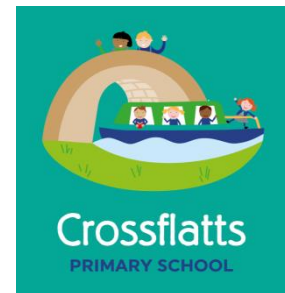


Crossflatts Primary School



Attendance Policy

Approved by the governing body on: _____ January 2022

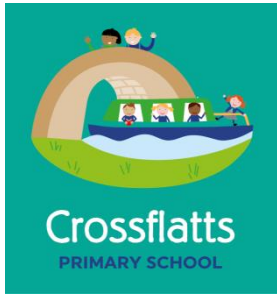
January 2024

To be reviewed on: _____

Signed on behalf of the governing
body: _____

Mary Morgan

NB. This guidance will be retained for a period of 7 years from replacement.



Crossflatts Primary School

ATTENDANCE POLICY

Revised January 2022

School attendance aims:

At Crossflatts we know that excellent attendance is the key to achievement in school. In order to achieve the maximum benefit from education pupils must attend school regularly and punctually.

Information:

The law requires regular attendance. Schools are required to take an attendance register twice a day: at the start of the morning session and once during the afternoon session. The register shows pupils who are present and those that are absent with the reason for the child's absence recorded using the school coding system (SIMS).

If a pupil of compulsory school age is absent, the register must show whether the absence was authorised or unauthorised.

- **Authorised absence is where the school has been notified of a reason or given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as a satisfactory justification for absence.**
- **All other absences must be treated as unauthorised**

The Governing Body (which is legally responsible for the attendance register) must register with the Data Protection Registrar under the Data Protection Act 1998.

Legal framework

This policy has due regard to the following legislation, including, but not limited to the:

- Education Act 1996.
- The Education (Pupil Registration) (England) Regulations 2006.
- Health and Safety at Work etc Act 1974

This policy is designed to be used in conjunction with other [school/academy] policies such as:

- Child Protection and Safeguarding Policy.
- Positive Handling Policy

Partnership between parents/carers and the school:

Attendance and punctuality is regarded by the school as the responsibility of the whole school community. All school staff, governors, parents/carers and pupils must work in partnership to ensure regular attendance, so that pupils have the opportunity to reach their potential.

The responsibilities of the school, parents/carers and pupils with regard to attendance and punctuality are detailed within the Home School Agreement.

Parents are regularly informed on whole school attendance in the Headteacher's weekly blog and on an individual basis three times a year on their child's report.

School responsibilities

The school undertakes to:

- Educate all pupils at an age appropriate level of the importance of good attendance.

- Provide a stimulating and differentiated curriculum so that all pupils enjoy learning and are motivated to want to come to school and be successful.
- Complete registration accurately at the beginning of each morning and afternoon using the appropriate codes, noting reasons for absence and times of arrival if late.
- Telephone parents/carers on the first day of absence if no explanation has been received.
- Record times of arrival of pupils coming to school late.
- Contact parents to follow up unexplained or unauthorised absences and persistent lateness.
- To notify the Local Authority in accordance with legislation of irregular attendance and of continuous absences of more than 2 weeks which are not covered by medical certificate or prior authorisation.
- Work within the school pastoral system to support pupils experiencing difficulties
- Monitor the attendance of individual pupils and families and staff to work closely with the Attendance Officer to identify concerns and bring about improvements in attendance through telephone calls, interviews and home visits.
- To work collaboratively with other agencies e.g Social Workers, Child Protection Officers etc.
- Follow the local authority guidance on missing children.
- Provide parents/carers with a printed record of their child's attendance in their child's report.
- Provide attendance information on the website and through the Headteacher's weekly blog.

Pupils are expected to:

- Attend school regularly – “Every day matters.”
- Arrive for school and learning on time – “Every minute counts.”

