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**1. Aims**

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
- Promoting and supporting punctuality in attending lessons

The Designated Senior Lead responsible for attendance is Mrs Taggart (Deputy Head) and can be contacted via 020 72471588 or emailed at [staggart@lyceumschool.co.uk](mailto:staggart@lyceumschool.co.uk).

**2. Legislation and Guidance**

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting 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)
- This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold

### **3. Roles and Responsibilities**

#### **3.1 The Governing Body**

The Governing Body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school each term
- Making sure staff receive adequate training on attendance
- Holding the Headmaster to account for the implementation of this policy

#### **3.2 The Headmaster**

The Headmaster is responsible for:

- Implementation of this policy at the school

#### **3.3 The Deputy Head**

The Deputy Head is responsible for:

- Monitoring school-level absence data and reporting it to the Governing Body/ Headmaster
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance and the Headmaster
- Working with Education Welfare Officers to tackle persistent absence

### **3.4 Class/Specialist Teachers**

- Class/Specialist Teachers are responsible for recording attendance daily, submitting this information to the School Office for both the morning and afternoon sessions.
- It is an expectation that if children have been absent for three days that the Class Teacher will make a phone call home as a method of 'keeping in touch'. Extended absence in this way should then be recorded on CPOMS.

### **3.5 School Administrative Staff**

School Administrative Staff will:

- Take calls and emails from parents about absence on a day-to-day basis and record it on the school system
- Transfer calls and forward emails from parents to the Headmaster or Deputy Head in order to provide them with more detailed support on attendance
- Run reports from iSAMs for Deputy Head to analyse

### **3.6 Parents/Carers**

Parents/Carers are expected to:

- Make sure their child attends school every day on time
- Email Front Desk to report their child's absence before 8.50am on the first day of absence and each subsequent day of absence, and advise when their child is expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day and that in cases that this is not possible 24 hours' notice should be provided. Appointments should be evidenced where possible or may be recorded as unauthorised

### **3.7 Pupils**

Pupils are expected to:

- Attend school every day on time

## **4. Recording Attendance**

### **4.1 Attendance Register**

- We will keep a digital attendance register (iSams) and place all pupils onto this register
- We will take our attendance register at the start of the registration session of each school day and after lunch. It will mark whether a 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 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 Lyceum School attendance codes).

We will also record:

- Whether the 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
- We will keep every entry on the attendance register for the duration of time that the pupil is registered at the school

Pupils must arrive in school by 8.40am each school day. The register for the first session will be taken at 8.45am and will be kept open until 9am. The register for the second session will be taken at 1.45pm and will be kept open until 2pm.

#### **4.2 Unplanned Absence**

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 8.50am or as soon as practically possible by calling the School Administrative staff (see also section 7).

Alternatively, an email can be sent to [frontdesk@lyceumschool.co.uk](mailto:frontdesk@lyceumschool.co.uk). We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the sickness. 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.

#### **4.3 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 following the previous guidance in section 3.6. We ask for medical evidence to support appointments where we can. Parents should request leave of absence by emailing the School Office at [frontdesk@lyceumschool.co.uk](mailto:frontdesk@lyceumschool.co.uk), calling 020 7247 1588 or visiting the reception. 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. Go to section 5 to find out which term-time absences the school can authorise.

#### **4.4 Lateness and Punctuality: 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 (Please see the school's guidance in connection to lateness)

#### **4.5 Following Up on Unexplained Absence**

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
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the absence
- 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 seeking further advice under safeguarding with the appropriate borough in question pertaining to the child's home address

#### **4.6 Reporting to Parents/Carers**

The school will regularly inform parents about their child's attendance and absence levels in termly written reports.

### **5. Authorised and Unauthorised Absence**

#### **5.1 Approval for Term-Time Absence**

The Headmaster will only grant a 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 Headmaster's discretion, including the length of time the pupil is authorised to be absent for. We define 'exceptional circumstances' as a situation that falls outside of those that can be expectedly managed by parents.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Any request should be submitted as soon as it is anticipated and, where possible, by emailing the School Office before the planned absence.

The Headmaster may require evidence to support any request for leave of absence. Valid reasons for authorised absence include:

- Illness and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- 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 the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be

travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

Further examples could include:

Other possible 'exceptional circumstances' where the Headmaster may grant term-time holiday.

## **6. Attendance Monitoring**

Registers are taken each morning at 8.45am and again after lunch at 1.45pm. Class/Specialist Teachers record class attendance using iSAMs online register; should there be any issues with recording this data online, paper registers are taken and sent to the School Office; the School Administrative Staff will record them online at their earliest convenience. Attendance checks occur in the week before the end of each Half Term. Should a child be absent for three days the Class Teacher will make a courtesy call home to touch base with their student. During which reports are run from iSAMs and the data recorded within the attendance folder.

From the end of the Autumn Term, children whose attendance falls below 95% are contacted by the Deputy Head in writing to highlight the issue with attendance; should attendance continue to decrease, parents are invited in to have a meeting and an attendance plan will be created in order to help parents improve their child's time at school.

### **6.1 Monitoring Attendance**

The Lyceum will:

- Monitor attendance and absence data half termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Pupil-level absence data will be collected each term and published at National and Local Authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the Governing Body

### **6.2 Analysing Attendance.**

The Lyceum will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

### **6.3 Using Data to Improve Attendance**

The Lyceum will:

- Provide regular attendance reports to Class Teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place to modify them and inform future strategies

#### **6.4 Reducing Persistent and Severe Absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school. The Lyceum will:

- Use attendance data to find 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
- Upon identifying cases of increasing absence, a letter will initially be sent from the Deputy Head highlighting how parents can work with the school to help improve their children's attendance. In cases where attendance continues to deteriorate closer monitoring and meetings will occur.

#### **7. Monitoring Arrangements**

This policy will be reviewed as guidance from the Local Authority or DfE is updated, and as a minimum yearly by the Deputy head, Headmaster and School Administrative Staff. At every review, the policy will be approved by the full Governing Body.

#### **8. Links with other Policies**

This policy links to the following policies:

- Safeguarding and Child Protection Policy
- Behaviour Policy

### **Appendix 1: attendance codes**

The following codes are taken from The Lyceum's registration system (found on iSAMS) school attendance.

Code	Definition	Scenario
N	No Reason Yet Provided For Absence	Parents have not informed school with the reason for the absence
O	Unauthorised Absence	School is not satisfied with reason for pupil's absence or no reason has been provided after a period of time
U	Late (After Registers Closed)	Pupil has arrived after registration has closed.
I	Illness	School has been notified that a pupil will be absent due to illness
C	Other Authorised Circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
M	Medical / Dental Appointments	Pupil is at a medical or dental appointment
R	Religious Observance	Pupil is taking part in a day of religious observance
V	Educational Visit or Trip	Educational trip or visit Pupil is on an educational visit/trip organised, or approved, by the school
P	Approved Sporting Activity	Pupil is participating in a supervised sporting activity approved by the school
H	Family Holiday (Agreed)	Pupil has been allowed to go on holiday due to exceptional circumstances
B	Educated Off Site	Pupil is at a supervised off-site educational activity approved by the school
G	Family Holiday (NOT Agreed)	Pupil is on a holiday that was not approved by the school
J	Interview	Pupil has an interview with a prospective employer/educational establishment
F	Extended Family Holiday (Agreed)	Pupil is on a holiday that is approved by the school
E	Excluded	Pupil has been excluded but no alternative provision has been made
T	Traveller Absence	Pupil from a traveller community is travelling, as agreed with the school
C1	Regulated Performance	Pupil is partaking in a regulated performance