

Attendance Policy		
Updated	September 2023	
Status	Non-Statutory Policy Delegated to the Headteacher Updated annually	
Review	September 2024	

Introduction

We aim for an environment that enables and encourages everyone to work together for the benefit of our pupils. For them to gain the greatest benefit from their education it is vital that they attend regularly and they should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that pupils attend regularly and this policy sets out how together we will achieve this.

All children and young people in Southampton should be receiving their full entitlement to education so that they are equipped to fulfil their potential and make good choices as young adults and citizens, for themselves and their communities.

The foundation to ensuring that children, young people and their families within Southampton achieve their full potential, is to create an ethos in which excellent school attendance is developed and nurtured. This will involve a partnership between the young people themselves, families, schools, all colleagues in People Directorate and the range of agencies and groups that work within the city to improve outcomes for all children and young people. Any absence affects the pattern of the young person's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Attendance Figure	Days absent by the end of the year	School time missed by the end of Year 11
100%	0	0
95%	10	¼ of a year
90%	20	½ of a year
85%	30	¾ of a year
80%	40	1 whole year

Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- › Part 6 of [The Education Act 1996](#)
- › Part 3 of [The Education Act 2002](#)
- › Part 7 of [The Education and Inspections Act 2006](#)
- › [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- › [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- › [School census guidance](#)
- › [Keeping Children Safe in Education](#)
- › [Mental health issues affecting a pupil's attendance: guidance for schools](#)

Promoting Regular Attendance

The primary responsibility for ensuring that children and young people attend school rests with their parents/carers. However, promoting attendance, tackling absence and helping to create a pattern of regular attendance is everybody's responsibility - parent/carers, pupils, all members of school staff and all agencies within the Local Authority.

Parents and Carers

Parents are responsible in law for ensuring that their children of compulsory school age receive an education suitable to their age, ability, aptitude and any special educational needs that they may have.

Parents should ensure that:

- Their children arrive at school on time, properly dressed and ready to learn;
- They notify their child's school if he/she is absent. This should be done as soon as possible on the first day of absence. They should also provide an explanation for the absence.
- Parent/carers are expected to phone the school on 02380 215 320 or text 07500 782165 if a pupil is unable to attend. Alternatively, parents/carers may notify the Attendance Officer via attendance@compass-school.net
- Where possible they do not arrange doctors, medical, or dental appointments during school hours;
- They understand that no leave of absence during a school term will be approved or authorised except in exceptional circumstances, in line with government recommendations.

To enable their children to make the most of the educational opportunities available to them, it is advisable that parents should:

- Instil in their children an appreciation of the importance of attending school regularly;
- Be aware of the Attendance Policy of their child/children's school;
- Impress upon their children the need to observe the school's code of conduct;
- Take an active interest in their children's school career, praising and encouraging good work and behaviour and attending parents' evenings and other relevant meetings;
- Work in partnership with their child/children's school to resolve issues which may lead to non-attendance.

Promoting Good Attendance and Punctuality

Compass School encourages and rewards punctuality and attendance, working with families and agencies to support our pupils.

Primary

- The Attendance Officer will send a celebratory ParentMail message to parents/carers for individual pupils who have made significant improvement in their attendance and/or punctuality, on a weekly basis.
- Celebration postcards sent home
- Raffles will be held termly with rewards for overall best attendance and most improved attendance.

Secondary

- The Attendance Officer will send a celebratory ParentMail message to parents/carers for individual pupils who have made significant improvement in their attendance and/or punctuality, on a weekly basis
- Celebration postcards sent home.
- Raffles will be held every half-term with rewards for overall best attendance, most improved attendance and most improved punctuality.

Procedures for following up pupil absence

Compass school has a commitment in line with our safeguarding and child protection policies to ensure that we are safeguarding the needs of all pupils through collaboration work with agencies, parents/carers and the school to improve attendance.

In the event that a child does not arrive in school however, if a reason for absence has been provided, we will update our systems and share the information with relevant staff. In some circumstances, we may complete a home visit to see the child and offer the family any additional support. The Attendance Officer will continue to

receive daily updates from parents/carers and will liaise with the Engagement Team during the daily meeting regarding any additional actions as well as ensuring the information provided by parents is shared with agencies where applicable by the Engagement Team.

In the event that a child does not arrive at school and we have **not received** a reason for absence, we will complete the following:

- Phone parents/carers by 9.45am to establish the reason for their child's absence
- Send a ParentMail and email notification to parent/carers
- Make additional calls to emergency contact numbers
- Discuss with the Engagement Team regarding any welfare/safeguarding concerns

If by 11am, if we have not received an explanation for a child's absence, we will complete the following;

- Conduct a home visit
- Where applicable, liaise with agencies working with the child and/or family.

In the event where all of the above actions have been completed and we have still been unable to ascertain a reason for absence, speak to parents/carers or see the child, we will make contact with the police to report the child missing from school on the same day.

