



***Riverview exists to love, challenge and inspire children and  
adults within a Christian community***

***Love, respect, trust, forgiveness, hope***

## **ATTENDANCE POLICY 2022/2023**

*Lead  
Links to*

*M Atkins*

- *Data Protection*
- *Equality Information*
- *SEND*
- *Teaching & Learning*
- *Behaviour*

*Date of review*

*March 2023*

*Review  
frequency*

*Annually*

*Appendix 1 –*  
*Attendance  
Codes*

*Appendix 2 –*  
*Changes  
due to  
coronavirus  
for Parents*



## **SUMMARY OF RIVERVIEW ATTENDANCE POLICY 2022-2023**

### **Commitment to Attendance**

The staff of Riverview School are committed, in partnership with the parents/carers, students, governors and the Local Authority, to **building a school which serves the community and of which the community is proud.**

Riverview School, along with other local schools and Surrey County Council, firmly believe that all pupils benefit from regular school attendance. **Full and regular attendance at school is crucial for a child's future life chances** and establishes a positive work ethic early in life. To this end we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. **Pupils will be expected to achieve 100% attendance** but when absence is unavoidable, parents/carers will be required to inform the school at the earliest opportunity.

### **CHANGES TO ATTENDANCE POLICY**

#### **REGISTRATION & LATENESS**

- The school gates open at **0830**.
- Children are expected to be **in class** at **0835**.
- Morning registration will take place at **0835**. The registers will remain open for 20 minutes and any child who arrives after the register has been taken but during the 20 minutes will be marked late (L).
- Children who arrive 20 minutes after the close of the register at 0855 will be marked as a U – this means that the whole of the morning session is unauthorised.
- **Parents of children who arrive late in Reception (Diamonds) will be expected to accompany their child into the classroom.**

#### **REPORTING ABSENCES**

Absences should be reported to the school office (via the answer phone) **before 0930** on the first day of absence and thereafter on a daily basis.

**If the school is concerned about a child's absence we may request a doctor's appointment card after 3 days of illness. If this is not provided any further absence could be marked as unauthorised.**



## **DENTAL AND MEDICAL TREATMENTS**

- Whilst the school will grant requests for absence for dental and medical treatments, parents/carers are encouraged, whenever possible, to book medical and dental appointments outside of the school day.
- When appointments during school hours are unavoidable, the **school office should be notified in advance in writing**, of the date and time of the appointment and when the child will be collected and/or returned to school.
- Evidence of the appointment may be requested.

## **EXCEPTIONAL LEAVE OF ABSENCE**

There is **no automatic entitlement in law to time off in school time** to go on holiday. Any savings that you think you may make by taking a holiday in school time are offset by the cost to your child's education.

**If a holiday is taken without prior authorisation by the school, it will be recorded as an unauthorised absence, the Inclusion Service will be notified and the parent may be liable to a Penalty Notice.**

## **PENALTY NOTICES**

As of June 2016, the issuing of a Penalty Notice for poor attendance may be considered appropriate in the following circumstances:

- **Late arrival after the close of registration ('U' code), on 7 occasions in any six week period** (not including school closures) where the pupil's attendance falls **below 90%**. The lateness will be recorded in accordance with the 'Registration and Lateness' section of this policy
- **Unauthorised leave of absence for exceptional circumstances in term time** (5 days/10 sessions or more – these **do not** need to be consecutive) **without the prior authorisation of the Headteacher.**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which becomes law on 1st September 2013 state that **Headteachers may not grant any leave of absence during term time EXCEPT where an application has been made in ADVANCE AND the circumstances are deemed exceptional.** The Head teacher is required to determine the number of school days a child can be away from school **IF** leave is granted.



- The Inclusion Service, acting on behalf of Surrey County Council **may issue a Penalty Notice as an alternative to the prosecution of a parent/carers for their child's unauthorised absence from school** and requires the recipient to pay a fixed amount.
- The amount payable on issue of a Penalty Notice is **£60 if paid within 21 days** of receipt of the notice, **rising to £120 if paid after 21 days but within 28 days.**
- If the Penalty Notice is not paid within 28 days, the Local Authority **must prosecute** the parent/carers for failing to ensure regular school attendance under Section 444 Education Act 1996.
- **Parents/carers who fail to secure their child's regular school attendance and fail to engage with supportive measures** to improve attendance proposed by the school or Inclusion Officer. This will be **considered if the attendance is below 90% and there are 7 or more unauthorised sessions in the previous 6 school weeks**, which **may** include a pupil arriving late after close of registration ('U' code).
- If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the Inclusion Officer.

