



Pupil Attendance Policy

for the whole School including EYFS

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Mission

Staff, pupils, parents and governors at *Beechwood Park* understand the core *Mission* of the School, which is to *Nurture, Engage* and *Inspire* all of its pupils and, as demonstrated by the images of the *Beechwood Tree* posted in key locations around the School, our primary purpose is to **nurture** the young people in our care.

Nurture

Nurture at *Beechwood* advocates happiness, wellbeing, fun, enjoyment community, safety, security, thriving and friendship. These provide rich soil into which pupils can bury deep roots of engagement. *Beechwood's* child-centred educational philosophy encourages pupils to recognise the part they play in the School's success; this is their School, to which they belong and in which they play important roles, each according to their unique abilities and strengths. In accordance with Maslow's *Hierarchy of Need*, we believe that if our pupils feel nurtured they will **engage** influentially in their learning in and out of *School*.

Engage

Engagement defines how *Beechwood* pupils incrementally develop confidence and independence across a wide range of academic, co-curricular pastoral and spiritual educational experiences. Engagement encourages pupils to establish increasingly independent dialogues with their teachers, recognising them as resources and working in partnership with them. Whilst pupils learn to develop independent learning styles, they also develop collaborative learning, working with others, promoting participation, curiosity, attentiveness, perseverance, determination and scholarship. Through effective engagement the School **inspires** in pupils the skills which will prepare them for a future life of learning.

Inspire

Inspiration is a two-way process; we inspire in pupils with the skills which will powerfully contribute to their success in future years. The School celebrates pupil engagement and attainment in many ways, enabling pupils to recognise their successes and to build upon them. The *Beechwood Tree* identifies these core skills.

Values

Beechwood pupils decide on the School's sixteen fortnightly core *Values* which underpin the *School Mission*. The *Deputy Head (Pastoral)* decides on the annual order of the *School Values*, assigning one *Value* to each fortnight throughout the School year. He publishes each *School Value of the Fortnight* as the first slide on the projected assembly notices at every Monday, Thursday and Friday assembly, enabling the *Headmaster* or the *Chaplain* to develop pastoral messages around each one. *Class Teachers / Form Tutors* and other staff refer closely to these core *Values* throughout the fortnight in *Form Tutor Periods*, in *PSHEE* lessons, in all areas of School life.

Introduction

Beechwood has a statutory duty to report to the local education authority any pupil who is deleted from the admission register in accordance with regulation 12(3) of the *Education (Pupil Registration) (England) Regulations 2006*.

It also has a statutory duty to record all pupil attendance and raise attendance concerns without delay with *Hertfordshire Local Safeguarding Partnership*.

The *Deputy Head (Pastoral) (hereafter DHP)* manages all pupil absence and punctuality.

Parental Responsibility

As part of the School's contract with parents, the School requires parents to work in partnership with the School, ensuring that all parties support high levels of School attendance and punctuality.

Attendance and punctuality for the whole School day is paramount if *Beechwood* is to achieve its child-centred *Mission*, uphold its *Values* and achieve the objectives of the *BPS Curriculum Policy*.

The School expects pupils to arrive at School in plenty of time to prepare themselves for the School day and to Register punctually. *Form Teachers* enlist the support of parents to help pupils to organise their busy days.

Conversely, variable or poor attendance or punctuality, including early departures from School, harm pupils' pastoral, academic and co-curricular progress.

The School encourages parents who struggle with their child's levels of attendance or punctuality to raise concerns without delay with their child's *Form Teacher*, *Head of Year* and *PHoD*.

Registration

Form Teachers register pupil attendance at the following times:

Registration Event	Woodlands	Juniors	Middle and Seniors
<i>iSAMS Morning Registration Session opens</i>	0700	0700	0700
School Opens	0835	0815	0730
Morning Form Period starts	N/A	0815	0815
Morning Registration opens	0830 - 0900	0830	0815
Morning Registration closes	0915	0835	0820
Morning Form Period ends	0900	0835	0830
<i>iSAMS Morning Registration Session closes</i>	0915	0915	0915
<i>iSAMS Afternoon Registration Session opens</i>	1200	1200	1200
Afternoon Registration	1330	1240	1225 Year 5 1320 Years 3&4
<i>iSAMS Afternoon Registration Session closes</i>	1500	1500	1500

Absence and Attendance Codes

Form Teachers register pupils using *iSAMS* Registration.

Form Teachers do not use the green 'All Present' button to register a whole class, but register each child individually.

