



## CAVERSHAM PARK PRIMARY SCHOOL

### Attendance Policy

#### Introduction

This policy is written in accordance with statutory guidance outlined in *Working Together to Improve School Attendance (2024)*.

#### The Law on School Attendance and Right to a Full-Time Education

The law entitles every child of compulsory school age to a full-time education suitable to their age, aptitude and any special education they may have. It is the legal responsibility of every parent / carer to make sure their child receives their education either by attendance at a school or by education other than at a school.

Where parents / carers decide to have their child registered at school, they have an additional legal duty to ensure that their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

#### Working in Partnership

At Caversham Park Primary School, we believe that good attendance begins with school being somewhere pupils want to be and therefore the foundation of securing good attendance is providing an environment that is calm, orderly, safe and supportive and where all pupils are keen and ready to learn.

However, at Caversham Park Primary School, we recognise that some pupils find it harder than others to attend school and therefore at all stages of improving attendance, we aim to work in partnership with pupils, their parents / carers and partners to remove any barriers to attendance by working together to put the right support in place.

Where barriers to attendance are outside of the school's control, we recognise that pupils and parents / carers may require access to voluntary external support and we will work in partnership with pupils and parents to ensure that this support is successful in supporting good attendance.

#### School Culture

At Caversham Park Primary School, we believe that good attendance is a learned behaviour and therefore we value good attendance as part of our daily practises in schools. We regularly communicate and celebrate areas of school attendance in communications with parents / carers and in school assemblies.

Good school attendance is of high importance to our school leadership team and our Headteacher, Miss Ray, acts as our "Senior Attendance Champion" in school and is contactable by emailing [admin@cavershampark.reading.sch.uk](mailto:admin@cavershampark.reading.sch.uk) or by calling 0118 937 5433.

#### Attendance and Pupil Welfare

We recognise that good attendance is an indication of good pupil welfare and well-being and understand that children missing education can act as vital warning sign to a range of safeguarding issues. Please see our Safeguarding (including Child Protection) Policy for further information.

## **Attendance and Punctuality Expectations and Procedures**

As outlined previously parents / carers have a legal duty to ensure that their child attends that school regularly. At Caversham Park Primary School, the school gate opens at 8:35am and the school day commences at 8:45am: at which time an attendance register is taken for each class of children. At the time, it is recorded whether each registered pupil is physically present in school or, if not, the reason they are not in school is marked using the appropriate national attendance and absence codes from *regulation 10 of the School Attendance (Pupil Registration) (England) Regulations 2024*. See *Appendix A*.

If a pupil arrives late it is very disruptive for the other children and for the teacher; it can also be distressing for the child. Any arrivals between the start of school 8.45am and 9.15am will be marked as late (L).

The attendance register closes at 9.15am each morning, after which time, a pupil is marked absent (U)

The attendance register is also taken after lunchtime, at the start of the afternoon session.

The school day ends at 3:15pm.

The school also uses an electronic management information system to keep attendance and admission registers.

Parents / carers are expected to notify Mrs. Booth (School Administrator) before or at the start of the school day by either email: [admin@cavershampark.reading.sch.uk](mailto:admin@cavershampark.reading.sch.uk) or telephone: 0118 9375433 providing the reason for the absence of their child.

Where a reason is not provided, then Mrs. Booth will contact parents / carers on the first day of a child's absence, requesting an explanation for their absence.

If the school is either unable to make contact, or has a serious welfare concern for the child, then the Attendance Support Team will be contacted.

## **Granting Leaves of Absence**

At Caversham Park Primary School, we recognise that there are times when an absence is fully justified and schools are required to mark a pupil's absence as either:

- Authorised  
or
- Unauthorised

Authorised Absence includes:

- when a child is ill or is required to isolate for medical reasons
- when a child has a medical appointment
- approved sporting or off-site activity
- educational visits
- religious observance (e.g. the equivalent to 1 day absence for celebrating Eid)
- bereavement
- leave of absence granted in exceptional circumstances\*

Unauthorised absence includes

- no explanation has been given
- the school is dissatisfied with the explanation
- shopping expeditions or outings in school time
- parental illness
- the pupil stays at home to mind the house or look after other family members
- day trips or unexceptional occasions (birthdays)

\*Please note that whilst the Headteacher can grant a leave of absence for other exceptional circumstances at her discretion, she will need to take into consideration factors such as overall pupil attendance rates and the impact of the absence on the pupil's attainment and progress. **It is important for parents / carers to understand that the DfE (and therefore, the School) does not consider a need or desire for a holiday or other absence for the purpose of leisure or recreation to be an exceptional circumstance (*Working Together to Improve School Attendance (DfE 2024)*)**

Parents/Carers are required to complete a Leave of Absence Request Form (*Appendix B*) before any leave is taken and this will be signed off by the Headteacher as either Authorised or Unauthorised. Copies of which are available from the school office or on the school website.

### **Illness**

For information on preventing the spread of diseases and for recommended periods for children to be kept away from school please see; "Guidance on infection control in schools and other childcare settings" available in school and by following this link:

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf)

Guidance on infection control in school. Parents / carers should also consult a GP if they have concerns as to whether their child is able to attend school.

### **Medical appointments**

Parents/carers should endeavour to book routine medical appointments (e.g. non-emergency GP, dentist and optician) outside of school hours.