### **PERSISTENT ABSENCE (PA)**

As of September 2015, the Government has changed the 'persistent absence' level. A pupil becomes a **'persistent absentee'** when they miss **10% or more** schooling across the school year for whatever reason. Absence at this level is considerably damaging to a child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.



Parents will be notified by a letter if their child becomes a persistent absentee and will either be invited to a meeting with the Inclusion Officer or will be advised that **NO** further absence (**including sickness and diarrhoea**) will be authorised without medical evidence.

*Further details can be found in our **FULL ATTENDANCE POLICY** attached, or viewed on our school website, or you may request a paper copy from the Office.*



## ATTENDANCE POLICY

The Government, through the DfE, has stated in its guidance (July 2008) that **“Schools must remember that they can only approve absence for family holidays if they consider that there are special reasons which warrant the holiday.”**

This policy for Riverview C of E Primary School and Nursery has been developed from that adopted by the Epsom and Ewell Partnership of Schools<sup>1</sup> during 2008. All schools in the Partnership are committed to developing and implementing a consistent and transparent set of joint standards and approaches which improve and maintain attendance in local schools.

### The Standard Policy

The standard policy, which comes into immediate effect, states

**All holiday requests will be considered to be unauthorised leave of absence. Any appeal will be heard by the Governing Body, whose decision will be final. All other requests for leave will be considered on a case by case basis by the Governing Body that may, at its discretion, delegate some decisions to the Headteacher. Again, the decision of the Governing Body will be final.**

Riverview CofE Primary & Nursery School, along with other local schools and Surrey County Council, firmly believe that all pupils benefit from regular school attendance. **Full and regular attendance at school is crucial for a child's future life chances** and establishes a positive work ethic early in life. To this end we will do all we can to encourage parents/carers to ensure their children achieve maximum possible attendance and that any problems that prevent full attendance are identified and acted on promptly. Pupils will be expected to achieve 100% attendance but when absence is unavoidable, parents/carers will be required to inform the school at the earliest opportunity.

Parents/carers, whose children are of compulsory school age (5 to 18) and are registered at a school, are responsible for ensuring that their children attend school regularly. **If they do not do so they may be committing an offence under the Education Act 1996 and could be liable to prosecution or to be served with a penalty notice.**

In line with the Education Regulations (Pupil Registration) Regulations 2006, all unexplained absences of 10 days or more are required to be reported to the Local Authority. Schools are therefore required to report all absence figures to the local

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<sup>1</sup> The Epsom and Ewell Partnership includes all of the 24 (19 primary, 1 special and 4 secondary) schools in Epsom and Ewell.



authority and the Department of Education and to ensure they are recorded on a child's annual report. Rates of absence are also taken into account by Ofsted as part of a school's inspection.

### **Commitment to Attendance**

**The staff of Riverview School are committed, in partnership with the parents/carers, students, governors and the Local Authority, to building a school which serves the community and of which the community is proud.**

Regular attendance is key to achieving the five outcomes of Every Child Matters: staying healthy, enjoying and achieving, keeping safe, contributing to the community, and social and economic well-being. Research clearly demonstrates the link between regular attendance and educational progress and attainment. We are committed to encouraging and supporting parents in ensuring their children achieve maximum possible attendance and that any problems that prevent this are identified and acted on promptly.

### **Expectations**

**We expect that all pupils will:**

- attend school regularly
- attend school punctually
- attend school appropriately prepared for the day
- discuss with their class teacher or Headteacher any problems preventing them from attending school

**We expect that all parents/carers and persons who have day to day responsibility for the children will:**

- encourage regular school attendance and be aware of their legal responsibilities
- ensure that the child/children in their care arrive at school punctually, prepared for the school day and have completed any homework they have been given
- contact the school promptly whenever any problem occurs that may keep the child away from school.





