

CLUSTER ATTENDANCE STATEMENT



1. Introduction

Good attendance at school is important for the development and achievement of all pupils and our expectation is that parents/carers, school, Horsforth Children's Services and Children's Services Attendance Team at Leeds City Council will work together to ensure that pupils attend school and access the appropriate education.

Attendance is a whole school issue which is linked to safeguarding and is a shared responsibility. Parents/carers should ensure that their children attend school and provide reasons for any absence.

There is a strong link between attendance and achievement. Children who attend school are offered access to high quality learning and teaching opportunities which will enable them to achieve and success.

Absence, whether long term, frequent or occasional, leads to missed experiences and learning, having a negative impact on achievement and social and emotional wellbeing.

2. Cluster Aim

Our aim is to encourage and support all students to attain above the Government target of 90%

- We maintain parents and pupils awareness of the importance of regular attendance through support, advice and guidance.
- We implement systems of rewards for attendance as well as achievement and use sympathetic re-integration strategies for long-term absentees

3. Context

St Mary's Horsforth operates within guidance from Children's Services Attendance Team, Leeds City Council, Horsforth Children's Services and in partnership with other local schools.

4. Cluster wide agreed principles

The following schools have agreed to the points below:

Broadgate Primary, Featherbank Primary, Newlaithes Primary, St Margaret's CoE Primary, Westbrook Lane Primary, West End Primary and St Mary's CVA

- All seven schools will close their register 30 minutes after school opens
- Horsforth Children's Services will review and monitor half-termly school attendance
- Horsforth Children's Services will support individual cases in line with Leeds City Council guidance including the use of penalty notices.
- All schools will use the same agreed coding following the DfE guidelines (see appendix 1)
- No holidays will be authorised during term time.

5. Procedures

All the above Primary schools have their own detailed attendance policies and procedures which include the agreed points above and are made available for parents via the school website.

6. Authors

This statement has been updated by Horsforth Children's Services, February 2020.

Agreed Coding for Registers

Present at School

Registration Code / \ Present in school / = am \ = pm

Code L: Late arrival before the register has closed

Code B: Off-site educational activity

Code D: Dual Registered - at another educational establishment

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

Code P: Participating in a supervised sporting activity

Code V: Educational visit or trip .

Code W: Work experience

Authorised Absence from School

Code C: Leave of absence authorised by the school .

Code E: Excluded but no alternative provision made

Code H: Holiday authorised by the school Head teachers should not grant leave of absence unless there are exceptional circumstances.

Code I: Illness (not medical or dental appointments)

Code M: Medical or dental appointments.

Code R: Religious observance

Code S: Study leave

Code T: Gypsy, Roma and Traveller absence

Unauthorised Absence from School

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

Code N: Reason for absence not yet provided

Code O: Absent from school without authorisation

Code U: Arrived in school after registration closed

Administrative Codes

Code X: Not required to be in school

Code Y: Unable to attend due to exceptional circumstances

Code #: Planned whole or partial school closure