

Bel Royal School



Attendance Policy

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As a Rights-Respecting School, our philosophy and ambition for our pupils are underpinned by our Core Values: Include, Believe, Achieve, and the values and principles of the United Nations Convention on the Rights of the Child (UNCRC).

Article 3: Everyone who works with children should do what is best for each child.

Article 28: Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child.

Aims

- Describe our procedures and processes relating to school attendance, punctuality, and welfare of all pupils on roll.
- Set out the arrangements that are in place to enable pupils to fully benefit from the educational opportunities available by maximising attendance and punctuality, in addition to supporting families to fulfil their statutory obligations.

Responsibilities

The Headteacher is responsible for ensuring that all staff tasked with recording pupils' attendance are fully aware of the legal requirements regarding these procedures. The Headteacher has overall responsibility for attendance and welfare, although this is delegated to the Key Stage Managers and then to the class teachers.

The school is responsible for recording and monitoring attendance, punctuality, and the general welfare of the pupils.

We take attendance very seriously and actively monitor it to improve it. We therefore:

- Encourage, promote, and maintain positive individual pupil attendance and punctuality.
- Implement strategies and initiatives to strengthen 'whole school' attendance.
- Ensure that registers are accurate and up to date, using the correct codes (see Appendix 2).
- Monitor and promote the welfare of every child and young person.
- Regularly monitor registers to identify pupils with attendance and punctuality concerns.

- Ensure that all appropriate information and records are available to the Education Welfare Officer (EWO) when a school requests Education Welfare Service (EWS) involvement.
- Communicate information about attendance and punctuality to parents/carers and pupils, including holidays in term-time.
- Collate and utilise attendance data effectively.
- Recognise the importance of early intervention, including first-day response when contacting parents/carers.
- Ensure that children and young people with chronic/long-term illness are supported in accessing their learning needs.
- Ensure consideration is given to critical times (for e.g.) Key Stage 2-3 transition.
- Have a range of strategies in place to deal with absenteeism and lateness.
- Have a clear hierarchy of sanctions.
- Attend regular structured meetings between the schools and the EWO.

Attendance and Punctuality:

Our average attendance is over 96%

- If attendance is below 90%, this is a concern, and we will carefully monitor and discuss this with parents.
- If attendance is below 85%, this is a serious concern, and weekly monitoring and an attendance plan (Appendix 1) are required.

Where there are no significant improvements, and when we have exhausted all our strategies and absence and punctuality continue to deteriorate, we will engage with parents/carers to agree to the support of the Education Welfare Service. A Request for Involvement (RFI) form will be completed: [EWO RFI.docx](#)

If a child's attendance continues to be a concern, the EWO will likely raise them at an attendance panel.

Punctuality

To maximise learning time, we encourage children to arrive at 8:30 am. Children must be in class and ready for registration by 8:50 am; after this time, they are marked as 'Late'.

After 9:15 am, they are marked as 'U', meaning late after the close of registers.

The afternoon register must be completed and closed by 1.25 pm.

We monitor punctuality closely and offer support to those families that need it.

Attendance Panel Meetings

If, despite the input from the school and the EWO, there is no subsequent improvement in attendance and punctuality. In that case, the EWS will invite parents/carers to attend an Attendance Panel Meeting.

Attendance Panels are required to address persistent concerns about school attendance and punctuality. Panel Meetings represent a platform for professionals to meet with parents/carers and students (age-appropriate) to receive and review reports from the EWS, schools, and other services and consider and agree on suitable next steps to improve this area.

The Panel will consist of a Senior Manager of the Education Department, the Team Manager of the EWS, a Senior Manager of the Multi-Agency Safeguarding Hub (MASH), an EWO, and a school representative.

Possible outcomes of the Attendance Panel include:

- A review period for parents/carers and pupils to evidence significant improvements. This will sit within an Attendance Plan or TAC/F Plan and may include the involvement of further professionals.
- An Enquiry to the Multi-Agency Safeguarding Hub (MASH).
- A referral to the Parish Hall with a view to prosecution.
- Application to the Court for an Education Supervision Order (refer to the Education (1999) Jersey Law).

Once the case has been referred to the Parish Hall, it is the responsibility of the Parish Connetable to contact the parents/carers and student (age-appropriate) and invite them to attend a Parish Hall Enquiry.

Children Looked After (CLA)

Each school is responsible for supporting, monitoring, and raising concerns about attendance, punctuality, and the welfare of Children Looked After. The EWS is tasked with helping schools by consistently raising CLA children during EWO/school consultation meetings. Attendance and punctuality data will be collated at the end of each academic year.

Alternative Educational Provisions

A pupil receiving part-time/temporary education or training away from the school site but is retained on the school register should be marked as **(B)** in the register.

Pupils who receive all their education in a separate provision from an education setting must be marked as 'left' on the register.

If a student is attending an alternative school setting for an agreed-upon period, the receiving school should register that student, and the school of origin should register them as **(B)** (educated off-site). Whether the student returns to the school of origin or not, they should be marked as on roll or left.

Children Missing from Education

Please refer to the Education Department's Policy for CME, Children Missing from Education.

Parents/carers Responsibilities

By law, parents/carers must ensure that all children of compulsory school age (aged 5 to 16) receive a full-time education by registering a child at a school or by arranging an alternative to school per the Education Department's Policy.

