



Attendance Policy

Introduction

We value regular and punctual attendance as part of the process of training our children to be self-disciplined and to take responsibility for themselves in a mature and Godly way. We also value the family unit, educational experiences and the pursuit of spiritual development. This policy was written, and is updated, in consultation with parents and to ensure that all parents are aware of its content and the importance we place on both attendance and punctuality, it is posted on the website and sent out to parents annually at the beginning of the academic year.

We reward 99-100% attendance according to age with: Primary pupils small prize a certificate, Senior pupils (who must also have 98-100% punctuality) with a £10 amazon voucher.

We follow the statutory guidance 'Working Together to Improve School Attendance' (2024) and the policy will be on our school website.

The designated Senior Attendance Champion is the School administrator:

Mrs Diane Benning (01708 764449 or email school@immanuel.london)

Immanuel School's responsibilities

- The Principal, or the designated representative, authorises absences; parents cannot authorise absences
- The school keeps two registers: an admission register (school roll) and an attendance register. We notify Havering of any Havering students who join us or leaves using 'Havering Admission or Deletions from School Register Form'. We let other Boroughs know by email to admissions.
- It is now a requirement for the admission and attendance register to be kept electronically. Our Admission register is and is maintained by the Senior Attendance Champion Mrs Diane Benning. With our Attendance register we have been liaising with our local authority (Havering) about it being electronic and they have tasked a private company to try and make a system suitable for purpose, but until then we are using an Excel spreadsheet. We are in conversations with Tracy Bowden (Havering Senior Attendance Co-ordinator) about the data that we need to submit.
- The school reports on annual attendance figures in the end of year report, but also informs parents if attendance is lower than 90% or if a child is consistently late.

Parents' responsibilities

- Parents are primarily responsible for ensuring their children's attendance level is acceptable and should follow the school's arrangements for reporting absence.

- Parents are asked to contact the school office (telephone: 01708 764449) on the first day of a child's unforeseen absence; messages can be left on the answer machine or sent by email

Registration

- The school day starts at 8:50 for both primary and senior pupils. The school day ends at 3:20 for primary pupils and 3:40 for senior.
- The attendance registers are taken twice a day, at the start of the morning and afternoon sessions.
- Morning registration: The pupils are welcomed into school at 8:50 and into form room by 8:55. The registers will be called and sent to the office at 9:00, after that pupils are considered to be late and they will need to sign the late book on arrival.
- Lunchtime registration is 1:20pm for Primary in form rooms. Senior lunchtime registration 1:40pm in the hall.
- A mark, in accordance with the school marking system, is entered in red ink / \. If a pupil is absent the appropriate code is entered by the Senior Attendance Champion (see Appendix 1)
- Names are to be called aloud.
- Unexplained absences are to be followed up on the first day of absence. This is to be done by administration staff.
- Attendance registers are kept indefinitely after the date when the child left the school.
- The formal closure time of the school registers at Immanuel School is 30 minutes after registration; although we do recognise that a number of our pupils travel on public transport and are occasionally impacted by general hold-ups e.g. bus strikes, bomb scare. After this time pupils will be marked with an unauthorised absence mark.

Unsatisfactory attendance

- As a small school attendance and punctuality is reviewed on a weekly basis through the electronic register and any concerns are passed on to the Principal or the Senior Attendance Champion. At this time, we are not required by Havering to submit any data, but we are in consultation with the Senior Attendance co-ordinator about this.
- Registers are reviewed formally on a termly basis by the Senior Attendance Champion and the Principal; should a pupil's attendance rate fall below 90% previous records are checked to see whether this has occurred on other occasions within the last year
If it is the first time:
 - a telephone call is made to the parents to confirm the reason for the absence
 - a letter is sent to the parent(s), confirming the absence rate and the reason(s) for the absence
 - the attendance is then tracked for the next half term
 - if the poor attendance continues a meeting is called with the parents to discuss a way forward

Attendance Information for Parents

- Significantly above expectations: 99-100%
- Above average expectations: 97-98%
- Average: 93+-96% (national average is 92.9%)
- Below expectations: 90-92%
- Significantly below Average: Below 90 (10% absent figure is equivalent to one day or more per fortnight across the whole year)

Reporting absence to the LEA

We refer to the Educational Welfare Service (EWS) the name and address of any registered Havering pupil who:

- is identified as a 'consistently' poor attendee during Register Reviews (below 90%) and who has no satisfactory explanation for this attendance
- If we suspect that a pupil may be a young carer, the child has to be identified to the EWS so that additional necessary support may be given without delay. In a crisis, we will authorise absence for a set period and set work during that time.
- For any pupil who misses more than 15 consecutive days due to illness we will inform the LA as they may need additional support.
- Have a period of more than 10 days of unauthorised absence.

Pupils who attend Immanuel School from outside Havering are to be referred to the EWS but they will be dealt with differently. The referral will be passed by the EWS to the appropriate Borough for a home visit. The school does not contact the pupil's Borough directly.

Lateness

- A late book is kept and monitored by our Senior Attendance Champion who is the Administrator. Parents are kept informed about lack of punctuality.
- The previous year's punctuality is reviewed before the beginning of the next academic year and where necessary an email is sent informing parents of the number of hours missed and the expectation that there will be an improvement.
- The punctuality of persistent latecomers is then tracked and if no improvement is seen parents are invited in to discuss a way forward. This is the normal progression:
 - First time lateness is identified as an issue agreed by the Principal and the Senior Attendance Champion, the pupils will be monitored for half a term. A member of the SLT will talk to parents to make them aware.
 - If this continues then the Senior Attendance Champion will send letter 1 at the end of the next half term. This alerts parents to the number of hours missed due to late arrivals.