Compass School attendance support

Compass School is responsible for supporting the attendance of pupils and for dealing with problems that may lead to absence. For pupils of compulsory school age, Compass School will differentiate in the registers between absence that is authorised and absence that is unauthorised.

Compass School has a range of strategies to identify pupils who may be at risk of becoming a persistent absentee:

- Regularly audit attendance of all its pupils;
- Work actively to maximise attendance rates, both in relation to individual pupils, vulnerable groups and the school as a whole. This will include the effective analysis of attendance data;
- Support parents in ensuring the regular and punctual attendance of pupils and promptly respond to any issue which may lead to non-attendance;
- Be sensitive to the needs of individual parents and pupils this should be reflected in the way in which attendance issues are addressed;
- Offer additional support and scrutiny for children from vulnerable groups such as Children Looked After, Travellers and children with Special Educational Needs who are at a higher risk of poor attendance;
- Produce school attendance policies, which are agreed and regularly reviewed by the Management Committee and are consistently applied and clearly communicated to all parents, pupils and staff;
- Be compliant with The Education (Pupil Registration) (England) Regulations 2006 and subsequent amendments, regarding the marking of registers and the removal of pupils of compulsory school age from the school roll.

The Compass School attendance support systems procedures are in place to;

- Identify absence concerns early
- Understand the causes of absence
- Offer appropriate support to both pupils and parents
- Avoid unnecessary prosecution

The 4 stages of Compass Attendance Support system provide a framework for pupils, parents and the school to collaborate in promoting excellent attendance for all our pupils.

This includes;

Stage 0: Ongoing celebration, encouragement and rewarding of good, improved attendance and punctuality. Attendance will be monitored by the Attendance Officer and Safeguarding, Attendance and Guidance Coordinator at internal weekly audit meetings.

Stage 1: Attendance is below the national target of 90%. Parents/carers will be notified by letter that their child's attendance is under review. (See Appendix 5)

Stage 2: If your child's absence remains under review, following receipt of a Stage 1 letter, the Attendance Officer will commence an initial investigation into your child's absence. Working in partnership with pupils, parents, Compass staff and agencies, the Attendance Officer will create an action plan to support improvements with attendance and punctuality and this may include using the Emotional Based School avoidance guidance.

Stage 3: Meeting with pupil, parents and Attendance Officer to review the action plan and set final targets for improvements to be seen in your child's attendance. It is a parent's responsibility to ensure that their child attends Compass School and failure to do so can result in a referral to the Local Authority Education Welfare Service. (See Appendix 7). This meeting may be attended by our link Education Welfare Officer

Stage 4: No improvement seen within set time frame (as outlined in Stage 3 action plan) a referral to the Local Authority Education Welfare Service will be submitted. (See Appendix 8)

The Local Authority

The Education Welfare Service fulfils the statutory duty of the Local Authority in enforcing regular school attendance. In doing so it enables schools and parents to meet their respective responsibilities.

Compass School has a link Education Welfare Officer (EWO) who will work in close partnership with the school. The EWO will regularly audit the attendance of your child and work in partnership with you and Compass School to improve it.

This work includes:

- Individual casework with pupils who are experiencing attendance difficulties, including reviews and information updates on actions taken;
- Development of individual action plans between the school and the Education Welfare Service, to address attendance issues;
- Identification of areas of concern and of good practice in relation to attendance matters;
- Interventions to address systemic attendance issues and help to develop a whole school approach.

Once a referral has been agreed this will form part of the statutory role, and the EWO will undertake casework with pupils and their parents to support a return to full time education, or, will follow through with enforcement if deemed appropriate.

Some key elements of individual case work include:

- Conducting home visits to assess the situation and determine what action needs to be taken;
- Arranging meetings between the school, parents and pupils, agencies and the Home School.
- Enabling pupils and parents to access appropriate support from other services and agencies through the use of a Targeted Assessment.

The Education Welfare Service has the delegated power, in consultation with SCC Legal Services, to take the legal proceedings against families who fail in their duty to ensure regular school attendance where it is deemed to be in the best interests of the child and the Local Authority.

Educational Neglect

The Local Authority recognises that educational neglect exists and can be a factor within physical, emotional, sexual or criminal harm. It is a likely outcome of a range of contributing factors that could be attributable to parent(s)/carer(s), professionals or organisations. It could also be the continued persistent failure of a parent or young person, deemed old enough to determine their own actions, to manage their own travel to and from school and to attend school regularly.

Attendance Coding

Punctuality

Compass School takes steps to actively encourage excellent levels of punctuality. Lateness is always monitored and followed up. Appendices 5-15 are the letters sent to parents in order to support school attendance.

The time at which each school session begins and finishes, including the time at which registers open and close is clearly explained at the induction meeting. When a pupil arrives late and the register is still open, he/she should be marked as L but, statistically, is counted as present for that session.

