



Newport CIC Attendance Policy

Contents

1. What is the policy about?
2. Who does this policy apply to?
3. Policy requirements
4. Appendices

Appendices

1. Equality Impact Statement

Policy Owner:	Directors
Queries to be directed to:	Directors

This policy will be reviewed on an annual basis. Sporting Chance Newport CIC reserves the right to amend this policy, following consultation, where appropriate.

Date created:	October 2020
Date of last review:	March 2025
Date of next review:	March 2026

1. What is the policy about?

Sporting Chance Newport CIC is committed to providing a full effective and efficient education to all young people (The Education Act 1996 Part 1, Section 7) and embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.

For a young person to reach their full educational achievement a high level of attendance is essential. We will consistently work towards a goal of 100% attendance for all pupils. We create a purposeful learning environment and use every opportunity to convey to pupils and their parents or carers the importance of regular and punctual attendance.

We consider attendance and its recording and monitoring a Safeguarding issue and ensure accuracy and immediacy in its registration and administration. This policy contains within it the procedures that the school will use to meet its attendance targets.

2. Who does this policy apply to?

All staff, parents, carers and management board.

3. Policy requirements

1. 3.1 School Procedures

The academic day consists of two sessions - Morning and Afternoon. The whereabouts of all pupils during both sessions must be registered promptly (within the designated Registration window) and accurately (by the relevant Welsh Government registration code, see table 2 on page 4).

Only the Senior Management Team or a member of staff acting on their behalf can authorise absence.

The designated member of staff for Registration and attendance calls is Chloe Jones.

3.1.1 Lateness

The registers will remain open for 30 minutes (see table 1, on page 4).

Table 1

Session	Open	Close
Morning	09.30am	10.00am
Afternoon	12.30pm	13.00pm

Pupils arriving after the start of the academic day but before the end of the registration period will be treated for statistical purposes, as present, but will be marked Late.

Pupils absent at the close of registration will be marked as absent using the correct code to represent the reason of their absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance using the code 'U' which will be updated following pupils' absence reasons at the earliest opportunity.

Table 2

	The attendance codes	Statistical Meaning	Legal Meaning
Code	Description		
∧	Present at registration	Present	Present
L	Late but arrived before the register closed	Present	Present
B	Educated off-site (not dual registration)	Approved Educational Activity	Attending approved educational activity
D	Dual registered (i.e. present at another school or at a PRU)	Approved Educational Activity	Attending approved educational activity
P	Approved sporting activity	Approved Educational Activity	Attending approved educational activity
V	Educational visit or trip	Approved Educational Activity	Attending approved educational activity
J	Interview	Approved Educational Activity	Attending approved educational activity
W	Work experience (not work based training)	Approved Educational Activity	Attending approved educational activity
C	Other	Authorised	Absent
F	Agreed extended family holiday	Authorised Absence	Absent
H	Agreed family holiday	Authorised Absence	Absent
I	Illness	Authorised Absence	Absent

Table 2

	The attendance codes	Statistical Meaning	Legal Meaning
Code	Description		
M	Medical or dental appointment	Authorised Absence	Absent
S	Study leave	Authorised Absence	Absent
E	Excluded but no alternative provision made	Authorised Absence	Absent
R	Day set aside exclusively for religious observance	Authorised Absence	Absent
T	Traveller absence	Authorised Absence	Absent
N	No reason for the absence provided yet	Unauthorised Absence	Absent
G	Family Holiday (not agreed or of agreement)	Unauthorised Absence	Absent
O	Other unauthorised (not covered by other codes or descriptions)	Unauthorised Absence	Absent
U	Late (after registration closed)	Unauthorised Absence	Absent
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances	Absent
Y	Forced and Partial Closure	Not counted in possible attendances	Unable to attend due to exceptional circumstances or not attending because the pupils have a different school year to other pupils in the school
Z	Pupil not on roll	Not counted in possible attendances	Pupil not registered in the school
#	School closed to pupils	Not counted in possible attendances	No session held