Parents/carers are expected to:

- Inform the school at the start of the school day that a child is ill or give any other reasons for absence.
- Inform the school again if absence is likely to continue beyond three days. A note, a medical certificate or proof of medication should be sent to confirm the reasons for the absence.
- Make medical appointments out of school hours. Where this is not possible, the school must be informed in advance of pending appointments. Appointment cards must be shown where a pupil is attending an appointment during school hours. The pupil must be signed out at the administration office when taken out of school during school hours by a parent/carer.
- Attend scheduled meetings regarding concerns about the attendance and or punctuality of their children with the Headteacher and Year leader.
- Parents/carers must apply in advance for permission for any exceptional absence e.g. a funeral.
- Take holidays or trips abroad during school holidays.

THE PROCESS FOR MONITORING ATTENDANCE

The admin team will log instances of absence and lateness and discuss these weekly a member of SLT.

Stage 1: Where there are concerns about attendance and punctuality the school will make verbal contact with parents. If contact cannot be made- see home visits procedure below.

Stage 2: If the concerns persist the school will write to the parents/carers and arrange to meet.

Stage 3: If the concerns persist the school will arrange a meeting between the parent/carer, school representative and the Education Welfare Officer (EWO)

Stage 4: If the concerns persist the school will make a formal referral to the Local Authority Educational Welfare Service to deal with the on-going issues.

Should concerns persist the EWO will agree action (as above) and where necessary meet with the parents/carers. Please note that ultimately the Local Authority can take legal action.

Home visits

If no contact has been made by the parent/carer as to why a pupil is not in school, a home visit should be conducted as soon as possible, following the below steps:

- Two members of staff must travel together, one of whom must be a member of the Senior Leadership Team (SLT) or Senior Management Team (SMT).
- If travelling by vehicle, the car must have business insurance and must have been viewed by the school business manager.
- A mobile phone must be taken and the school office informed of the visit the two members of staff are about to attend.
- At no point should staff enter the house if they feel it is unsafe to do so.
- If staff believe a child is in immediate danger, emergency services must be contacted immediately.
- A record should be kept of the home visit on the school's safeguarding system (CPOMs) by the member of SLT/SMT.

Home visits are a useful way of addressing the problems that lead to poor attendance. However, since the member of SLT or SMT is entering private property, it is important that all parties are made aware of the rules and procedures. SLT or SMT will maintain the highest professional standards at all times.

ABSENCES DURING TERM TIME - Term Time Holidays and Extended Leave of Absence

A pupil's absence during term time can seriously disrupt their continuity of learning and there is a risk of underachievement. There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Parents are encouraged to take holidays during this period. Families do not have a right to take their children out of school for the purposes of family holidays or trips abroad.

The Education (Pupil Registration) (England) (Amendment) Regulations 2013 explanatory note states: Regulation 7 of the 2006 Regulations is amended to prohibit the Headteacher of a maintained school granting leave of absence to a pupil; except where an application has been made in advance and the Headteacher considers that there are exceptional circumstances relating to the application.

Government guidance instructs Headteachers NOT to authorise holidays and trips abroad in term time. Permission for this type of absence should only be granted in the most exceptional circumstances.

Parents should not take their children out of school without first seeking the schools permission. In considering an application for a holiday in term time a school will take into account:

<ul style="list-style-type: none">• The time of year for the proposed trip.• For example, during the first three weeks at the beginning of a new academic year as it is important for children to be in school to ensure an effective, smooth induction into their new class / year group
<ul style="list-style-type: none">• The holiday / leave of absence is not taken near to or during any exam / assessment dates.• For example, it is important that Year 6 children are in school for the duration of the summer term for the end of Year 6 exams (SATs) and transition arrangements for secondary school• For example, it is important that Year 2 children do not take holidays between Easter and Spring Bank holidays due to end of KS1 exams (SATs)• For example, it is important that Year 1 children are in school during the second and third week in June to allow them to take the Year 1 Phonics screening test.
<ul style="list-style-type: none">• The child's overall attendance pattern for the previous 12 months and whether it is 95% or more.
<ul style="list-style-type: none">• Whether the child has taken any holidays during term time in the previous 12 months

<ul style="list-style-type: none"> • The age and stage of education of the child
<ul style="list-style-type: none"> • The exceptional circumstances of why parents are requesting the time off during term time

Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice.

