



# Filey Junior School

Widening horizons and reaching our potential. Respecting the world and each other.  
A happy, healthy and positive learning community.

## Pupil Attendance Policy

Date this version of policy adopted by Governing Body: Oct 2025

Signed Headteacher: *Michael Taylor*

Signed School Attendance Officer: *Angela Grice*

Signed Chair of Governors: *Lucy Deighton*

### Aims:

Our Schools are committed to providing a full and exciting education to all pupils and embrace the concept of equal opportunities for all. We will endeavor to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential to ensure no pupil is deprived of opportunity through non-attendance. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and our schools' attendance policy is written to reflect these laws and the guidance produced by the Department for Education and Skills<sup>1</sup>.

The school regularly examines its attendance figures and reviews attendance / absence targets for both individuals and the school as a whole. These will reflect both national and North Yorkshire attendance targets whilst taking into account individual circumstances.

## **Summary: Working Together to Improve School Attendance**

Underpinning the many benefits of school for children are aspects such as learning, wellbeing, and overall development. Recognising that daily attendance can be challenging for some, schools and local councils are committed to collaborating with families to address issues and support school attendance.

**Parents' Responsibilities:** Parents are legally responsible for ensuring their child receives a suitable full-time education from ages 5 to 16. Exceptions for absence include illness, approved leave, or religious observance. Collaboration with the school is crucial for addressing unique circumstances, such as lack of transportation or temporary addresses.

**Managing Absences:** Parents should inform the school on the first day of a child's absence and may request a 'leave of absence.' If a child is unwell, providing medical evidence is generally not required, except in specific cases.

**Accessing Support:** Communication with the school is key if a child faces challenges attending due to issues within the school or at home. Support may include action plans, early help plans, or parenting contracts, with regular reviews.

**Long-Term Illness or Special Needs:** Children with long-term illnesses, special needs, or disabilities have the right to a suitable full time education. Schools are expected to make reasonable adjustments, provide pastoral care, and collaborate with other services.

**Anxiety and Mental Health:** Regular school attendance contributes to mental health, but anxiety may be a concern.

- Collaborate with the school to address anxiety issues, involving support services if necessary.

**Challenges with Current School Placement:** If a child's current school placement is unsuitable, collaboration with the school, local council, and application to other schools is recommended.

**Legal Actions:** If support measures fail, parents may be invited to agree to a parenting contract or, in extreme cases, may face legal actions. Legal actions can include education supervision orders or, in severe cases, prosecution.

## **Glossary**

Attendance action plan - an informal agreement between you, your child if they are old enough to understand, their school and sometimes your local council about what actions supporting your child will take to improve their attendance.

Community order - an order that can be made by a Court after you have been found guilty of knowingly failing to secure your child's regular attendance rather than sending you to prison. This may include requirements for you to take part in certain activities or observe certain rules.

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Early help assessment - a voluntary assessment of what you and your family need help with to allow your child's school and/or your local council to put the right support in place or help you access the right services.

Education supervision order - an order that can be made by the Family Court to require a local council to advise, assist, and direct you and your child so that they receive suitable full-time education. This is not a criminal conviction, but persistently breaching the council's directions can lead to prosecution.

Leave of absence - permission given by your child's school for them to be absent from school for a specified period of time. You should write to the head teacher and ask for a leave of absence before the time your child needs to be absent from school. They will only be agreed to in exceptional circumstances.

Parenting contract - a formal signed agreement between you, and your child's school and/or your local council agreeing what actions you will take to improve your child's attendance and what the school/council will do to support you in this.

Parenting order - an order that can be made by a Court after you have been found guilty of failing to secure your child's regular attendance. You will be required to take part in certain activities or observe certain rules.

Reasonable adjustment - a change made by your child's school to remove or change something that is preventing your child from attending school.

Regular attendance - attending school every day that the school is open in line with the school rules apart from in a small number of allowable circumstances.

School attendance support team - the team in your local council who can help you with your child's attendance.

Special educational needs (SEN) - Children and young people with SEN all have learning difficulties or disabilities that make it harder for them to learn than most children and young people of the same age. These children and young people may need extra or different help from that given to others.

## **School Procedures**

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.

## **Lateness**

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Morning registration will take place at the start of school at 8.55am. The afternoon registration will take place at 12:45 pm. The registers will remain open for 30 minutes. Any pupil arriving after this time will be marked as having an unauthorised absence unless there is an acceptable explanation i.e. school transport was delayed.

Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes as present but will be coded as late before registers close.

**The school categorises attendance and punctuality into the following groups:**

Exceptional - Attendance is 99% or higher and the child is always in school on time. Good - Attendance is 96% or higher and the child is rarely late to school. Room for improvement - Attendance falls below 96% or the child is occasionally late to school. Cause for Concern - Attendance is below 90% or the child is frequently late to school.

**First Day Absence**

If a child is absent from school, it is expected that the parent contacts the school either by telephone, letter or in person on that morning – preferably before registration. If a child is absent and no reason is known by the close of registration, the First day response procedure will be triggered.