3.1.2 First Day Absence

Parents/Carers will be expected to inform the school regarding a pupil's reason for absence by What's app, text, call, email and/or seesaw. If a call has not been received by time the register is closed at 10am, a member of staff will attempt to make contact (via What's app, Text, email and/or Seesaw) with the primary parent/carer to establish the reason for absence, this should be recorded on the meetings log on EduKey. This information will then be relayed to the person responsible for the register to record the reason using the codes on table 2. The school will risk assess absence for all pupils to determine the manner and time scale of response when a pupil is not at school without parental/carer contact. For learners with a higher risk, if contact is not established with primary parent/carer by 12:00pm for those in full day/morning sessions or 3:00pm for those in morning only sessions the, DSL or DDSL will be approached to make a decision if secondary contact should be attempted and/or other contact/referral should be made. This should also be logged onto the meetings log on EduKey.

3.1.3 Absence notes

Comments regarding pupils' absence received from parents/carers and/or made by staff regarding absence should be recorded on the meeting logs on EduKey. These notes will be used in reviews, proceedings and investigation as evidence.

3.1.4 Continuing Absence

Absence longer than a day without parental contact will be treated as a matter of concern and a potential safeguarding issue. Contact will be made by the school and external agencies will be involved where necessary. All absences will then follow the Newport LA guidance, letters (shown in Appendix and EWO will be involved as and where necessary.

3.1.5 Frequent Absence and refusal

It is the responsibility of the Senior Management Team and delegated staff (Safeguarding Officer) to identify patterns of absence.

We acknowledge and agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend regularly or has been absent without the school's permission for a continuous period of 10 days or more.

3.1.6 Leave of Absence in Term-Time

Families do not have a right to take their children out of education for family holidays or trips abroad during term-time. Government guidance instructs Headteachers NOT to authorise leave of absence in term time except in the most exceptional circumstances. Requests for leave of absence during term-time should be made to the Headteacher in writing. Each request will be judged on a case by case basis.

3.1.7 High Needs

Identified pupils with specific medical, therapy or Additional Learning Needs, who have a high level of absence, will be supported by the following strategies:

- Weekly monitoring of attendance and absence;
- Recording absence as authorised;
- Working with the Local Authority to record such absences in the context of the pupil's individual capacity to avoid penalty and enable a support programme;
- Provide home visits where purposeful;
- Recognise that some pupils are not 'available for learning' (e.g. acute CPTSD, Mental Health needs that can't be met at school and manifest in repetitive harmful behaviour and presentation of risk to others and/or self) and work with the LA and other agencies to allocate appropriate provision which may not be within our school.

3.1.8 Part Time Timetable

All pupils of compulsory school age are entitled to a full-time education.

In exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package or when pupil's specific need mean they are not able to cope and/or learn on site. The decision and plan to educate a pupil on a part time timetable will be based on assessment and articulated professional judgement that will be approved by the Headteacher, as well as reviewed regularly (intervals that are not longer than 3 weeks).

In agreeing to a part-time timetable, a school has agreed to a pupil being absent for part of the week or day and therefore must record it as authorised absence. Local Authority guidance in regard to part timetables should be sought and adhered to as well as sharing accurate information of the pupils on them.

A school must get agreement from the pupil's parent/carer before implementing a part time timetable. This should be in the form of a signed agreement detailing proposed timetables and review periods.

3.1.9 A Welcome Back

All pupils of compulsory school age are entitled to a full-time education.

It is important that on return from an absence, all pupils are made to feel welcome.

This should include ensuring that the pupil is helped to adjust to the school's daily routine; catch up on missed work and brought up to date on any information that has been passed to the other pupils.

2. 3.2 Promoting Attendance

We will use opportunities as they arise to remind parents/carers that it is their responsibility to ensure that their children receive their education. The school has systems to celebrate/reward excellent attendance which include; prizes for streaks of 10, 20 and 30 days attendance and reward trips at the end of each term when attendance is higher than 84%.

3. 3.3 Working in Partnership with Parents and Carers

Our aim is to work in partnership with parents and carers to remove pupils' barriers to attendance. We strive to establish good working relationships with the families of our young people through good communication and regular meetings to address on-going attendance concerns. If necessary, we establish support from the local authority and EWO service who can work with us in a multi-agency approach.

4. 3.4 Attendance Targets - Recording and monitoring

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and the Senior Management Team will be responsible for overseeing this work.