When a pupil arrives after the register has closed, he/she should be marked as U 'unauthorised absent' for that session.

School Times

Key Stage 1 and 2

The school day begins at 9.05am
Morning register closes at 9.35am
Afternoon register is taken at 12.50pm
Afternoon register closes at 1.05pm

Key Stage 3 and 4

The school day begins at 8.45am (For South East pupils the start time is 9.00am)
Morning registers close at 9.45am
Afternoon register is taken at 12.50pm
Afternoon register closes at 1.05pm

Registers

Registers must be completed within the first 5 minutes of the start of the lessons. Registration marks must not be put in in advance for the whole day or am/pm sessions but need to be reflective of the pupils that are in the room for each session. This is a legal document and must be completed.

AM/PM calls

AM calls and texts should be recorded on the registers using the red flag system under the AM or PM slot. As the register is a legal document it is essential that information is factual and concise

Red flag comments

Comments should be entered with the initials of the staff member recording at the beginning. *For example: MWA: 09:00 - Called Mum, pupil X unwell with stomach ache. MWA to text Mum on 14/7/21 to see if he requires further support.* This will ensure we can track who made the call, what was said and any follow up actions.

AM and PM marks

The Attendance Officer has the overall responsibility for inputting codes into these sections and will use the codes and a red flag note to explain any information about pupil's attendance that she has received prior to AM calls being made by key staff.

Class Teacher codes

Teachers should only use the following codes: present (/), absent/unauthorised (O), late (L). When a pupil is late, the time they arrived must be recorded by the class teacher using the red flag on SIMS. If the Attendance Officer records in the AM mark that a pupil is ill (I) as an example, she will copy that code over for the whole day. This applies when they are attending offsite provision (B) code and at their Home Schools (D). If no code is recorded, this will result in a missing mark.

Pupils on a reduced timetable

The Attendance Officer will mark the sessions with a C if they are not required to be in that session and will update the AM or PM when they arrive for their timetabled lesson.

Remote Learning

Teachers should only use the following codes: present online (B), absent/unauthorised (O), late (L). When a pupil is late, the time they arrived must be recorded by the class teacher using the red flag on sims. If the Attendance Officer records in the AM mark that a pupil is ill (I) as an example, she will copy that code over for the whole day. If no code is recorded, this will result in a missing mark.

Guidance on Term Time Leave of Absence

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013. These amendments came into force on 1 September 2013. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless it is for exceptional circumstances only. Southampton City Council actively discourages all leave of absence during term time and Compass School adopts this policy.

Therefore, term time leave of absence and family holidays are not acceptable.

The school cannot grant extended leave of absence, except in exceptional circumstances.

Appendix 2 is a suggested proforma for parents who wish to apply for exceptional leave in term time.

Appendix 3 sets out the decision-making process where a parent has applied for leave of absence in exceptional circumstances and it is granted.

Appendix 4 set out the process if the application is declined.

Contents of 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 must¹ 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.

Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

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 date on which the entry was made.

Children at Risk of Missing Education

School governing bodies, academy trusts, and other school proprietors must have regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. Schools should put in place appropriate safeguarding responses for children who go missing from school, particularly on repeat occasions. Where reasonably practicable, for every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.

Where school staff have concerns about a child, they should use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education. All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with the following information:

- the full name of the pupil;
- the full name and address of any parent with whom the pupil lives;
- at least one telephone number of any parent with whom the pupil lives;
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- the name of pupil's other or future school and the pupil's start date or expected start date there, if applicable; and
- The ground prescribed in regulation 8 under which the pupil's name is to be deleted from the admission register

All schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

Home Educated Children

On receipt of written notification to home educate, schools must inform the pupil's local authority that the pupil is to be deleted from the admission register. Schools should not seek to persuade parents to educate their children at home as a way of avoiding excluding the pupil or because the pupil has a poor attendance record.

Schools and local authorities should not seek to prevent parents from educating their children outside the school system. There is no requirement for parents to obtain the school or local authority's agreement to educate their child at home.

Parents have a duty to ensure their child of compulsory school age receives suitable full-time education but this does not have to be at a school².

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;
- Unable to attend due to exceptional circumstances; or,
- Not attending in circumstances relating to coronavirus (COVID-19) 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

Absence and Attendance Codes

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm Present in school during registration.

Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not those registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present at an Approved Off-Site Educational Activity

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 Education (Pupil Registration) (England) Regulations 2006. 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.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: 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.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. 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.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

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.

Code V: Educational visit or trip

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.

Code W: Work experience

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.

Authorised Absence from School

'Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: 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.

Code H: Holiday authorised by the school

Head teachers 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 teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical

evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. 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.

Code R: Religious observance

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 parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

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).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence, they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census.

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- 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.

This code can also be used where a pupil is unable to attend because:

- 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).