Form Teachers only register a pupil as 'Present' if they have seen him or her in person and understand their duty of care never to register a child as present if they have not seen them.

Beechwood uses DfE approved attendance codes to record, monitor and report all pupil attendance and punctuality. The School also uses these codes to report pupil attendance data to the DfE and other educational organisations.

Attendance Codes:

Code	Meaning
/	Pupil is present for Morning Registration.

\	Pupil is present for Afternoon Registration.
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Authorised Absence Codes:

B	<p>Pupil is present at an Approved Off-Site Educational Activity This code should be used when pupils are present at an off-site educational activity that has been approved by the School. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the School of any absences by individual pupils. The School should record the pupil's absence using the relevant absence code. An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the <i>Education (Pupil Registration) (England) Regulations 2006</i>. The activity must be of an educational nature approved by the School and supervised by someone authorised by the School. The activity must take place during the session for which the mark is recorded.</p>
C	<p>Leave of absence authorised by the School Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually considering the specific facts and circumstances and relevant background context behind the request.</p>
D	<p>Pupil is Dual Registered at another educational establishment. This code is not counted as a possible attendance. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.</p>
E	<p>Pupil is excluded but no alternative provision made. If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.</p>
F	<p>Pupil is on authorised extended family holiday.</p>
H	<p>Pupil is on holiday authorised by the School. Heads 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. Where a leave of absence is granted, the Head will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Head's discretion.</p>
I01	<p>Pupil absence due to illness (not medical or dental appointments) This code is used for pupils who are absent because of non-COVID-19 related illness or sickness. Schools should advise parents to notify them on the first day the child is unable to attend due to illness.</p>

	<p>Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness.</p> <p>If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness.</p> <p>Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention.</p> <p>Schools are advised not to request medical evidence unnecessarily.</p> <p>Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.</p>
I02	<p>Illness confirmed case of coronavirus (COVID-19)</p> <p>This code is used for pupils who are absent because they have tested positive for COVID-19.</p>
J	<p>Pupil is at an interview with prospective employers, or another educational establishment</p> <p>This code should be used to record time spent in interviews with prospective employers or another educational establishment.</p> <p>Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.</p>
K	<p>Pupil is authorised by the School to be late.</p>
L	<p>Pupil is late but arrives before the Registration session closes.</p> <p>Pupil is present after 0915 (<i>Woodlands</i>), 0835 (Juniors) or 0820 (Middle and Seniors) but before 0915.</p>
M	<p>Pupils has medical or dental appointments</p> <p>Missing registration for a medical or dental appointment is counted as an authorised absence.</p> <p>Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.</p>
N	<p>Reason for absence not yet provided</p> <p>Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil'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).</p>
O	<p>Pupils is absent from School without authorisation</p> <p>If the school is not satisfied with the reason given for absence they should record it as unauthorised.</p>
P	<p>Pupil is present and participating in an approved sporting activity</p> <p>This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.</p>
R	<p>Pupil religious observance</p> <p>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 pupil is present.</p>
T	<p>Traveller Absence</p>
S	<p>Pupil is on Study Leave</p>
U	<p>Pupil is late after the Registration Session has Closed.</p> <p>Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.</p>
V	<p>Pupil is present at an Educational visit or trip</p> <p>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.</p>
W	<p>Work experience</p> <p>Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the School of any absences by individual pupils. Any absence should be recorded using the relevant code.</p>

X	<p>Non-compulsory school age pupil not required to be in school This code is used to record sessions that non-compulsory school age children are not expected to attend, such as <i>Woodlands</i> pupils.</p>
Y	<p>Pupils is unable to attend due to exceptional circumstances This code can be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> • 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 pupil's home is not within walking distance; or • A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school; <p>This code can also be used where a pupil is unable to attend because:</p> <ul style="list-style-type: none"> • The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).
Z	<p>Pupil not yet on the admission register This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.</p>
#	<p>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.</p> <p>Different Term Dates for Different Pupils Schools and local authorities can agree to set different term dates for different year groups - e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.</p>

Unauthorised Absence Codes:

G	Family Holiday (unauthorised)
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Requesting School Absence or Notifying the School of Lateness.

Parents provide the School with clear reasons for pupil absence or lateness by **0800**. If the School does not receive clear instructions, it will register absence as 'unauthorised'.

Email: frontdesk@beechwoodpark.com

Telephone: **01582 840333 Option 1 or voicemail.**

The Receptionists will email both the pupils' *Form Teacher* and *PHoD* to alert them of absence and the reasons for absence provided.