**First Day Response procedure**

- **The office staff will make telephone contact with the parents to ascertain why the child is absent. The office staff then notify the class teacher, via MIS, as to the reason for absence.**
- **If no contact could be made, then a telephone message will be left and repeated telephone contact will be attempted. If there is still no contact by 9:30am, office staff will attempt to contact the 2nd contact for that child. A message will be left stating that if no contact is made prior to 10am, SLT members will make a home visit to check on the welfare of the child.**
- **If there is no response by 10am, the attendance officer (Mrs Angie Grice) and the Headteacher (Mr Michael Taylor) will be notified and organise for staff to make a home visit to determine the whereabouts of the child.**
- **If NO child/family members are at home, SLT will contact the police 111 (and/or social care 01609 if required) as this child will be deemed to be absent in education.**

9:05am Initial telephone calls

9:30am Second attempt followed by call to second contact

10:00am Attendance officer and Headteacher informed and home visit arranged.

10:30am Phone call to police and social care to report absence in education.

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## **Frequent/Persistent Absence**

It is the responsibility of the school admin' staff to note any emerging 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. The schools' PSA will be the first point of contact with the parents to discuss the matter. If she sees that it is necessary, for example with a persistent absentee, then a parenting contract will be issued and requested to be signed. If this is unsuccessful the school will refer to the School Health Adviser if the problem appears to be a medical one. In other cases the school will seek advice from the school's Prevention Team and the Behaviour and Attendance LA Adviser. Meetings will be arranged to discuss persistent absence between the school, the ESW and the parent(s).

## **Return to School**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil that may require further investigation, then the notes may need to be retained for a longer period. All notes will be uploaded onto CPOMs and originals stored in a secure place in the office.

## **Promoting attendance**

The school will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education. This will include a termly letter to inform parents of their child's current attendance level and meeting with parents to discuss and set targets for attendance. Good attendance will be rewarded with Bronze, Silver and Gold Awards, as well as weekly class attendance awards.

## **Reporting attendance**

Attendance is monitored

## **Leave of Absence in term time**

The Filey Cluster of Schools follow an agreed practice towards applications for Leave of Absence during term times. Leave of Absence during term time is to be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. The school will not authorise any Leave of Absence during term time other than in exceptional circumstances at the headteacher's discretion (family holidays are not seen as exceptional circumstances in any instance). A Leave of Absence Request Form can be obtained from the school office and must be received by the headteacher at least

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14 days before the requested date of leave. Where parents take children out of school for unauthorised Leave of Absence, the school will request that a fine be issued by NYCC.

## **Attendance Awards**

The school awards certificates to reward pupils who have good or improving attendance. Children can receive a bronze award (for 100% attendance for one term), a silver award (for 100% attendance over two terms) or a gold award (for 100% attendance over three terms). A class attendance award is given with a prize, each week, for the class with the best attendance. Alongside this, pupils with full attendance are entered into a class raffle each week with the chance to win a small prize.

## **Attendance Targets**

The school will set attendance targets each year. Attendance will be regularly analysed and the parents / carers of pupils causing concern will be notified and targets set. The school has set a whole-school target of 96%. Progress of the school attendance is reported weekly to parents via the newsletter and Class Dojo.

## **The registration system**

The School will use *manual paper registers* for keeping the school attendance records. The following national codes will be used to record attendance information.

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
<b>I</b>	Present (AM)	Present
<b>\</b>	Present (PM)	Present
<b>B</b>	Educated off site (NOT Dual registration)	Approved Education Activity
<b>C</b>	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised absence
<b>F</b>	Extended family holiday (agreed)	Authorised absence
<b>G</b>	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
<b>H</b>	Family holiday (agreed)	Authorised absence
<b>I</b>	Illness (NOT medical or dental etc. appointments)	Authorised absence
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers closed)	Present
<b>M</b>	Medical/Dental appointments	Authorised absence

<b>N</b>	No reason yet provided for absence	Unauthorised absence
<b>O</b>	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised absence
<b>S</b>	Study leave	Authorised absence
<b>T</b>	Traveller absence	Authorised absence
<b>U</b>	Late (after registers closed)	Unauthorised absence
<b>V</b>	Educational visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Untimetted 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

Registers by law must be kept for at least 3 years.

Computer registers must be printed out at least once a month and bound into annual volumes.

(Phoenix report AO2). Alternatively electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid)

### ***Register Security***

The registers must be safely stored. Registers are given out before registration every morning and placed in classrooms. They are then returned to the office after registration by monitors from each class where they are kept secure. They are given out before afternoon registration and returned as previously mentioned to the office again. They are kept in the office which is secure and locked out of school hours.

## **Appendices**

### **1 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 applies 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.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

## **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
2. Authorised Absence
3. Approved Educational Activity

### **1. Unauthorised absence**

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

### **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 including residential visits
- Sporting activities
- Link courses or approved education off-site
- Most types of dual registration