The school will use a standardised register for keeping the attendance records and regular monitoring will be carried out by the Senior Management Team and designated staff.

The Headteacher or designated staff member will provide regular updates to the Staff Team during our weekly staff meeting and the School Management Board on a termly basis in the following areas:

- Punctuality;
- Attendance (including authorised & unauthorised absence);
- Vulnerable group attendance comparisons;
- Impacts of attendance and punctuality interventions undertaken by the school.

*Enhanced Absence & Safeguarding Protocol begins after 3 days of a continuous absence if evidence is not provided to support reasoning why the learner is not in. Sickness letter before before 1st attendance letter, then follow on.

5. Appendix 1: The Law

The parent of every child of compulsory school age shall cause him to receive efficient full- time education suitable-

- [a] To their age, ability, and aptitude and
- [b] To any special needs they may have.
either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school.

6. Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised absence

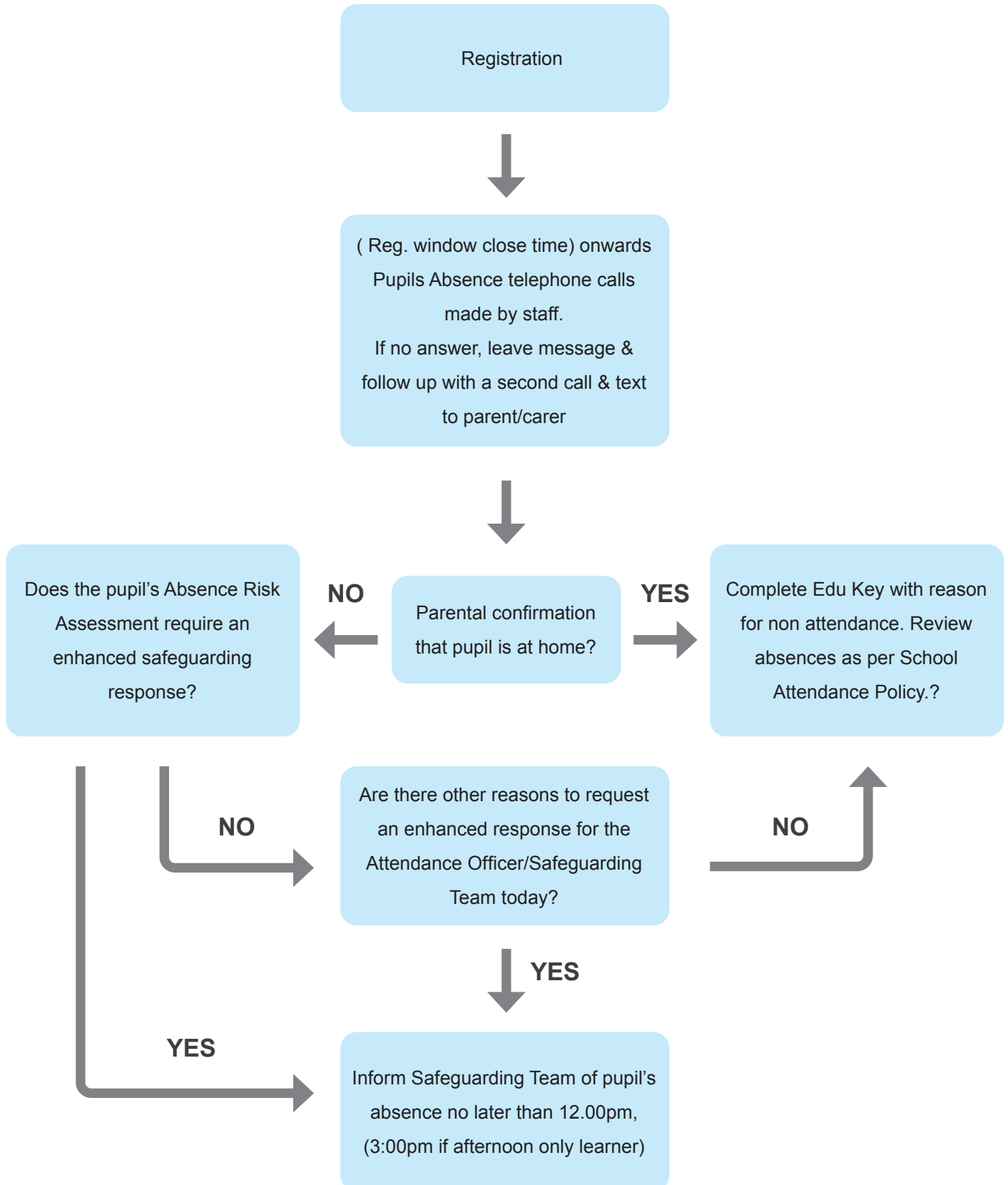
This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