Authorised Absence or Lateness

It is School policy not to authorise pupil absence or lateness from School during term unless for exceptional circumstances, which parents should discuss with their child's *PHoD*.

Attendance during and after Sickness

In accordance with the *BPS Medical Handbook*, pupils should not attend School if they are unwell. In the case of diarrhoea and vomiting a pupil should **not return to School for 48 hours** since the last episode; this is in accordance with the government's guidance on infection control in all schools. Please discuss any concerns about your child's return after illness with your child's GP and the School Matron on medical@beechwoodpark.com

Requests for Extended Leave

The School has significant safeguarding responsibilities with respect to attendance and punctuality and investigates non-authorized absence in accordance with government guidelines of 'Children Missing Education'. Only in exceptional circumstances will the School grant permission for pupils to take extended leave during term-time.

The Prevent Duty

In complying with the *Prevent Duty* the School is aware of and understands the risk of radicalisation. As part of its attendance monitoring, the School will monitor absences in accordance with the *Prevent Duty Guidance* (under the *Counter-Terrorism and Security Act 2015*).

Unexplained Pupil Absence

In the case of unexplained absence, the School will contact parents without delay to ascertain the child's whereabouts. The School keeps record of all unexplained absences and acts to address this.

Recording Absence

The School records all pupil attendance data in its electronic database, *iSAMS*. Parents can monitor their child's attendance through the *Parent Portal*.

Term Dates

The School publishes future term dates a year in advance on its termly calendar and on the School's website so as to enable parents to arrange holidays without disrupting their child's education.

Auditing and Reporting on Pupil Attendance Levels

The *Deputy Head (Pastoral)* audits absence and lateness statistics every half term, presenting the results for discussion by the *Senior Leadership Team* (SLT), which makes recommendations as to further actions to remedy poor attendance or punctuality. The Head of *Woodlands, Junior, Middle or Senior Department* contact parents where concerns arise about pupil attendance or punctuality, inviting parents to come in to School to discuss how to improve attendance and punctuality levels.

Where attendance and punctuality levels still do not improve, the *PHoD* will discuss the matter further with the *Deputy Head (Pastoral)* who will invite parents to a meeting to discuss remedial actions.

Reporting Pupil Absence and Punctuality to Governors

The *Deputy Head (Pastoral)* reports termly to the *Pastoral Care and Welfare Committee* on pupil attendance and punctuality across the School. Where necessary, the *Pastoral Care and Welfare Committee* makes further recommendations for strategic action.

Reporting to Other Agencies

If a pupil has irregular attendance or is absent continuously without authorisation for ten School days, the School will notify the Deputy Head (Pastoral) who will then seek the advice of the *Hertfordshire ISL Attendance Team*.

The School has a legal obligation to report pupils who have low attendance or who are persistently late to the *Hertfordshire Attendance Improvement Officer* (AIO).

APPENDIX A and B follow:

APPENDIX A: Admission and Attendance

Attendance

Central to raising standards in education and ensuring all pupils can fulfil their potential is the need for pupils to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance achieve less.

Context

The Government expects:

Schools to:

Promote good attendance and reduce absence, including persistent absence;
Ensure every pupil has access to full-time education to which they are entitled and;
Act early to address patterns of absence.

Parents to:

Perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
All pupils to be punctual to their lessons.

What does the law say and what do I have to do?

This guidance summarises the legal powers and duties that govern school attendance and explains how they apply to local authorities, school leaders, staff, governing bodies, pupils and parents.

These requirements are referenced in:

- *The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)*
- *The Education (Pupil Registration) (England) Regulations 2006*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2010*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2011*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2013*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2016*

Admission and Attendance Registers

The law requires all schools to have an admission register and an attendance register. All pupils (regardless of their age) must be placed on both registers. A School who fails to comply with these regulations is guilty of an offence and can be fined.

Admission Register

The admission register must contain the personal details of every pupil in the school, along with the date of admission or re-admission to the school, information regarding parents and carers and details of the school last attended.

Expected First Day of Attendance

Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year.

If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly. All schools must notify the local authority within five days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are added to the admission register at the start of the school's youngest year - for example pupils who are registered at a secondary school at the start of Year 7 - unless the local authority also requests for such information to be provided.

Pupils Moving to a New Address and/or School

Where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register:

- (a) The full name of the parent with whom the pupil will live,
- (b) The new address, and

(c) The date from when it is expected the pupil will live at this address.