This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on 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.

Code #: 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.

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.

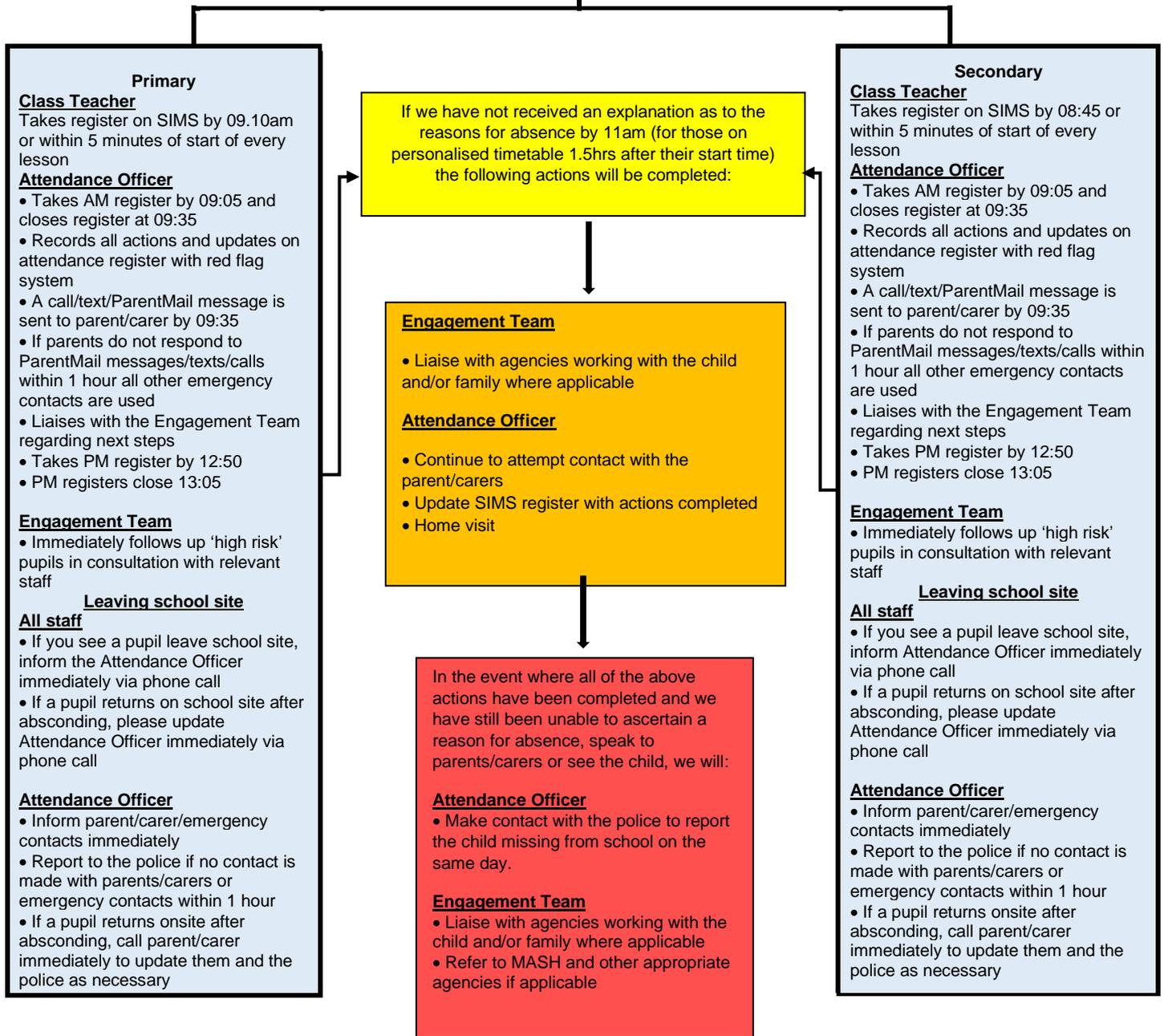
Appendix 1

Compass Attendance Flowchart 2023-2024



From 07:30 the Attendance Officer phones and texts pupils, parents/carers to support with attendance and punctuality.

By 08:30 parent/carers are expected to phone the school on 02380 215 320 or text 07500 782165 if a pupil is unable to attend. Alternatively, parents/carers may notify the Attendance Officer via email attendance@compass-school.net.



Appendix 2



Application for exceptional leave of absence from school

Good attendance is linked to higher achievement. Poor attendance can be a cause of underachievement. As parents, you have a legal responsibility to ensure your child's attendance at school.

Please fill in this form if you are requesting leave of absence for exceptional circumstances only. You are strongly advised to request leave of absence before you confirm any arrangements. Under no circumstances will absences in term time be authorised after the event. The Headteacher will consider the reasons for the request carefully, and if deemed to be 'exceptional circumstances' your absence may be authorised.