- If this continues for a further half term then the Senior Attendance Champion will send letter 2 and parents have to come in and meet with a member of the SLT to discuss how this will be resolved.
- Letter 3 is sent if there is no response to letter 2. Letter 3 requires a meeting with the Principal and parents to discuss the solution to this issue.
- When a pupil is consistently late, a referral can be made to the EWS

Missing children

If a pupil is removed from Immanuel without informing the school of a forwarding address/school, the following steps are taken (in the order given):

- School staff attempt to contact family or friends using the emergency numbers supplied by the parents at the time of registration.
- Friends of the pupil are asked for details of the whereabouts of the child
- The Principal will write to the last known home address requesting the parent to contact the school immediately.
- The EWS must be informed within 10 school days of the pupil's removal if the child cannot be traced.
- The EWS will check with other Boroughs, agencies, etc. If not traced, the police will be informed and the school notified of any further action taken.

School starting and leaving dates

- Children become of compulsory school age when their fifth birthday falls before one of these dates: 1st September, 1st January, and 1st April.
- Children may leave school on the last Friday in June in the school year in which they reach 16 years.
- All registered pupils remain at school until the leaving date. Registers are completed even if pupils are off-site on work experience or other approved activities.¹ Absences are recorded as usual.
- School is responsible for providing suitable learning experiences for Year 11 pupils whether by attendance or in another way.

Authorising absences

- We grant leave of absence in exceptional circumstances for occasions such as a close family wedding, etc. Leave is not to be granted for birthdays, shopping trips, etc. except in exceptional circumstances. Consideration is given to the child's overall attendance.
- Parents are required to email in to the school office when requesting leave of absence specifying the dates and the reasons for absence.
- Leave of absence is granted for a child to take part in a public performance only if the child has a licence granted by the Local Authority.

¹ Special needs pupils may attend courses at other educational establishments

Family holidays

- Holidays can no longer be taken as authorised absences. Parents have been notified of this and this reminder will be sent out annually.

Suspension

- We treat the absence of temporarily suspended pupils as authorised

Approved study leave

- We grant study leave to Year 11 pupils only. It does not exceed 15 school days in total before the exam series commences.

Medical and dental appointments

- We encourage parents to book appointments out of school hours where possible.

We inform the EWS as soon as we become aware that

- a pupil's parents have advised in writing that they are withdrawing their children to educate them at home
- the pupil has ceased to attend the school and no longer lives or boards within travelling distance of the school
- the school medical officer has certified that the pupil's health means they will not return to school before reaching the end of their compulsory school term
- a pupils place has been permanently withdrawn

London Borough of Havering Children's Services

Educational Welfare - ews@haverling.gov.uk

Appendix 1

National Codes for absence (as stated in Schools Attendance Regulations 2024)

/ \ present for morning an afternoon sessions

The following are classified as authorised absence

I = illness

M = Attending medical/dental appointments

C = Leave of absence for exceptional circumstances

R = Religious observance

E = Suspended or permanently excluded

T = Parents traveling for occupational purposes

S = Study leave

C1 = Participating in a regulated performance or undertaking regulated employment abroad

J1 = Attending an interview for employment or admission to another educational institution

C2 = Pupil is absent for school for part of the week (on part-time timetable)- then also use the code for the reason why absent

The following are NOT classified as absences:

B = An offsite educational activity

D = dual registration, so attending another school where registered

K = Alternative provision arranged by the LA

L = Late arrival before the register is closed

P = Approved sporting activity

V = Attending an educational visit or trip

W = Work experience

The following are classified as unauthorised absence

G = Holiday not granted by school

N = Reason for absence not yet established

O = Absent in other unknown circumstances

U = Arrives in school after the register closed (after 9:30)

The following are classified as 'not a possible attendance'

X = Pupils of non-compulsory school age absent when they are not timetables to attend

Q = Lack of access arrangements by LA

Y = Transport normally provided not being available

Y2 = Widespread disruption to travel

Y3 = Part of the school premises being closed

Y4 = Whole school site being unexpectedly closed

Y5 = Pupil is in criminal justice detention

Y6 = Public health guidance or law not to attend

Y7 = Any other unavoidable cause

The following codes are not collected for statistical purposes

Z = Prospective pupil not on admission register

= Planned whole school closure

Appendix 2

Reasons for removing a pupil from the Admissions Register

- A- the pupil has been registered at another school
- B- the pupil has not continued at the school following completion of nursery education
- C- the pupil is also registered at one or more other schools and the other schools have agreed the deletion
- D- the pupil has a school attendance order which has been changed to name another
- E- the pupil had a school attendance order which has been revoked
- F- the parent of a pupil has notified the school that the pupil will be leaving the school to be educated otherwise than at a school
- G- the pupil no longer normally lives a reasonable distance from the school
- H- the pupil has not returned following a leave of absence
- I- the pupil has been continually absent from school for 20 school days unauthorised, or 10 school days absence after authorised absence, and reasonable steps have been taken to secure the pupil's attendance
- J- the pupil is detained under a sentence of detention
- K- the pupil has died
- L- the pupil will be over compulsory age and will not continue into the sixth form
- M- the pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid
- N- the pupil has ceased to be a pupil at an independent school or non-maintained special school
- O- the pupil has been permanently excluded from the school, at an independent school or non-maintained special school