issued where it is considered that parents are able to improve their child's attendance but are not willing to do so.

- As a parent, you have a legal duty to ensure that your child receives full-time education. Unless you can show that you are providing this yourself, you must ensure that your child attends school regularly and on time. You will be committing an offence, therefore, if your child fails to attend regularly and punctually and the school has not given permission for the absence or late arrival.
- Remember – only your child's school can authorise absence or late arrival. If you fail to make sure that your child attends regularly and punctually, you may be prosecuted in court. The penalties are severe and, in serious cases, may result in a prison sentence.
- An Education Penalty Notice is an alternative to prosecution. It requires the parent to pay a fixed amount as a fine for the child's non-attendance and avoids a court appearance. It is intended to secure better attendance without taking legal action through the courts.
- Payment is £120 to be paid with 28 days. If the fine is paid within 21 days, payment reduces to £60.

- The fine will apply to each parent for each child who fails to attend regularly and punctually. For example, in a family where there are two parents who fail to ensure proper attendance of their two children, the fine would be £240 for each parent.
- The law defines a parent responsible for ensuring attendance as:
  - Any natural parent, whether married or not.
  - Any parent who, even if not married, has responsibility as a parent.
  - Any person who, although not a natural parent, has care of a child or young person.
  - Having care of a child or young person means that, if the child or young person lives with you and is cared for by you, then you will be regarded as the parent.
- A Penalty Notice will normally be sent by first class post to your home.
- Penalty Notices can be used in a wide range of circumstances. In particular, they will be used where it is clear that parents can ensure their child attends school regularly and on time but are not willing to do so. Before we issue a Penalty Notice, we will check to see how much school your child has missed. We do not take such action lightly. We would prefer to work with parents/carers to improve attendance without having to enforce it. However, we will use these powers if this is the only way to ensure a child attends school properly.
- Parents are not entitled to take their children on holiday in term time. Such holidays can only be taken with the written approval of the Headteacher. Each case will be considered on its merits and the decision of the Headteacher is final. We will issue a Penalty Notice for any period of holiday during term time that has not been authorised by the Headteacher. Please remember that for holidays taken in term time without the school's approval:
  - Each Parent will be fined for each child for each period of absence.
  - A Penalty Notice will be issued regardless of previous attendance.
  - A Penalty Notice will be issued with warning.
  - Taking or allowing your child to take a holiday in term time without the school's permission is a serious matter. If we find that you have done so, we will not hesitate to issue a Penalty Notice.
  - For Parents who have already received a Penalty Notice for a holiday and who then take
    - another one during the same academic year, the school will refer this to the Magistrates
    - Court and Parents may be prosecuted.
  - There is no right of appeal once a Notice has been issued. We can take back a Penalty Notice but only if it should not have been issued in the first place (for example, if your child was actually at school), or it has been issued to the wrong person. If you believe that either of these is true, you contact the school immediately with evidence to support your view. The contact details will be included in the Penalty Notice.
  - Details of how to pay will be included in the Penalty Notice. Please remember that there will be no reminder to pay and no opportunity to pay in instalments. If you do not pay, the consequences can be very serious. You have up to 42 days from receipt to pay the Penalty Notice in full. If after this time it has not been paid, we are required to begin proceedings in the Magistrates Court for the original offence of poor attendance by your child.
  - If proven, this can attract a range of fines up to £2,500, other remedies such

- as Parenting Orders or community sentences, or imprisonment depending on the circumstances. The courts have already imposed such sentences. A guilty verdict will also mean that you will have a criminal record. All this can be avoided by payment in full by the due date.
- If you pay and your child still fails to attend school, you cannot be prosecuted for the period included in the Penalty Notice. However, you can be prosecuted for any further periods of nonattendance not covered by the Notice, depending on the circumstances.
- If you are worried about this, it is vital that you work with the school and support agencies such as the Education Welfare Service.
- If your child is not attending regularly, then speak to your child's Head of Year or attendance officer in the first instance, or with the Education Welfare Service. We will do all we can to help to improve your child's attendance and to support you in making sure that your child is happy in school.

## **ATTENDING SCHOOL REGULARLY A GUIDE FOR STUDENTS**

### **1. Attending regularly and on time**

Regular attendance will help you make the most of the opportunities here at Pakefield High School. It will help you:

- keep up with your school work and get the best results you can;
- get a job – employers like people who are reliable.

Remember, your attendance at school is shown in your Report.

### **2. Absences**

Acceptable reasons for absences include:

- illness
- emergency dental / medical appointments (please make routine appointments after school or during the holidays)
- day of religious observance
- family bereavement
- attending an interview for a job, college, university, etc.

Looking after your brothers and sisters, birthdays, general trips such as shopping and helping at home are NOT reasons to be absent from school.

You will need an explanation from your parents to explain ALL absences from school. If you do not bring a note, or the explanation is unsatisfactory, the absence will count as unauthorised and will be shown on your end of year report.

### **3. Need help?**

Problems with your school work? Are you being bullied? Are your friends giving you a hard time? Are things difficult at school? Are things difficult at home?

You may feel that missing school is the answer. It is not – it may even make things worse.

**TALK TO SOMEONE** – your Head of Year, another member of staff, your parents. We will do everything we can to help you get over the problem.



## Appendix 1: Attendance codes

### 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
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances

<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	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)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	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
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day