**We expect that school staff will:**

- keep regular and accurate records of attendance for all pupils, as required by current legislation
- monitor every pupil's attendance
- contact parents/carers as soon as possible when a pupil fails to attend and where no message has been received to explain the absence
- encourage good attendance
- provide a welcoming atmosphere and a safe learning environment for children
- provide a sympathetic response to any pupil's concerns
- make initial enquiries to parents/carers of pupils who are attending irregularly, expressing the school's concerns and clarifying the school and the local authority's expectations regarding regular school attendance
- ensure the Family Support worker working with the attached Inclusion Officer, follow up concerns about attendance by contacting or visiting parents/carers at home
- refer irregular or unjustified patterns of attendance to the attached Inclusion Officer
- fulfil, where possible, the requirements of the UN Convention – The Rights of the Child, by ensuring that children are consulted in all decisions that relate to them

**Parent Responsibility and The Law**

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable- [a] to his age, ability and aptitude and [b] to any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

**Registers**

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 the school must keep an attendance register.





Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher - or a member of staff acting on their behalf - can authorise absence. **If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.**

### **Categorisation of Absence**

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

#### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason. This includes:

- **Parents/carers keeping children off school unnecessarily**
- **Absences which have never been properly explained**
- **Shopping, looking after other children or birthdays**
- **Excessive illness without medical evidence.**

#### **2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

#### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note: Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration



## **Registration & Lateness**

**The school gates open @ 0830.**

Children are expected to be **in class** at **0835**. **Morning registration will take place at 0835**. The registers will remain open for 20 minutes and any child who arrives after the register has been taken but during the 20 minutes will be marked late (L). From January 2022, **parents** of children who arrive at school **late** in Reception (**Diamonds**) **will be expected to accompany their child directly into the classroom**.

Any pupil who arrives **after** the registers **close at 0855** will be marked with a U code, *which statistically counts as an unauthorised absence for that session*. If a reason is given for the late arrival, for example, attending an early morning medical appointment, the appropriate authorised absence code will be entered. (See Appendix 1)

The **second registration** will be taken at **1300 for Infants and 1315 for Juniors** on a **Monday-Thursday** and at **1100 for both Infants and Juniors on a Friday**.

In cases of persistent late arrival to school, parents will be invited to a meeting with the Headteacher.

## **Reporting Absences**

Absences should be reported to the school office (via the answer phone) **before 0930** on the first day of absence and thereafter on a daily basis.

**If the school is concerned about a child's absence we may request a doctor's appointment card after 3 days of illness. If this is not provided any further absences could be marked as unauthorised.**

## **Dental and medical treatments**

Whilst the school will grant requests for absence for dental and medical treatments, parents/carers are encouraged, whenever possible, to **book medical and dental appointments outside of the school day**. When appointments during school hours are unavoidable, the school office should be notified in advance in writing, of the date and time of the appointment and when the child will be collected and/or returned to school. Evidence of the appointment may be requested.

## **Lateness**

If pupils arrive after the close of the school gates they will be given a late slip and a late mark will be recorded in the register. This is to ensure that all pupils are accounted for in the case of a fire.



If pupils arrive at the school after the close of register (0855), without a written explanation, it will be recorded as a late absence and be recorded as an unauthorised absence (U) for that session.

**Unauthorised absences or late arrival after the close of registration, on 7 occasions in any six week period (not including school closures).** The liable parent/carer will receive a written warning from the Inclusion Service of the possibility of a Penalty Notice being issued and given a maximum of 15 school days to effect an improvement. During this period the pupil is not expected to incur any further unauthorised absence. Where a formal warning letter has been issued to parents, the Local Authority will monitor the attendance for a maximum of 15 school days and issue a Penalty Notice by first class post if the Local Authority determine that an acceptable level of attendance has not been achieved.

### **Escalation Process - Responding To Non-Attendance**

If a child is absent for any reason, it is the responsibility of the parent to notify the school. However if the child is absent and no reason has been provided the following procedure will apply:

- On the first day of absence, if no note or telephone call is received from the parent/carer **by 0930**, the school will endeavour to contact them as soon as possible after morning registration and before midday. The absence will be marked as unauthorised until the school receives a valid reason for absence
- If there is no response, the school will continue to try to contact the parent/carer and a home visit may be made by the Family Support Worker. Parents will be informed that if the absence persists a referral will be made to the attached Inclusion Officer
- Failure to comply with the expectations set by the Inclusion Service may result in further action, an application for an Education Supervision Order, or court prosecution

### **Frequent Absence**

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is unhelpful to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.



The Inclusion Officer attached to the school meets with school staff on a regular basis to discuss attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s by:

1. Phone call to parent by the Attendance Officer.
2. Letter sent to parents stating concerns.
3. Meeting at school with the Headteacher.

