



# **Attendance Policy**

## **St Peter's School, York**

September 2024

*(Next review Christmas Term 2025)*

1. St Peter's School, York comprises of St Peter's 2-8 (for pupils aged 2 to 8 years), St Peter's 8-13 (for pupils aged 8 to 13 years) and St Peter's 13-18 (for pupils aged 13 to 18 years), collectively referred to in this policy as the School or 'St Peter's' unless otherwise stated. This policy applies to the whole school including the Early Years Foundation Stage (EYFS). This policy is available to all parents, pupils and staff on request from the School Office.
2. A range of documents, circulars and guidance for good practice govern attendance at St Peter's School. Key documents, which inform this policy include:
  - a. *Keeping Children Safe in Education (2024)*
  - b. *Working Together to Improve School Attendance (2024)*
  - c. *The Education (ISS) Regulations (2014)*
  - d. *National Minimum Standards (NMS) for Boarding (2022)*
3. The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. For the most vulnerable pupils, regular attendance is also an important protective factor and the best opportunity for needs to be identified and support provided.
4. Every school is required by law to maintain two separate registers, an Admissions register, known as the "School Roll" (held on iSAMS), and an Attendance register. School Inspectors are required to check both registers and assure themselves that the requirements of the regulations are being met. Every entry in the school register must be preserved for a minimum period of six years since the date the entry was made.
5. The Regulations covering school admission and attendance are very prescriptive reflecting the importance that successive Governments have attached to ensuring that all children of compulsory school age attend school. Schools are required to ensure that an attendance register is taken twice a day, at the start of the morning session, and during the afternoon for all day pupils. The Regulations specify the contents of both registers and the manner in which they are operated and maintained.
6. Boarding pupils are covered by the Boarding Standards: NMS Standard 20 places a legal requirement upon staff who have boarders in their charge to know their whereabouts at **all times**. The Missing Pupil Policy must be referred to if the whereabouts of a pupil is not known.

### **Policy Statement**

For pupils to fully benefit from the educational opportunities provided by St Peter's it is vital that high levels of attendance and punctuality are sustained throughout the academic year. St Peter's has an expectation that all pupils will be striving for a culture of 100% attendance and 100% punctuality. Poor levels of attendance will negatively impact the personal, social and academic development of the pupil. It may also be an indicator of abuse or neglect or in itself may indicate that a child is at immediate risk of harm. Consequently, the attendance and registration arrangements set out in the document below are hugely important. The school however appreciates that some pupils

have specific needs and there may be barriers to them achieving high levels of attendance and punctuality.

Where absence escalates and pupils miss 10% or more of school (equivalent to 1 day or more a fortnight across a full school year), St Peter's would expect to work together with the parents to put additional targeted support in place to remove any barriers to attendance and re-engage these pupils. In doing so, the SLT and Houseparent will sensitively consider some of the reasons for absence and understand the importance of school as a place of safety and support for children who might be facing difficulties, rather than reaching immediately for punitive approaches.

Term dates are published over a year in advance on the website in order that parents can arrange holidays and/or travel arrangements to/from School without disrupting a pupil's education. Only exceptional circumstances warrant a leave of absence.

### **Responsibilities of the School**

The School has agreed to inform the Local Education Authority (LEA) or the City of York Council (CYC) Education Department if, for any pupil, unauthorised absences exceed 10% of their total attendance for the year. The School will also inform the relevant LEA and/or Children's Social Care (CSC), as appropriate, immediately if:

- A single absence raises child protection concerns (see the Missing Pupil Policy and the Child Protection and Safeguarding Policy)
- A pupil has four and a half days of unauthorised absence in any six-week period (other than for reasons of sickness or leave of absence)
- A pupil of compulsory school age is to be deleted from the school register when the next school is not known. In this last case, the School is required to report the circumstances, as soon as possible after the grounds for deletion are met, to the LEA in which the pupil lives and in any event before the pupil's name is deleted from the register.
- A pupil leaves or starts at the School at a 'non-standard transition point.'

### **Pupils with medical conditions, mental health difficulties or special education needs and disabilities**

Some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long term medical conditions, have mental health difficulties or who are on the SEND register. They have the same right to education as all other pupils. St Peter's works with parents and other agencies to make reasonable adjustments to support the child. Working with the pastoral team we will establish strategies to remove any in-school barriers.

In exceptional circumstances a pupil may be given a temporary part-time timetable but always with a pathway for that to become full time. A part-time timetable will never be used to manage a pupil's behaviour.

## **The School Day**

### St Peter's 13-18

All pupils are expected to be registered in their Houses by 8.30am Monday to Saturday. The normal school day ends at 4.00pm from Monday to Friday, and after Games commitments / training on a Saturday, usually 4.00pm. This time may vary depending on whether any fixtures that are taking place are home or away.