If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

AS FROM SEPTEMBER 2013: THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

- Application for term-time leave of absence must be made in advance by the parent with whom the child normally resides on the form headed 'Application for leave of absence during term time'. These may be obtained from the school office.
- Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'.
- Parent will be informed within 7 school days as to whether the request has been authorised or unauthorised.

Removal from Roll

The Pupil Registration Regulations 2006 state that schools can delete pupils who fail to return to school on the date they were expected back from their leave of absence or extended leave of absence if they fail to do so within 10 school days. However, the school must check that the pupils do not have a good reason for their absence, such as disrupted travel arrangements or illness, before deleting the pupil. The school and the local authority must make reasonable enquiries to establish the reason for non-return before the deletion is made. Schools are advised in line with the Children Missing Education guidance that they must refer all cases of children who are removed from the school roll (having failed to return following a period of leave of absence) to the Education Social Work Service who will make additional enquiries to attempt to locate the child.

If the pupil has a good reason to be absent they should be marked as 'authorised absence' using the relevant attendance code and the pupil cannot be deleted.

If, in the school's view, the pupil does not have a good reason, the parents should be reminded of:

- the date the school said it expected the pupil to return;
- the parents' responsibility to ensure that the child attends school regularly;
- the possibility of legal sanctions against the parents;
- the possibility of the school deleting the pupil from the school roll;
- that the pupil will be marked with unauthorised absence.

If, after making reasonable enquiries, the school is unable to contact the parents or has any concerns about the pupil and their welfare, the school should seek assistance from the Education Social Work Service. Schools should not wait until they are about to delete a pupil to seek this assistance.

Official register

Electronic registers will be kept on SIMS which may then be used to generate reports. Parents/carers can request to see their child's attendance record by applying to the Headteacher. They will automatically receive information on their child's attendance three times a year on their termly report.

Registration

Attendance registers will be completed twice each day by the class teacher by 9.00am and 1.20pm at the latest and children who are not present in the classroom at this time will be marked absent.

Children arriving after 9.00am at school will be required to report to the school office and a late mark will be given on the register.

Once the register is closed at 9.30am pupils not present are officially marked absent unless prior notification has been given, or a message received has been received. The School Receptionist will make telephone contact with the parents/ carers to establish the reason for the absence and also the expected date of the child's return to school. Records of this contact and the outcomes will be kept in the school office.

All letters and /or messages regarding absence received by the teacher or other members of staff should be passed on to the office for the attention of the Data Administrator.

The Data Administrator or class teacher will inform the head teacher of any concerns with regard to absence of pupils and the school's four stage strategy will be applied appropriately.

Attendance incentives

- At the start of the academic year '96% attendance- Every day counts' will be the focus of whole school and class assemblies.
- During a whole school assembly, once a week, the attendance for every class will be recorded and celebrated on a large overview chart. The class with the highest attendance receive a 'shout out' and a raffle ticket. The raffle ticket will be placed in the Headteacher's attendance box. At the end of each half term a raffle ticket is pulled out of the Headteacher's box and the winning class will receive an age appropriate treat.
- Attendance charts will be displayed in all classrooms. Green will indicate an attendance of 96% or above, amber 90% above and red 89% and below. An arrow will point to the section relating to each classes attendance. This will be updated weekly by the teacher. Classes that achieve 96% at the end of the week will receive a non-monetary treat from the class teacher for example extra five minutes play / two stories / extra TT Rockstars time.
- All children with 100% attendance and punctuality at the end of the academic year will be awarded with an appropriate treat. If a child has a medical condition that effects the percentage of time they can be in school this will be taken into account.