If this is unsuccessful the school will refer to the Inclusion Service.

### **Persistent Absence (PA)**

A pupil becomes a '**persistent absentee**' when they **miss 10%** or more schooling across the school year for whatever reason. Absence at this level is considerably **damaging to a child's educational prospects** and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark of 90% - or is at risk of moving towards that mark - is given priority and you will be informed of this.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

Parents will be notified by a letter if their child becomes a persistent absentee and will either be invited to a meeting with the Inclusion Officer or will be advised that **no** further absence **(including sickness and diarrhoea)** will be authorised without medical evidence.

### **Exceptional Leave of Absence**

***There is no automatic entitlement in law to time off in school time to go on holiday.***

Any savings that you think you may make by taking a holiday in school time are offset by the cost to your child's education.

1. It is widely known that the link between a student's attendance and attainment is irrefutable.
2. Graduates earn a higher average hourly rate than young people who leave school with few or no qualifications.



School will **only** authorise leave of absence in term time in **exceptional circumstances**.

Where a parent wishes to request a leave of absence, a formal request must be made, **in writing, in advance**, to the Headteacher who will consider the application on behalf of the Governors. Consideration will then be given to the student's previous school attendance and that the time requested does not exceed 10 sessions in any one academic year.

If a holiday is taken without prior authorisation by the school, it will be recorded as an unauthorised absence, the Inclusion Service will be notified and the parent may be liable to a Penalty Notice.

### **Penalty Notices**

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, which becomes law on 1<sup>st</sup> September 2013 state that Headteachers may not grant any leave of absence during term time except when an application has been made in advance and the circumstances are deemed exceptional. The Headteacher is required to determine the number of school days a child can be away from school if leave is granted.

The Inclusion Service, acting on behalf of Surrey County Council may issue a Penalty Notice as an alternative to the prosecution of a parent/carer for their child's unauthorised absence from school and requires the recipient to pay a fixed amount.

The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days.

If the Penalty Notice is not paid within 28 days, the Local Authority must prosecute the parent/carer for failing to ensure regular school attendance under Section 444 Education Act 1996.

### **Circumstances when a Penalty Notice may be issued**

- **Late arrival after the close of registration ('U' code), on 7 occasions in any six week period (not including school closures).** The liable parent/carer will receive a **written warning** from the Inclusion Service of the possibility of a Penalty Notice being issued and given a maximum of **15 school days to effect an improvement**. During this period the pupil is not expected to incur any further unauthorised absence. Where a formal warning letter has been issued to parents, the Local Authority will monitor the attendance for a maximum of 15 school days and issue a Penalty Notice by first class post if the Local



Authority determine that an acceptable level of attendance has not been achieved.

**The issuing of a Penalty Notice for unauthorised leave of absence may be considered appropriate in the following circumstances:**

- **Unauthorised leave of absence for *exceptional circumstances* in term time (5 days/10 sessions or more – these **do not** need to be consecutive) without the prior authorisation of the Headteacher.** In the case of separated parents, the Penalty Notice will be sent to the parent requesting leave of absence and/or taking the pupil out of school. No written warning will be given where it can be shown that the parent/carers had previously been warned of their liability to receive a Penalty Notice.

If you believe at any stage that your child's absence from school may leave you liable to receive a Penalty Notice, it is extremely important that you take action without delay to secure their regular attendance. If you have any questions or require further support to achieve an improvement, please contact the school or the Inclusion Officer.

Where a child is taken out of school for a holiday during term time for 5 days (10 sessions) or more without the authority of the Headteacher, **each parent** is liable to receive a penalty notice for **each child**. In these circumstances, a warning will not be given where it can be shown that parents had previously been warned that such absences would not be authorised and that they will be liable to receive a penalty notice if the leave of absence is taken.

- Pupils identified by Police and Inclusion Officers engaged on **Truancy Patrols and who have incurred unauthorised absences**.