There is an expectation that all day pupils will have left site by 6.00pm unless specific arrangement have been put in place with the relevant Houseparent.

It should be anticipated and expected that pupils are actively involved in Games, drama and the rich variety of Co-curricular pursuits offered by the School. In some cases these will require additional and in some instances substantial time to be spent in excess of the above at School.

Pupils are registered in the morning by 8.30am and in the afternoon in a rolling registration in House between 1.00 and 2.00pm. They are also registered in lessons by their classroom teachers. All pupils are cared for by a Houseparent and a team consisting of an Assistant Houseparent, Resident tutor and Matron. Together, they are responsible for pupils during term time, including ensuring that boarders, and day pupils staying late, are safely occupied outside normal school hours.

It is also required that Houseparents will monitor attendance, and will refer to the Pastoral team, or SLT team as appropriate, if there is any cause for concern in pattern or number of absences. An additional category has been added to CPOMs and KIV to help identify patterns and pastoral/safeguarding concerns.

### St Peter's 8-13

All pupils are expected to be in school by 8:15am Monday to Saturday. They register in House each morning apart from Saturday where they are registered in Period 1 by their teacher. In the afternoon (Monday-Friday) they are registered in the afternoon at the start of lesson 6. Choristers are registered during their rehearsal in the morning.

The school office is responsible for following up unexplained absence and sharing communication from parents with teachers whose pupils are absent on that day.

The normal school day ends at 4pm (Monday - Friday) and 12noon on a Saturday. The SLT are responsible for tracking pupil attendance. Pupils may be on site from 7.30am - 6.00pm if they are attending clubs and wraparound care.

### St Peter's 2-8

All pupils are expected to be in school by 8:40am Monday to Friday when registration closes. A second registration takes place at 1:10pm for the afternoon session. Pupils may be on site from 7:45am -6:00pm if they are attending clubs and wraparound care.

The class teacher is responsible for registering their class twice a day. The school office is responsible for following up unexplained absence and sharing communication from parents with class teachers whose children are absent on that day.

The class teacher is responsible for monitoring attendance and will refer any concerns to the SLT.

#### **Late Arrivals and Early Departures**

- Any pupil who arrives late for school after 8.40am, is required to be signed in at the Front Office.
- Any pupil who needs to leave the site during the school day must be signed out of the Front Office.

#### **Requesting Absence**

##### St Peter's 13-18

If a pupil is unwell the parent should contact the Houseparent and Front Office before 8.00am each and every day of absence. Requests for planned absences of a day or more should be sent in writing, via the Houseparent, to the Head Master. Notification for absences such as medical or dental appointments should be sent to the pupil's Houseparent.

##### St Peter's 8-13

If a pupil is unwell the parent should contact the Front Office before 8.00am and before registration takes place for that day and each day following. If a pupil is attending a medical appointment the parent should email the school office as far in advance as possible. Requests for planned absences of more than a day should be sent in writing to the Head of 8-13 for approval.

##### St Peter's 2-8

If a pupil is unwell the parent should email the school office to inform them as soon as possible and before registration takes place for that day and each day following. If a pupil is attending a medical appointment the parent should email the school office as far in advance as possible. Requests for planned absences of more than a day should be sent in writing to the Head of 2-8 for consideration of the circumstances of the request.

The safeguarding team are acting as Attendance Champions promoting and monitoring attendance.

<b>Authorised by</b>	St Peter's Leadership Team
	September 2024
<b>Next Review</b>	Christmas Term 2025

## APPENDIX 1

### Registration Procedure and Protocols

Registration is carried out by the Houseparent or nominated member of staff at 8.20am and between 1.00 and 2.00pm. Registers will be marked in accordance with the DfE Codes in Chapter 8 of Working Together to Improve School Attendance.

An Unauthorised Absence Code will be followed up until a pupil has been accounted for. Staff taking pupils out of Registration for a trip, music lessons etc, must mark them with the correct code in advance of that time, and make changes in real time to reflect any pupils who have not arrived at their activity. Sports coaches who have fixtures which overlap with Registration **must provide** a team sheet to the Front Office in advance.

Absence codes are clearly shown on iSAMS and staff can only select from the list given. The Houseparent will leave a comment/note in iSAMS in the event of absences that are not for a whole session, saying when the pupil is likely to return.

AM and PM Registration will be followed up by the Front Office where pupils are shown as unauthorised.

The process followed by the Front Office is as follows:

- Check Period 1 or Period 6 attendance
- Call house staff
- Call Health Centre
- Call parents (Day Pupils).

A pupil marked N is a serious concern; Houseparent and Front Office will liaise to resolve or the Missing Pupil Policy may be used.

Period attendance (used at 13-18) has the following functions:

- to confirm Registration is complete and accurate, and
- to inform academic and pastoral review processes.

