

Edwalton Primary School



Attendance Policy & Guidance

Approved by Full Governing Body: 5.7.17

.....: Chair of Governors

Due for Review June 18

Attendance

Effective schools convey their positive regard for regular attendance to parents, pupils and teachers. Children quickly pick up the message that their presence is important. The twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to receive children formally from home, and serve as an introduction to the session. In promoting a positive attitude to attendance and punctuality amongst pupils and their families, the school will ensure an appropriate and uninterrupted education for all pupils, so that the highest standards of attainment can be reached.

Aims of this Policy

- To promote a positive attitude to attendance and support pupils and their parents/carers in the establishment of the highest possible levels of attendance and punctuality;
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning
- Enable pupils to progress smoothly, confidently and with continuity through the school
- Make parents /carers aware of their legal responsibilities

Being at School

School Education lays the vital foundations of a child's life. Research clearly demonstrates the link between regular attendance and educational progress and attainment. Parents/carers and the school staff should work in partnership in making education a success and in ensuring that all children have full and equal access of all that the school has to offer. AS a school, we will encourage parents and carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly. As parents, it is their responsibility to ensure that their children arrive at school and return home safely.

Expectations

We expect that all pupils will:

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day
- Discuss promptly with their class teacher or school office any problems that may affect their school attendance

We expect that all parents / carers will:

- Contact school promptly whenever any problem occurs that may keep their child away from school
- Notify the school of any home circumstances that might affect the behaviour and learning of their child
- Notify school immediately of any changes to contact details
- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day
- Ensure that they contact the school daily whenever their child is unable to attend school

Examples of absence

Authorised absences:

- Genuine illness of the pupil
- Hospital/dental/doctor's appointment for the pupil
- Major religious observances
- Visits to prospective new schools
- External exams or educational assessments
- Absence for children of service personnel who are restricted to leave / holiday entitlement

Unauthorised absences including, but not limited to:

- Shopping / day trip / visit to a theme park
- Holidays
- A birthday treat
- Oversleeping due to a late night
- Looking after other children / other family member

Attendance Guidance and Policy updated June 2017

- Appointments for other family members
- Remaining at home when another family member is ill

We encourage parents, where possible, to make appointments at the beginning or end of the school day. If a child has an appointment in the middle of the day they must attend before and after the appointment when possible.

The school will:

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Provide a sympathetic response to any children or parent's concerns
- Keep regular and accurate records of AM and PM attendance and punctuality
- Monitor individual child's attendance and punctuality
- Contact parents / carers when a child fails to attend and where no message has been received to explain the absence
- Follow up all unexplained absences to obtain explanations from parents / carers
- Although parents / carers may offer a reason, only the school can authorise the absence
- In the case of long term or frequent absence due to medical conditions, verifications from a GP or other relevant body may be requested
- Monitor and support school attendance and punctuality
- Refer irregular or unjustified patterns of attendance to the Local Authority Targeted Support Department, if school support does not bring about the necessary improvement in attendance

Registers, Punctuality and Lateness

Punctuality to school is crucial. Lateness into school causes disruption to the individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. Children should be on the premises in time for entering school at 8:50am.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil
- Registration takes place at 8:50am and pupils who arrive after 9:00am will be recorded as late to school. Registers close at 9:10am and after this lateness is recorded as an unauthorised absence and can be subject to prosecution by the local authority
- Afternoon registration is taken at 1.15pm for all classes
- Pupil's attendance and punctuality is recorded on their report and will be passed on to future schools as necessary

Pupil Leaving During the School Day

During school hours the school staff are legally in loco-parentis and therefore must know where the pupils are during the school day.

- Pupils are not allowed to leave the premises without prior permission from the school
- Wherever possible, parents/carers should try to arrange medical and other appointments outside of school time
- Parents are requested to **confirm in writing**, by letter or email, the reason for any planned absence, the time of leaving and the expected return time
- Where a pupil is being collected from the school, parents/carers are to report to the school office before the pupil is allowed to leave the site. They must be signed out and signed in on their return.

Leave of Absence

The school holiday dates and end of Key Stage Assessment dates are published a year in advance and leave of absence **will not** be authorised during these assessment periods. INSET days are published as soon as the school have agreed these, but may be subject to change.

In line with the Government's amendments to the 2006 regulations, holidays during term time will **NOT** be authorised. The Headteacher and Governors have determined that the school will follow the Nottinghamshire Code of Conduct for attendance. Warning Letters and Penalty Notice Fines may be issued as follows:

Persistent Absence

Once a child has reached 3 days (6 sessions) unauthorised absence over a 6 week rolling period, the school can, at the discretion of the Headteacher, request the Local Authority to issue a warning letter. The letter will make it clear that any further absence may result in the issuing of a Penalty Notice to each parent for each child to whom persistent absence applies.

Based on Government guidelines any pupil whose attendance falls below 90% will be classed as persistent absentee from school (P.A.) and school will take appropriate action following the principles set out below.

The monitoring period for warning letters will be 12 weeks where the school will make every effort to support the child and family to improve their attendance.

If the unauthorised absence persists and then rises to 5 days (10 sessions) over a 6 week rolling period then the school can, at the discretion of the Headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom persistent absence applies. In these cases the Local Authority may also consider what services or measures may be provided to prevent or reduce further unauthorised absence including support and interventions through the Family Service.