Parents/carers should partner with schools concerning their child/ren's education by actively supporting school policies on attendance, punctuality, behaviour, and homework.

Parents/carers should avoid taking their child/ren out of school for holidays during term time. Such absences can seriously disrupt the continuity of learning. The head teacher grants leave only in exceptional cases.

If parents are forced to take their child out of school during term time, they must request leave of absence by completing an 'Authorised Absence Request Form' before making any booking (see Appendix 3).

We will either write back or complete our section of the Holiday form to inform you whether permission has been granted.

Chronic illness / long-term illness or poor mental health

Chronic or long-term illness can be defined as a long-lasting and reoccurring illness or condition significantly impacting a pupil's school attendance. A paediatrician, CAMHS or other appropriate health care professional should diagnose the illness/condition professionally. When a pupil is thought to be suffering from a chronic or long-term illness, the school should develop education and care plans. These measures will consider the health needs of the pupil, as well as their learning needs, which may impact the high level of absenteeism they may experience.

Serious injury

Where a pupil has a severe injury that requires regular absences or a sustained period of school, s/he will also be considered under the chronic illness or long-term illness pathway. In all cases of chronic/long-term illness or significant injury, the EWO will be involved to some degree, including an overview of the pupil's case to ensure their education is not disadvantaged.

Collection of children from school

- The school should be notified of who will usually collect the child when the child joins the school.
- Parents are responsible for notifying the school in advance if this changes, giving details of the person authorised to collect the child.
- Parents should inform schools where children are subject to court orders that limit contact with a named individual.
- If anyone who is not authorised to do so attempts to collect the child, the school should not allow the child to leave and contact the parent immediately.

If a child is not collected at the end of the school day:

- Office/Duty staff should check with the child to see if there are any changes to arrangements for collection, try to contact the parent or other family members and wait with the child until someone comes to collect them.
- Children should not be released into the care of another parent even if they offer to take the child home.
- If contact with parents or other family members has not been made by 4 pm, we will discuss this with the MASH team.
- If no contact can be made with the parent by 4.30 pm, the school should contact the MASH Coordinator, who will arrange for a Child Care Officer to collect the child or decide to transport the child to the Children's Services Department.

Where children are regularly not collected or collected late, this should be discussed with parents/carers. DSLs/Headteachers should refer the case to the Education Welfare Service if no improvement is witnessed.

Useful Links:

Government of Jersey Attendance Policy:

<https://www.gov.je/SiteCollectionDocuments/Education/P%20School%20Attendance%20Policy%2020190227%20JP.pdf>

Government of Jersey School Attendance and Absence Page:

<https://www.gov.je/Education/Schools/ChildsWelfare/pages/schoolattendanceabsence.aspx>

Education Welfare Parent Leaflet:

<https://www.gov.je/SiteCollectionDocuments/Education/ID%20Education%20Welfare%20Service%20Leaflet%20for%20Parents%2020161205%20AW.pdf>

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Appendix 1



This attendance Plan should be developed following initial consultations with the parent/carer, the school setting and other agencies as appropriate

ATTENDANCE PLAN

Date of Plan:	
Name: Yr.:	D.O.B:
School:	School Contact:
Education Welfare Officer :	
Parents/Carers: Address:	Tel:
Agreed Plan:	
Pupil:	
Parents/carers:	
School:	
Education Welfare Officer:	
Other Agency (as appropriate):	

Agreed Target Dates:

Review Date:

Signed: Parents/carers

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Pupil

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Education Welfare Officer

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Appendix 2

Attendance Codes, Descriptions and Meanings

CODE		
/	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) (extended defined as greater than 10 school days)	Authorised absence
G	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed) (up to a maximum of 10 school days)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	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
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances

Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances
7	Illness due to Covid 19	Authorised absence
8	Self-isolating due to Covid 19	Authorised absence
9	Shielding due to Covid 19	Authorised absence

Appendix 3:

Bel Royal School

Application for Authorised Leave

Please submit this application along with an Attendance Record provided by the School Office

PUPIL NAME (First and Surname)	
CLASS	
Siblings in other schools:	
PARENT CONTACT NUMBER	WORK
	HOME

NUMBER OF SCHOOL DAYS REQUESTED Do not include SAT/SUN	DAYS IN TOTAL	FROM DAY / MONTH / YR	TO DAY / /MONTH / YR
REASON FOR REQUEST (Please provide sufficient detail to inform the decision making process).			
HAS YOUR CHILD HAD ANY OTHER HOLIDAY REQUESTS IN THE CURRENT ACADEMIC YEAR?	YES / NO	IF YES PLEASE GIVE DATES AND DETAILS:	

Signed (Parent/Guardian)..... Date

FOR OFFICE USE ONLY	
PERMISSION GRANTED / PERMISSION DECLINED	
REASON:	
SIGNED:	DATE:

Attendance at school is statutory and children are required to attend school for 188 days each year, and every day is important.

Headteachers may only authorise absence in exceptional circumstances.

In order to obtain permission parents are reminded that:

1. Holiday bookings should not be confirmed prior to gaining approval.
2. Adequate notice is required for applications to be processed.

There will be certain occasions when holiday requests will not be granted e.g. during exam time, child's poor attendance record. If request for holiday leave is declined, parents have the right to appeal to the Director of Education.