**With the exception of unauthorised holidays taken in term time, parents will be sent a formal warning of their liability to receive such a notice before it is issued.**

- A Penalty Notice may be issued to **parents/carers who are failing to secure their child's regular school attendance** and are failing to engage with supportive measures to improve attendance proposed by the school or Inclusion Officer. This will be considered if the attendance is **below 90%** and there are **7 or more unauthorised sessions in the previous 6 school weeks**, which may include a pupil arriving late after close of registration





- **Penalty Notice relating to Exclusions**

If a child is excluded from school, Section 103 of the Education and Inspections Act 2006 places a duty on **parents/carers to ensure that their child is not in a public place without justifiable cause during school hours**. This duty applies to the first five days of each exclusion. Failure to do so will render the parent/carer liable to a Penalty Notice. The amount payable is £60 if paid within 21 days of receipt of the Penalty Notice, rising to £120 if paid after 21 days but within 28 days. If the Penalty Notice is not paid, the recipient will be prosecuted for the offence under Section 103. Alternative education provision will be made from the sixth day of any exclusion and failure to attend such provision without good reason will be treated as unauthorised absence.

### **Changing School**

It is important that if families decide to send the child in their care to a different school that **they inform Riverview staff as soon possible**. A pupil will not be removed from the school roll until the following information has been received from the parent:

- **the dates the pupil will be leaving this school and starting the next**
- **the address of the new school**
- **new home address (if it is known)**

School staff will then confirm with the parents the leaving date for their child. Following this date, and confirmation that the child has started at their new school, the pupil's school records will be sent on to the new school as soon as possible and within ten days of the child leaving. If no notification is received from a new school then the child's name will not be removed from the school roll until after an investigation by the Inclusion Service.

All unexplained absences of 10 days or more are required to be reported to the Local Authority in line with the Education Regulations (Pupil Registration) Regulations 2006.

### **The Inclusion Officer**

The Inclusion Service monitors the attendance of all children on a regular basis. The Inclusion Officer (IO) will work with school staff and parents to promote good attendance and investigate reasons for absence.

If attendance problems cannot be resolved by school then the school will make a referral to the Inclusion Service. The IO will try to resolve the situation but if attempts





to improve attendance have failed, but unauthorised absence persists, the IO can use sanctions such as parenting contracts, penalty notices and prosecution.

Failure to ensure regular school attendance, under section 444 of the Education Act 1996, could result upon conviction in a magistrate's court, to a fine not exceeding £2500 or a term of imprisonment not exceeding three months, or both.

### **Encouraging Attendance**

Riverview C of E Primary & Nursery School encourages regular attendance in the following ways:

- by providing a caring and welcoming learning environment
- by responding promptly to a child or parent's concerns about the school or other pupils
- by accurate and punctual completion of registers during morning and afternoon registration (see Lateness).
- by publishing attendance statistics
- the names of all children who achieve 100% attendance by the end of the academic year are included in the final newsletter of the year
- by weekly class awards for the highest attendance
- by informing parents/carers in writing of irregular attendance, including lateness
- by, if necessary, arranging meetings with parents/carers
- by referring the families to the attached Inclusion Officer if the irregular attendance continues
- The Headteacher will monitor pupils' attendance with the school office staff, the Family Support Worker and with the attached Inclusion Officer by celebrating good attendance as follows:-

|               |  |
|---------------|--|
| Winning Class | <ul style="list-style-type: none"><li>☐ Feather and Stone still awarded for first and second place</li><li>☐ Bag with numbers from 1-30 (corresponding with names on the register). Name is pulled out. If that child from that class has 100% attendance that week, they get a prize. If not, rolls over to next week's class where the child can get 2 prizes.</li></ul> |
| 100% bag      | <ul style="list-style-type: none"><li>☐ All children that have had 100% that week, names are put into a bag. Pulled out and receive a prize</li></ul>  |



|                           |  |
|---------------------------|--|
| Termly awards<br>100%     | <ul style="list-style-type: none"><li><input type="checkbox"/> Building up from Bronze/ Silver/ Gold</li><li><input type="checkbox"/> Autumn Term - Bronze Attendance Certificate with prize (100%)</li><li><input type="checkbox"/> Spring Term – Silver Attendance Certificate with prize (100% from September)</li><li><input type="checkbox"/> Summer Term – Gold Certificate and prize. Join 100 Club and go into a draw for a top prize (to be decided – tablet/ camera/ trip bowling with 5 friends...)</li></ul> |
| Improved attendance award | <ul style="list-style-type: none"><li><input type="checkbox"/> Awarded autumn term/then half termly.</li></ul>   |
| Attendance leaflet        | <ul style="list-style-type: none"><li><input type="checkbox"/> Leaflet emailed to parents</li><li><input type="checkbox"/> Leaflet to be on the website</li><li><input type="checkbox"/> Given to parents in welcome pack as well</li></ul>  |

### **School Organisation**

In order for the school's Attendance Policy to be successful, every member of staff must make attendance a high priority and convey this to pupils at all times. Parents/carers should also need to support the Inclusion Service in the home to ensure that children are receiving corresponding messages about the value of education.