It is the teacher's responsibility to confirm that lesson registration is accurate and complete. It is the teacher's responsibility to ensure pupils in school are attending their lessons and for tutors to follow up.

Registers must be completed within 10 minutes of the start of the lesson.

Pupils at 13-18 who have been registered as absent (for whatever reason, except illness) in advance of the lesson, should also have informed teachers of their absence in writing. Pupils who fail to inform members of staff, of absences are subject to sanctions.

Training will be provided to staff who have monitoring of attendance as part of their role. An attendance meeting takes place each half term from 2-18 to analyse and identify any patterns of absence.

## APPENDIX 2

## DFE Codes - most relevant to the School

## Present Codes

/\	Present - / - AM, \ - PM
L - Late Arrival	Late arrival in school before the registration period is closed
K - Educational Provision Arranged by LA	The pupil is attending a place, other than the school for education provision arranged by the local authority.
V - Educational Visit or Trip	Used for School trips and off-site activities when the pupils are supervised
P - Approved Sporting Activity	This code should only be used for sporting activities run by the School off-site. Private/personal arrangements for off-site activities must be recorded as authorised absence.
W - Work Experience	Provided under arrangements made by the school as part of the pupil's education
B - Educated Offsite	The pupil is attending a place for an approved educational activity that is not a sporting activity or work experience. Use code V in most instances

**Authorised Absence Codes** - these codes are used when the School has given approval for the absence in advance or has accepted an explanation.

C1 - Leave of absence authorised	For the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M - Medical/Dental appointments	Leave of absence for the purpose of attending a medical or dental appointment.
J1 - Interview/Open Day	Interviews with employers or a visit to another educational establishment.
S - Study Leave	Only to be used for study leave for the purpose of studying for an examination.
X - Non-Compulsory School Age Absence	Non-compulsory school age pupil not required to attend school. Used for nursery provision.
C2 - Leave of absence part-time timetable	In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for a temporary part-time timetable.
D - Dual Registered	This code is used to indicate that the pupil is absent with leave to attend the other school at which they are registered.
C - Other Authorised Circumstances	A leave of absence request should be made in advance to the Head Master and will only be granted under exceptional circumstances
T - Parent travelling	The pupil is a mobile child and their parent(s) is travelling in the course of their trade or business and the pupil is travelling with them.

R - Religious Observance	The pupil is absent on a day that is exclusively set apart for religious observance by the religious body the parent(s) belong to.
I - Illness	Illness (not medical or dental appointment)
E - Excluded	Excluded/suspended from school on disciplinary grounds.
Q - Access arrangements	Only used where a pupil is absent because the local authority has a legal duty to arrange home-to-school travel for the pupil and they have not done so.
Y1 - Unable to attend due to transport	The pupil is unable to attend because the school is not within walking distance of their home and the transport to and from the school that is normally provided by the school or local authority is not available.
Y2 - Unable to attend due to widespread disruption to travel	The pupil is unable to attend the school because of widespread disruption to travel caused by local, national or international emergency.
Y3 - Unable to attend due to part of the school premises being closed	Part of the school premises is unavoidably out of use out of use and the pupil is one of those that the school considers cannot practically be accommodated in those part of the premises that remain in use.
Y4 - Unable to attend due to the whole school site being unexpectedly closed	Where a school was planned to be open for a session, but the school is closed unexpectedly (e.g. due to adverse weather), the attendance register is not taken as usual because there is no school session.
Y5 - Unable to attend as pupil is in criminal justice detention	The pupil is unable to attend the school because they are in police detention, remanded to youth detention, awaiting trial or sentencing, or detained under a sentence of detention.
Y6 - Unable to attend in accordance with public health guidance or law	The pupil is well enough to attend but there are Government rules or guidance to limit the spread of infection or disease which say they should not attend.
Y7 - Unable to attend because of any other unavoidable cause	An unavoidable cause, that is not covered by one of the other 'unable to attend' codes detailed above, is preventing the pupil from attending the school.

### Unauthorised Absence Codes

G - Family holiday (not agreed)	The school has not granted a leave of absence and the pupil is absent for the purpose of a holiday.
N - No reason for absence provided	If this code is used for any reason, this must be followed up and a reason for the absence established.
O - Unauthorised absence	Where no reason for absence is established or the school is not satisfied that the reason given is one that would be recorded using one of the codes statistically classified as authorised.
U - Arrived in school after registration closed	Where a pupil has arrived late after the register has closed but before the end of session.



**Other Admin Codes**

Z - Prospective pupil not on admissions register	To enable schools to set up registers in advance of pupils joining the school to ease administration burdens.
# - planned or partial closure	Whole school closures that are known and planned in advance such as: • days between terms; • half terms, etc.

Please refer to [Working together to improve school attendance August 2024](#).