Name of child:		Class:	
I am applying for leave of absence for my child from:		to:	
for the purposes of:			
Number of school days missed:			
This leave cannot be taken during the school holidays because:			
Has your child had leave of absence in the last 12 months?		YES / NO	
If YES, please give dates and details:			
Siblings also needing leave of absence:	↓	↓	
Schools they attend:			
Signed:	Date:	Contact Number:	
(Parent/Carer)			
Child's attendance level over the last 12 months:			
Our overall school target for attendance this year is			XX.X %
Having considered your request carefully, my decision is that leave of absence is:			
Approved		The absence will be recorded as authorised.	
Not approved		The absence will be recorded as unauthorised.	
Explanatory notes:			
The school reserves the right to request proof of travel including return date at any time.			
Signed:		(Headteacher)	Date:

Good attendance is linked to higher achievement.

Poor attendance can be a cause of underachievement. If your child has five days of authorised absence during the year for a family holiday and takes no other time off for illness or other reasons, their attendance over the school year will be 97.4%.

Important Dates

The first few weeks of the school year are very important for learning routines, establishing relationships and expectations and building friendships.

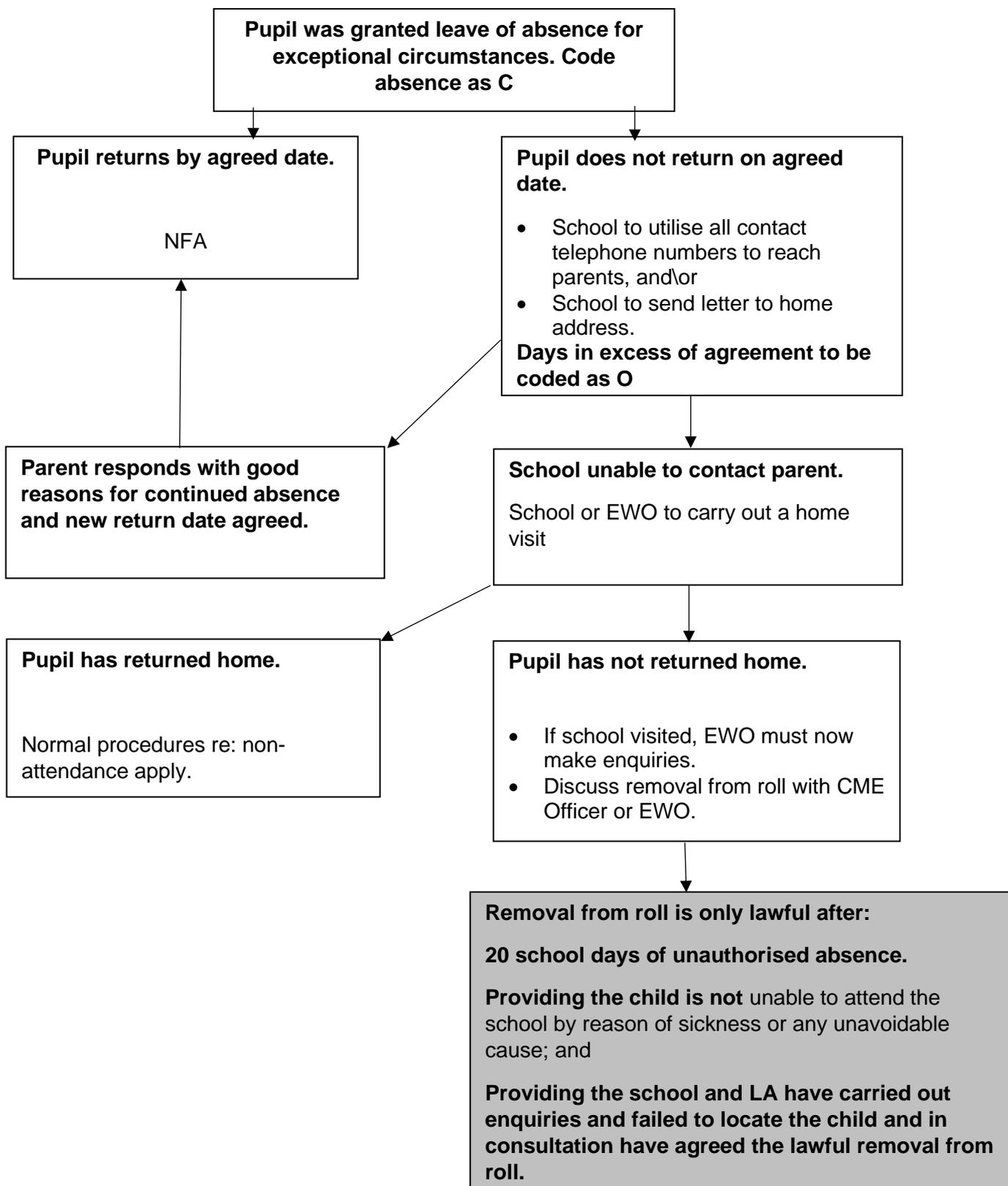
Penalty Notices

Unauthorised absence and persistent lateness may result in the issue of a **Penalty Notice** to each parent, for each child.