### **Other Absences**

At Caversham Park Primary School, we recognise that children may experience emotions that make them nervous about attending school. Whilst others may have long term physical or mental health conditions or SEND which may provide a barrier to attendance. Therefore, we aim to support these children by understanding their needs and working in partnership with them and their families to put in-school support in place and in working with local authority and other agencies where external support is needed.

In very exceptional circumstance, where it is in a pupil's best interests, there may be a need for the school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs.

### **Monitoring Attendance Data**

At Caversham Park Primary School, we monitor and analyse attendance patterns and aim to deliver intervention and support in a targeted way to children and their families.

### **The Role of the Governing Body**

The Governing Body or Caversham Park Primary School recognises the importance of school attendance and school attendance data is reviewed in full Governing Body meetings.

### **The Role of the Local Authority**

At Caversham Park Primary School, we work in partnership with the local authority School Attendance Support Team to identify and provide any necessary support or interventions for children who miss 10% or more of their school sessions and so who are regarded as persistent absentees. Children who have an unauthorised holiday in term time are also discussed in these meetings. It is the responsibility of the local authority to decide when to issue fines to parents for taking unauthorised absences in term time.

Policy Date	Review Date
September 2024	September 2026

Appendix A

**School Attendance Codes – Descriptions and Meanings**

School attendance (Pupil Registration) (England) Regulations 2024

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
L	Late (before register closed)	Present
B	Educated off site (NOT Dual Registration)	Approved Educational Activity
K	LA arranged provision at a place other than school	Approved Educational Activity
P	Approved sporting activity (participation in/attendance at)	Approved Educational Activity
V	Educational Visit or Trip (UK/overseas)	Approved Educational Activity
W	Work Experience	Approved Educational Activity
C	Other authorised circumstance (not covered by another appropriate code/description, e.g. bereavement, caring for sick or disabled family member – young carer, agreed special occasions)	Authorised Absence
C1	Absent due to participating in a regulated performance or regulated employment abroad	Authorised Absence
C2	Part-time timetable	Authorised Absence
E	Excluded (no alternative provision made)	Authorised Absence
I	Illness (NOT medical or dental etc. appointment)	Authorised Absence
J1	Interview	Authorised Absence
M	Medical / Dental appointment	Authorised Absence
R	Religious observance	Authorised Absence
S	Study Leave	Authorised Absence
T	Traveller absence Parent Travelling for Occupational Purposes	Authorised Absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised absence (not covered by any other code / description)	Unauthorised Absence
U	Late (after register closed)	Unauthorised Absence
D	Dual registration (i.e. pupil attending other establishment)	Not counted in possible attendances
Q	Lack of transport or boarding access arrangements arranged by LA	Not counted in possible attendances
X	Untimetabled session for non-compulsory school-age pupils	Not counted in possible attendances
Y1	Transport normally provided by the LA or school not available	Not counted in possible attendances

<b>Y2</b>	Widespread disruption to travel due to local, national or international emergency	Not counted in possible attendances
<b>Y3</b>	School partially closed	Not counted in possible attendances
<b>Y4</b>	Whole school site unexpectedly closed	Not counted in possible attendances
<b>Y5</b>	Pupil in criminal justice detention	Not counted in possible attendances
<b>Y6</b>	Travel or attendance contrary to public health guidance or law on transmission of diseases	Not counted in possible attendances
<b>Y7</b>	Unable to attend due to unavoidable cause	Not counted in possible attendances
<b>Z</b>	Pupil not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to pupils (planned closure_	Not counted in possible attendances

Key

Present
Approved Education Activity (Present)
Authorised Absence
Unauthorised Absence
Not counted in possible attendances

Appendix B

REQUEST FOR LEAVE OF ABSENCE FROM SCHOOL FOR HOLIDAY DURING TERM TIME

Please read notes below and complete all sections of the form

This form is to be completed and forwarded to the Head Teacher of the school. Parents have a legal duty to ensure their child/ren's regular attendance at school. The Head Teacher may authorise leave of absence but will consider the reasons for the request, the effect on the continuity of the child/ren's learning and overall attendance. Only in exceptional circumstances may the amount of leave exceed in total more than two weeks (10 days) in any year.

The application should be made well in advance and parents are strongly advised to discuss their plans with school to apply for leave of absence before they confirm their holiday arrangements.

**Please be aware that if you take your child out of school for unauthorised Leave of Absence during term time, you may be issued with a Fixed Penalty Notice.**

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I request that leave of absence be granted to:

Name(s) of Child(ren) \_\_\_\_\_ DOB \_\_\_\_\_

\_\_\_\_\_ DOB \_\_\_\_\_

\_\_\_\_\_ DOB \_\_\_\_\_

From (first day of absence) \_\_\_\_\_ to (last day of absence) \_\_\_\_\_

Full Name(s) of Parent(s) \_\_\_\_\_ / \_\_\_\_\_

Date of birth of parent(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ / \_\_\_\_\_

Date Form Completed by Parent(s) \_\_\_\_\_

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Reasons why this cannot be taken in school holiday period – please complete this section

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Decision: Authorised/ Authorised in Part/ Unauthorised Absence (for office use only) – return copy to parent(s) and Education Welfare Service (EWS)

- We do not authorise leave in term time
- Other
- Religious Observance

Reason/ or see above: \_\_\_\_\_

Name of person signing on behalf of school: \_\_\_\_\_

Date: \_\_\_\_\_