In addition to this, the School has the following responsibilities:

### **Headteacher, Governors and to the School Attendance lead:**

- adopt the whole policy
- ensure that the registration procedures are carried out efficiently in line with current legislation and that appropriate resources are provided
- ensure that all absences are coded correctly in line with DfE guidance
- initiate a scheme for contacting parents/carers on the first day of absence
- initiate contact with parents/carers in cases of unexplained absence and lateness before referring to the Inclusion Service (unless there is a justifiable cause for concern when contact is required speedily, in which case immediate referral to the Inclusion Service may be necessary)
- ensure that key office staff have dedicated and protected time for liaison and follow up work with the attached Inclusion Officer
- consult and liaise closely with the attached Inclusion Officer on a regular basis and take responsibility for ensuring appropriate pupils are identified and referred without delay



- to work in close collaboration with the attached Inclusion Officer during their termly/half termly register analysis ensuring agreed action is carried out
- to set whole school attendance targets with the Inclusion Officer
- monitor and evaluate attendance with the attached Inclusion Officer

**Office Staff:**

- to oversee the registration process and ensure that registers are completed accurately and punctually
- to *record all reasons* for absences and lateness in the register
- to consult and liaise closely with the attached Inclusion Officer regularly
- to share any concerns expressed about attendance or disaffection that might lead to non-attendance with the Headteacher and attached Inclusion Officer

**Class Teachers:**

- to complete registers accurately and punctually at least twice daily
- to follow up any unexplained non-attendance or lateness with the Headteacher
- to inform the Headteacher of concerns
- to be alert to signs of disaffection that may lead to non-attendance and report them to the office staff or Headteacher

**To be approved by the Learning and Progress Committee : February 2023 (TBC)**

**Date of next review: Spring 2023**



## APPENDIX 1

### Attendance Codes

All students must be given a registration mark each day. **There are two sessions that require a registration mark.**

The following national codes will be used to record attendance information.

| CODE | DESCRIPTION  | MEANING                     |
|------|--|-----------------------------|
| /    | Present (AM)   | Present                     |
| \    | Present (PM)   | Present                     |
| B    | Educated off site (NOT Dual registration)  | Approved Education Activity |
| C    | Other Authorised Circumstances (not covered by another appropriate code/description) | Authorised absence          |
| D    | Dual registration (i.e. pupil attending other establishment)                         | Approved Education Activity |
| E    | Excluded (no alternative provision made)   | Authorised absence          |
| F    | Extended family holiday (agreed)   | Authorised absence          |
| G    | Family holiday (NOT agreed <u>or</u> days in excess of agreement)                    | Unauthorised absence        |
| H    | Family holiday (agreed)  | Authorised absence          |
| I    | Illness (NOT medical or dental etc. Appointments, but including Covid19)             | Authorised absence          |
| J    | Interview  | Approved Education Activity |
| L    | Late (before registers closed)   | Present                     |
| M    | Medical/Dental appointments  | Authorised absence          |
| N    | No reason yet provided for absence   | Unauthorised absence        |
| O    | Unauthorised absence (not covered by any other code/description)                     | Unauthorised absence        |
| P    | Approved sporting activity   | Approved Education Activity |
| R    | Religious observance   | Authorised absence          |
| S    | Study leave  | Authorised absence          |
| T    | Traveller absence  | Authorised absence          |
| U    | Late (after registers closed)  | Unauthorised absence        |
| V    | Educational visit or trip  | Approved Education Activity |



# Riverview C of E Primary and Nursery School

Ewell Family Centre with Riverview Daycare

Every child matters, every moment counts

Headteacher: Mrs M Atkins

|          |   |                                     |
|----------|---|-------------------------------------|
| <b>W</b> | Work experience   | Approved Education Activity         |
| <b>X</b> | -Un-timetabled sessions for non-compulsory school-age pupils; | Not counted in possible attendances |
| <b>Y</b> | Enforced closure  | Not counted in possible attendances |
| <b>Z</b> | Pupil not yet on roll   | Not counted in possible attendances |
| <b>#</b> | School closed to pupils                                       | Not counted in possible attendances |