Please ask in school if you are unsure about any particular dates and remember to apply for leave of absence before you make a holiday booking

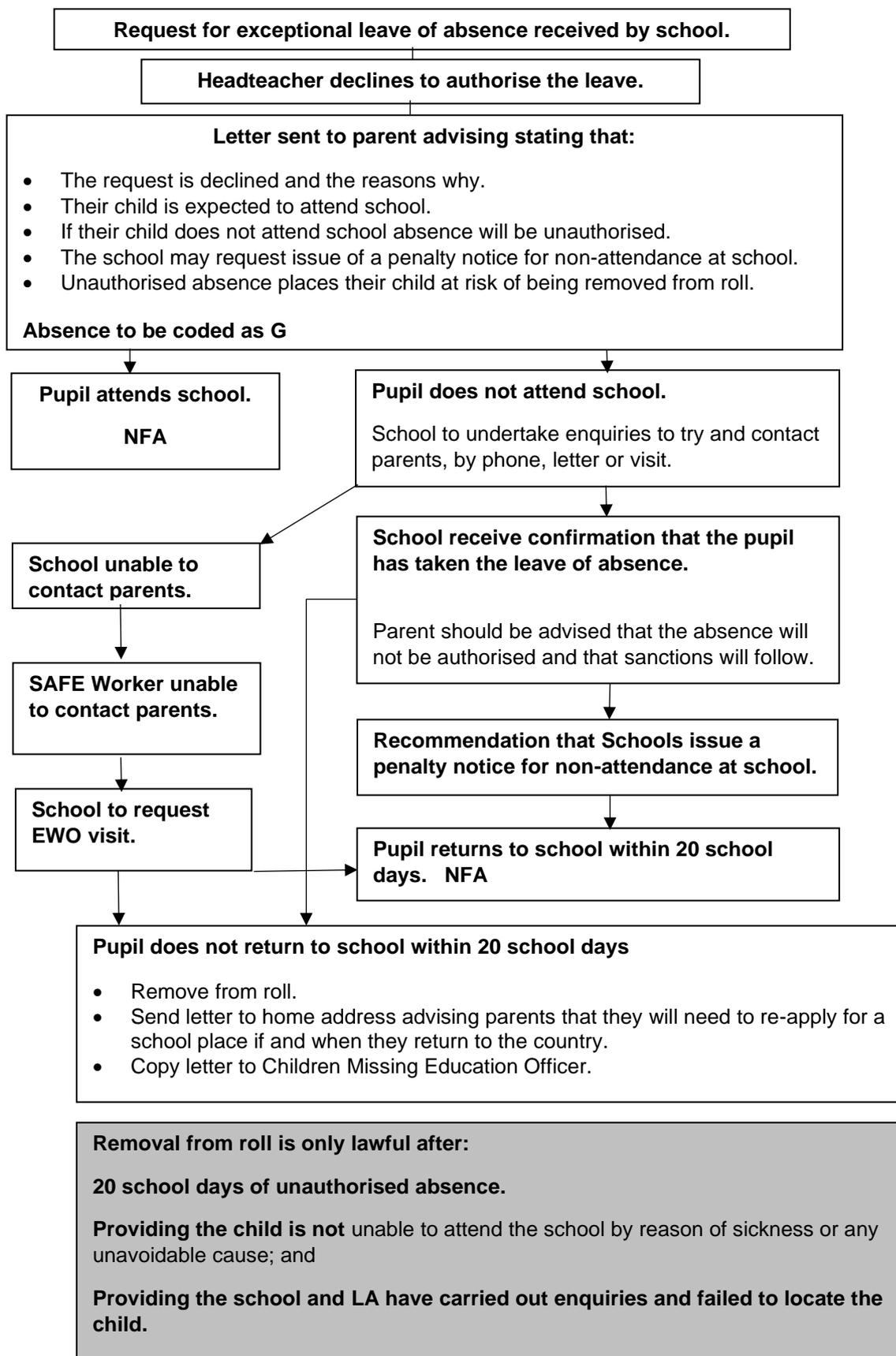
Appendix 3

TERM-TIME LEAVE OF ABSENCE GRANTED BY HEADTEACHER



Appendix 4

TERM-TIME LEAVE OF ABSENCE DECLINED BY HEADTEACHER



Green Lane,
Southampton.
SO16 9FQ

Headteacher: Debbie McKenzie
Telephone: 02380 215320
Email: info@compass-school.net



Appendix 5

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Stage One

I am writing to you about your child's attendance. Your child's attendance currently stands at ___% which is below the national target.