Deletions from the Admission Register

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the *Education (Pupil Registration) (England) Regulations 2006* as amended.

Amendments to the Admission Register and Attendance Register

Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Preservation of the Admission Register and Attendance Register

Every entry in the admission register and attendance register must be preserved for a period of **three years** after the end of the school year in question.

Contents of Attendance Register

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

Boarding Schools

Schools with a mixture of day pupils and boarders must keep an attendance register for the day-pupils.

APPENDIX B: Guidance on School Day and School Year

Setting school term dates and holidays

School employers are required to set the term dates of their school year. Employers are:
The local authority in community, voluntary controlled and community special schools and maintained nursery schools;
the governing body in foundation and voluntary aided schools;
the academy trust in academies and Free Schools.

School day and school year

The law regulating the school day and school year applies only to schools maintained by a local authority and special schools not maintained by a local authority. This law does not apply to academies and Free Schools.

School Day

Every school day must have two sessions divided by a break. The length of each session, break and the school day is determined by the school's governing body. The governing body has the power to revise the length of the school day as it sees fit. There is no requirement to consult parents on revisions to the school day but it can assist parents to do so.

School Year

Schools must meet for at least 380 sessions or 190 days during any school year to educate their pupils. If a school is prevented from meeting for one or more sessions because of an unavoidable event, it should find a practical way of holding extra sessions. If it cannot find a practical way of doing this then it is not required to make up the lost sessions.

What legislation does the guidance in this section relate to?

- The Education Act 2002 - section 32
- The Education Act 1996 - section 551(1)
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011

Frequently Asked Questions

Can a school place a pupil on a part-time timetable?

As a rule, no. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

Are pupils entitled to study leave?

No. Study leave should not be granted by default once tuition of the exam syllabus is complete, and study leave should only ever be granted to pupils in Year 11. If schools do decide to grant study leave, provision should still be made available for those pupils who want to continue to come into school to revise.

All pupils are different and have different requirements and preferences when preparing for examinations. Some schools do seek alternatives to study leave as they recognise that some pupils do not have the skills, or are not inclined, to make the best use of unsupervised and unstructured revision time. However, many schools also recognise that study leave is a chance for pupils to develop their independent study which will help them when they move to post-16 provision, where a self-study approach is commonly used.

How should schools record the attendance of pupils on study leave?

Y11 pupils granted study leave should be marked on the attendance register as authorised absence using code S. No other attendance code is suitable for the purpose of study leave. Y11 pupils who are 16 years

old are of compulsory school age (up to the last Friday in June) and must be marked on the attendance register accordingly.

Can a school use a designated school day as an academic review day for parents?

No. Academic reviews day should not be used as part of the school day. Schools should endeavour to hold these reviews out of school hours.

Do schools need to consult parents if making changes to the school day?

No. Although parents must be informed of the changes, there is no legal requirement to consult parents or to give an explanation as to why the decision has been made. Of course, schools can consult parents if they wish to, and where they have raised the expectation that they will consult, they should honour that commitment.

Can a parent take their child on holiday during term time?

Head teachers should only authorise leave of absence in exceptional circumstances. If a head teacher grants a leave request, it will be for the head teacher to determine the length of time that the child can be away from school. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm.

Does the change to the regulation on leave of absence affect Child performers?

The amendments made to regulation 7 of the *Education (Pupil Registration) (England) Regulations 2006* on leave of absence do not affect the section that allows the parent of a child performer to seek leave of absence from school for their child to take part in a performance. The amendments affect section 3 and 4 of regulation 7, which relate to leave of absence for the purpose of a family holiday. Section 2 of Regulation 7 (which has not been amended) still enables a head teacher to grant leave of absence for a pupil to undertake employment during school hours for the purpose of taking part in a performance within the meaning of section 37 of the *Children and Young Persons Act 1963*.

Legislation sets out that a local authority licence must be obtained before a child can take part in a performance. Where the license specifies the dates that a child is to be away from school to perform, then the head teacher should authorise those days. However, where the terms of the license do not specify dates it is at the discretion of the head teacher to authorise leave of absence. However, where the terms of the license do not specify dates it is at the discretion of the head teacher to authorise leave of absence.

Head teachers should be sympathetic to requests that are supported by a licence, as long as the school remains satisfied that this will not have a negative effect on a child's education.

Further sources of information

Relevant legislation on www.legislation.gov.uk

- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006

Other departmental guidance you may be interested in

- Parental responsibility measures for school attendance and behaviour
- Children missing education
- Keeping children safe in education

END