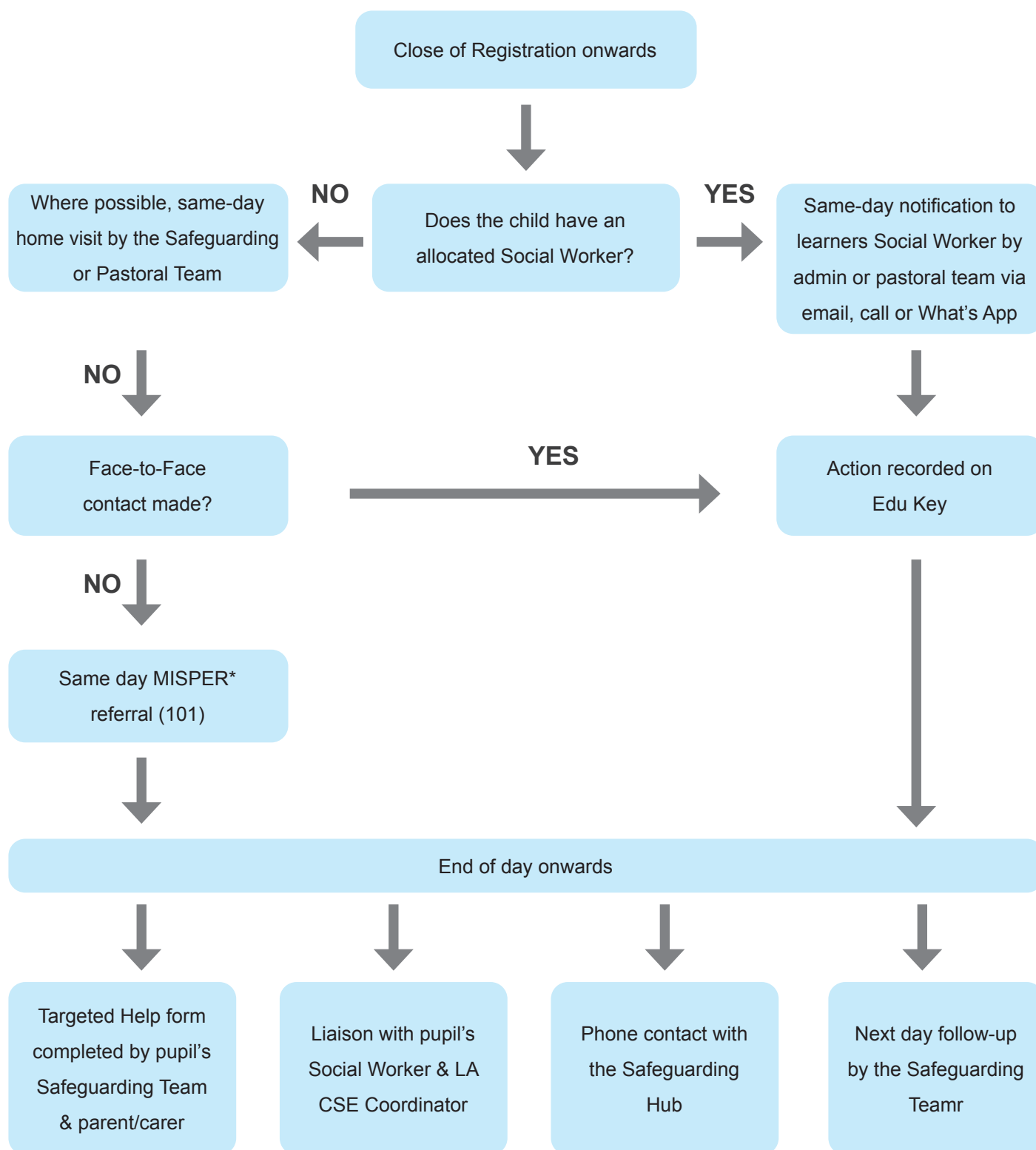
This is for those pupils who are away from school for a reason that is deemed to be valid.