Your child has arrived late on ___ occasion(s) this academic year and has been marked in the register with unauthorised absence(s) on ___ occasion(s). This late mark not only affects their overall attendance but also means they miss out on essential learning time.

Therefore, please be informed that your child's attendance is now under review and will be closely monitored by the Attendance Officer. Should we not see an improvement within the next week, an initial investigation into your child's attendance will commence.

It is important that all pupils attend school and arrive on time in order to achieve and maintain good academic progress. The Compass School opens to students at 8.30am each day and registration takes place at 8.45am. Please ensure that your child arrives at school before 8.45am. If your child accesses a personalised timetable, please ensure they arrive promptly at their start time.

If you have any questions, or would like to discuss, please do not hesitate to give me a call on 07500 782165.

Yours sincerely

Attendance Officer



Green Lane,
Southampton.
SO16 9FQ

Headteacher: Debbie McKenzie
Telephone: 02380 215320
Email: info@compass-school.net



Appendix 6

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Stage Two

Following my recent letter, I am writing to inform you that I will now commence an investigation into your child's attendance, as we have not seen a substantial improvement in their attendance.

I will work in partnership with yourself, your child, Compass School staff and agencies to create an action plan to support improvement with attendance and punctuality.

Your child's attendance currently stands at __%, which will be having a significant impact on their education.

The Compass School opens to students at 8.30am each day and registration takes place at 8.45am. Please ensure that your child arrives at school before 8.45am. If your child accesses a personalised timetable, please ensure they arrive promptly at their start time.

Thank you for your support.

Yours sincerely

Attendance Officer



Green Lane,
Southampton.
SO16 9FQ

Headteacher: Debbie McKenzie
Telephone: 02380 215320
Email: info@compass-school.net



Appendix 7

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Stage Three

Following the initial investigation into your child's attendance, I am writing to you to invite you to attend an attendance-planning meeting for your child to review the current action plan and set final targets.

This will be an opportunity to support with further development of action plan and appropriate referrals to be made for additional support.

Your child's attendance currently stands at __%, which will be having a significant impact on their education.

I have scheduled the meeting, as follows:

Date:

Time:

Location: Compass School, Green Lane, Southampton, SO16 9FQ

Staff:

I would be grateful if you could please contact me to confirm or re-schedule, at your earliest convenience.

The Compass School opens to students at 8.30am each day and registration takes place at 8.45am. Please ensure that your child arrives at school before 8.45am. If your child accesses a personalised timetable, please ensure they arrive promptly at their start time.

Thank you for your support.

Yours sincerely

Attendance Officer



Green Lane,
Southampton.
SO16 9FQ

Headteacher: Debbie McKenzie
Telephone: 02380 215320
Email: info@compass-school.net



Appendix 8

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Stage Four

I regret to advise you that as your child is still refusing to attend Compass School on a regular basis, we have had no option but to refer this matter to Nicola Weir, our Educational Welfare Officer from the Local Authority.

Your child's attendance currently stands at ____% which is significantly lower than the required national average.

As you are aware attendance at school is a legal requirement under Section 444 of the Education Act 1996. Education Welfare work alongside schools to monitor all student's attendance, and we hope that we will see an improvement in your child's attendance by the next audit.

It is my duty to inform you that it is a parent's responsibility to ensure that their child attends the education establishment provided and that failure to do so can result in prosecution, or a penalty notice may be issued which has a fine attached to it.

If you would like to discuss this further or feel that we can support you to improve your child's attendance, please do not hesitate to contact me.

Yours sincerely

Attendance Officer



Green Lane,
Southampton.
SO16 9FQ

Headteacher: Debbie McKenzie
Telephone: 02380 215320
Email: info@compass-school.net



Appendix 9

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Stage One Review

Following my recent letter, I am writing to you about your child's attendance. As we have seen an improvement in your child's attendance, we will not be proceeding to an initial investigation at this stage.

Your child's attendance will be monitored by the Attendance Officer and Safeguarding, Attendance and Guidance Coordinator at internal weekly audit meetings.

It is important that all pupils attend school and arrive on time in order to achieve and maintain good academic progress. The Compass School opens to students at 8.30am each day and registration takes place at 8.45am. Please ensure that your child arrives at school before 8.45am. If your child accesses a personalised timetable, please ensure they arrive promptly at their start time.

If you have any questions, or would like to discuss, please do not hesitate to give me a call on 07500 782165.

Yours sincerely

Attendance Officer



Green Lane,
Southampton.
SO16 9FQ

Headteacher: Debbie McKenzie
Telephone: 02380 215320
Email: info@compass-school.net



Appendix 10

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Education Welfare Service

I am writing to make you aware that your child was discussed today at an audit with an Education Welfare Officer from the Local Authority.

Your child's attendance currently stands at ___ %.

