



**YCAT**  
**YORKSHIRE**  
**COLLABORATIVE**  
**ACADEMY TRUST**

# ATTENDANCE (PUPILS) POLICY

<b>Adopted:</b>	November 2018
<b>Frequency of review:</b>	1 year
<b>To be reviewed by:</b>	SILG
<b>Date of next review:</b>	November 2025

## REVIEW RECORD

Date of review	Reason for review	Date of next review
November 2021	Part of review cycle	November 2024
November 2024	Review cycle	November 2025

## Rationale

### Rationale

At YCAT we believe regular attendance in school is crucial to a child's progress. Therefore, YCAT will employ a range of strategies within our schools to encourage good attendance and punctuality and, liaising with parent/carers, will investigate all absenteeism. Staff will respond to all absenteeism firmly and consistently. Parent/carers are strongly encouraged to make medical and dental appointments for their child after school hours.

### Registration

Registers open at 8.50am and close at 9.20am and will be marked in black in accordance with the list of symbols shown in the register.

If a pupil fails to arrive before the registers are closed, they will be marked as "absent". Lateness is recorded by "L" from 8.51am to 9.20am and "U" from 9.21am onwards. Pupils who arrive after the registers have been closed will have their arrival logged by the school administrator. *(The school administrator will amend the register entry from "O" to read "absent/late")*. If a pupil is persistently late, the headteacher will contact the parent/carers.

In the afternoon the register is called at 1.00pm and closes at 1.05pm.

Parent/carers are reminded that, if a child arrives in school after the registers have closed and an acceptable explanation is not given, the pupil must be recorded as "unauthorised absence" for that session.

The headteacher will inspect the registers at the end of each half-term to ensure that the correct procedures are being followed.

### Authorised and Unauthorised Absence

It is vital that all staff adhere to the same strict criteria when deciding whether or not to authorise an absence. Absence is to be recorded according to 'School Attendance Policy and Practice on Categorisation of Absence' (DFE 1994).

### Holidays

Parent/carers are strongly urged to avoid taking family holidays during term-time. Indeed, parent/carers do not have the right to take their child out of school for such a holiday.

Amendments to the Department for Education's 2006 regulations **remove** references to family holiday and extended leave, as well as the statutory threshold of ten school days. The amendments make clear that headteachers **may not** grant any leave of absence during term-time unless there are exceptional circumstances.

Applications for leave of pupil absence during term-time by parent/carers will be considered by the headteacher and the Governing Body following the NYCC "Application for Pupil Leave of Absence in Exceptional Circumstances during Term-Time" Policy and Procedures (refer to guidance).

If appropriate, homework missed during the holiday will be given on their return. On request, the learning objectives for English and maths will be shared.

### **Procedures for Following Up Absence**

If a child is absent and there has been no notification by the parent/carer with an explanation for the absenteeism, then the following actions will be taken:

1. Parent/carers will be sent a text to inform the school of the reason for absence.
2. If no communication has been received by the parent/carer, then phone calls will be made in priority order according to the request of the parent/carer.
3. If no contact has been made, then the school will contact further services which may include social services or the police to help inform us of the safe whereabouts of the child.

If an unsuitable reason for the absenteeism has been provided, then the absence will be recorded as 'unauthorised'.

- If a pupil is persistently absent or late, the headteacher will write to the parent/carers/carers and invite them to attend a meeting in school.
- If a pupil is persistently absent or late, and the school's effort to effect an improvement have been unsuccessful, the situation will be referred to the Attendance Officer at North Yorkshire County Council.

All telephone messages or emails regarding lateness/absenteeism will be recorded on ScholarPack. Any notes from parent/carers will be kept with registers and dated. They will be stored at the end of the year in a brown envelope and kept on file.

### **Strategies for Promoting Attendance**

Xxxxxxx Primary School will work to provide an environment where:

- Children feel valued and welcome
- Pupils feel their presence in school is important and necessary
- Where they will be missed when they are absent/late
- Where follow up action regarding unauthorised absence will be taken

Attendance data will be regularly collected and analysed in order to identify patterns of absence and to help support and inform policy/practice.