Appendix 2: Attendance Flow Charts

2.1 Absence & Safeguarding Protocol



2.2 Enhanced Absence & Safeguarding Protocol



*The school can only report a child as a missing person (MISPER) if they attended and then left. If the child is not at home the parent must raise the report.

- 7.
- 8.
- 9.
10. Appendix 3: Equality Impact Assessment

Sporting Chance Newport CIC is committed to always: avoiding the potential for unlawful discrimination, harassment, and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Sporting Chance Newport CIC has adopted the process in line with its commitment to continually improve our equality performance.

This EIA is for:	Attendance Policy
This EIA has been assessed by:	G Brenton (Headteacher)
Date of assessment:	February 2024
Assessment approved by:	G Brenton (Headteacher)

Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Sporting Chance Newport CIC attendance policy for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age		X		The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability		X		The policy applies equally to all members of staff regardless of health/disability. It is not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/Paternity		X		It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)		X		The policy applies to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment		X		This policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation		X		This policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their sexual orientation.

2. Negative impacts and mitigations

Negative Impact	Mitigation	Owner
None		

Appendix 4 – Newport LEA – Letter 1

Date

Address

Address

Address

Dear Name of Parent/Carer

Re: Name of pupil

In accordance with our procedure to improve attendance and achievement, I am writing to you because _____'s attendance is ____%. A copy of the registration certificate is enclosed. I realise that there may be good reason for _____'s absences and you may have already told us about it. However, it is vital that all pupils at our school attend at least 95% of the time and therefore we will be monitoring _____'s attendance.

With your support, I would expect _____'s attendance to improve. If it does not, you will be invited to a meeting with to discuss _____'s attendance and any support the school can give.

I would like to remind you that parents/carers have a responsibility to ensure their children receive an adequate education under section 444 of the 1996 Education Act.

If you have any concerns or wish to discuss this further, please do not hesitate to contact the school.

I look forward to seeing an improvement in _____'s attendance.

Yours sincerely

Enc

Appendix 5 – Newport LEA – Letter 2

Date

Address

Address

Address

Dear Name of Parent/Carer

Re: Name of pupil

It has been identified that _____ has now missed ____ days, or __ hours of learning, due to illness so far this academic year. In order for ____ not to fall behind in individual subject areas, please could I highlight the importance of catching up with all of the subject content missed.

As we are yet to receive any evidence of a long-standing medical condition, then no further absence, due to illness, will be authorised. Unauthorised absence from school can lead to the issuing of a Fixed Penalty Notice and or prosecution.

If _____ has a medical issue that the school is yet to be informed of, then please contact the Attendance Officer directly on 01633 654111

If you are experiencing difficulty in getting _____ to school, please contact the Attendance Officer on 01633 453038

Sporting Chance committed to supporting all students to achieve their full potential and expects students to attend school a minimum of 85% of the time.

Yours sincerely

Enc

Appendix 6 – Newport LEA – Letter 3

Date

Address

Address

Address

Dear Name of Parent/Carer

Re: Name of pupil

On <date> I wrote to you advising that _____'s attendance has fallen below 80%. Unfortunately, there has been no significant improvement in his/her attendance and this is continuing to cause concern.

A copy of the registration certificate is enclosed.

I must remind you that regular attendance is a legal requirement and it is important that any issues that may be the cause of this poor attendance are addressed as soon as possible. You are invited to attend a meeting at school with us on <date> at <time> to discuss _____'s attendance and offer our support in improving this.

If you are unable to attend on this date please contact the school to arrange a mutually convenient time.

If there is no improvement in _____'s attendance a referral will be made to the Newport City Council's Education Welfare Service.

Yours sincerely

Enc



www.asportingchance.org.uk