As you are aware attendance at school is a legal requirement under Section 444 of the Education Act 1996. Education Welfare work alongside schools to monitor all pupils' attendance, and we hope that we will see an improvement in your child's attendance by the next audit.

'Section 7 of the Education Act 1996 sets out the parents' duty to cause their child to receive efficient full-time **education** suitable to age, ability, aptitude and special needs.'

If you would like to discuss this further or feel that we can support you to improve your child's attendance, please contact us.

Yours sincerely

Attendance Officer



Appendix 11

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Timetable update

Following the recent discussion with Compass School, I am writing to inform you of the timetable arrangements for your child.

	Times	Monday	Tuesday	Wednesday	Thursday	Friday
Lesson 1	08:45 – 09:25					
Lesson 2	09:25 – 10:05					
Lesson 3	10:05 – 10:45					
Lesson 4	11:00 – 11:40					
Lesson 5	11:40 – 12:20					
Lesson 6	12:50 – 13:30					
Lesson 7	13:30 – 14:10					
Lesson 8	14:10 – 14:30					

This timetable will be reviewed at the next pupil review meeting.

Please do not hesitate to contact me if you have any questions.

Yours sincerely

Attendance Officer

Appendix 12

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Medical appointments

We are very concerned about your child's recent absences from school due to illness and/or medical appointments.

Their overall attendance this school year stands at __%. When a student's attendance drops below 90%, the parent is required to provide medical evidence to authorise any future absences due to illness.

These absences will be having a dramatic impact on their academic progress. Therefore, to authorise any future absences due to illness, **we will require medical evidence and to be informed before registration at 8:45am on the day of illness.**

For any future medical appointments, **we will need to receive notification 24 hours prior to the appointment and medical evidence to authorise the absence.**

We hope to see your child back in school very soon and would also expect to see an improvement in their attendance.

Yours sincerely

Attendance Officer

Green Lane,
Southampton.
SO16 9FQ

Headteacher: Debbie McKenzie
Telephone: 02380 215320
Email: info@compass-school.net



Appendix 13

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Punctuality

I am writing to you about your child's punctuality to school.

Unfortunately, your child has arrived late on ___ occasions last week, receiving a late mark in the register. This late mark not only affects their overall attendance but also means they miss out on essential learning time.

It is important that all pupils arrive to school on time in order to achieve and maintain good academic progress.

The Compass School opens to students at 8.30am each day and registration takes place at 8.45am. Please ensure that your child arrives at school before 8.45am. If your child accesses a personalised timetable, please ensure they arrive promptly at their start time.

We are keen to work with you to support your child's attendance. Please contact your child's tutor if you wish to discuss this further. Alternatively, please do not hesitate to give me a call on 07788 567 885.

Thank you for your support.

Yours sincerely

Attendance Officer



Green Lane,
Southampton.
SO16 9FQ

Headteacher: Debbie McKenzie
Telephone: 02380 215320
Email: info@compass-school.net



Appendix 14

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Safeguarding concern

Your child has not attended school for more than seven days. Thank you for keeping us informed of the reasons for your child's absence.

It is my duty to inform you that it is a parent's responsibility to ensure that their child attends the education establishment provided and that failure to do so can result in prosecution, or a penalty notice may be issued which has a fine attached to it.

It is a parent's responsibility to inform the school of any absence as soon as possible on the day the absence takes place or the absence will be classed as unauthorised. If a pupil has too many unauthorised absences a penalty notice may be issued which can incur a fine.

As you are aware attendance at Compass School is monitored closely by the School Attendance and Safeguarding Teams and we have a duty of care to work in partnership with other agencies including the Police.

If you have any other direct contact numbers or your details have changed, please let us know so we can update our records.

Yours sincerely

Attendance Officer



Appendix 15

Attendance Officer
Compass School
Green Lane
Southampton
Hampshire
SO16 9FQ
Tel: 02380 215 320
Mobile: 07500 782165
E-mail: Attendance@compass-school.net

Re: Holiday during term time

Thank you for completing an 'application for exceptional leave of absence from school' form, requesting a family holiday from:

In accordance the 2006 regulations in the Education (Pupil Registration) (England) (Amendment) Regulations 2013, it is made clear that Headteachers may not grant any leave of absence during term time unless it is for exceptional circumstances only. Southampton City Council actively discourages all leave of absence during term time and Compass School adopts this policy.

Family holidays are not classed as exceptional circumstances and as such all requests for such holidays will be automatically refused.

Therefore, your child's absences will be unauthorised during the above period.

Any absences from school will have a dramatic impact on their academic progress.

It is my duty to inform you that it is a parent's responsibility to ensure that their child attends the education establishment provided and that failure to do so can result in prosecution, or a penalty notice may be issued which has a fine attached to it. Unauthorised absences can also place pupils at risk of being removed from roll.

Please do not hesitate to contact us if you have any questions or require further information.

Yours sincerely

Attendance Officer