Absence

If a child is absent parents should call the school on each day of the absence stating a reason. In the event of the child being absent with no explanation given the office staff will call the contacts. Parents are required to provide the details of 3 contacts and will update their details with the office staff when changes occur and this will be checked termly by the office. If no reply is received / or explanation given from any of the three contacts, the Attendance Officer (SENCO/HLTA) will make a home visit. If we are still unable to make contact with a parent / carer then the Police will be contacted and requested to attend the home address to make a welfare check.

A note should be sent on the day the child returns to school explaining the absence. The school will then decide whether to authorize the absence. If authorization were to be refused, for instance if a child was kept off school for a birthday, then the parents would be informed. A note is essential for authorization of absence.

Holidays During School Term Time

If the school has evidence that a parent has removed a child from school for the purposes of a holiday during term time without authorisation and the level of absence is in excess of 3 days (6 sessions) in total over a 6 week rolling period, then the school can, at the discretion of the Headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

Persistent Lateness

Where a pupil is persistently late for 10 separate instances over a period of six school weeks and where these are signified as a "U" in the attendance register, the school can, at the discretion of the Headteacher, request the Local Authority to issue Penalty Notices to each parent for each child to whom unauthorised absence applies.

In line with the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The penalty is set at £120 and should be paid within 28 days of the date on which the notice starts. If the penalty is paid within 21 days of the date on which the notice starts the sum is reduced to £60.
- Penalty notices are issued to **each** parent, for **each** child.
- All monies are collected by and retained by the Local Authority.

Roles

Role of Class Teacher

- To complete registers in full twice each day
- To request phone call home re. absence
- To encourage pupils to return absence slips
- To reward good attendance and punctuality

- To investigate reason for absence where possible
- To record absence and lateness on register
- To report in memo form concerns to Key Stage Team Leader and Head Teacher
- To keep a record of all procedures

Role of Headteacher

- To monitor attendance/lateness each half term
- To report regularly to the Governing Body
- To feedback regularly to staff
- To make referrals to Targeted Support through the Early Help Unit
- To make families more aware of their responsibilities
- To reward and encourage pupils

Role of the Office Administrator

- To record notification of absence on absence slips
- To make absence enquiries on the first day of absence
- To pass on absence information to the class teacher and SENCo
- To record attendance electronically
- To record absence in the absence book daily
- To send standard letters on request following termly reviews of attendance data with SENCO/HLTA

Role of SENCO / HLTA

- To liaise with Head Teacher and administrative staff in regard to absences and above.
- To monitor attendance book on a weekly basis and liaise with Office Administrator about any known non-attendance
- To carry out half termly attendance reviews
- To issue letters to parents of children with 90% attendance or less on a termly basis
- To conduct meetings with parents of children with attendance of 85% or below

Role of Governing Body

- To monitor the school's authorized and unauthorized absences in comparison with local and national figures.
- To encourage a positive approach to attendance and punctuality.
- To raise awareness of the need for full attendance in order to achieve high standards for all pupils.
- To support the staff, Headteacher, SENCO and HLTA in creating a positive approach towards attendance.

Changing Schools

It is important that if families decide to send their child to a different school that they inform Edwalton Primary School as soon as possible. A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next
- The address of the new school
- A new home address if appropriate
-

The pupil's school record will then be sent to the new school.

Children Missing In Education

Edwalton Primary School follows the DfE Guidance for Children Missing Education (link below)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

In the event that the school has not been notified of the destination school, the family will be referred to the local authority's Child Missing in Education Officer Glen Scruby who will make enquiries to locate the pupil across other education authorities if required until the pupil has been located.

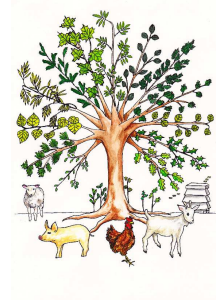
This procedure will also be followed should a child, allocated to Edwalton Primary School by the Local Authority during the first admissions process, fail to enrol at the start of the Autumn Term.

Appendix One – Application for Withdrawal from Learning – below



Edwalton Primary School

Head Teacher: Mr Anthony Thomas
Wellin Lane, Edwalton, Nottingham, NG12 4AS
Telephone: 0115 914 4221
Fax: 0115 914 4220
Email: head@edwalton.notts.sch.uk
office@edwalton.notts.sch.uk



Application for Withdrawal from Learning

Pupil's Name..... Class.....

I would like to withdraw my child from learning on the following dates:

First day of absence..... Date of return to school.....

Total number of days learning will be missed

Please explain the reasons why it is necessary for your child to miss the learning provided by the school on these days.

.....
.....

Please note that the school cannot authorise any time off school unless it is for a one off / exceptional reason. All holidays will be unauthorised. Should you choose to take your child away from school in term time it will not be authorised unless it meets the recommended guidelines. Children with school attendance that falls below 95% are monitored closely. Children whose attendance falls below 90% are classed as Persistent Absentees based on Government guidelines. Persistent lateness or absence from school will result in Parents/Carers being required to attend an Attendance meeting with the school.

Name of Parent/Carer..... Date of notification

Signed.....

Contact details whilst absent

(Current advice requires that we have contact details for any child who is not in school, if different from their home address)

Address whilst absent:

.....
.....

Phone number:

Please return to school office- thank you

Headteacher's signature: _____ **Authorised/unauthorised.**

In the 2017/18 Academic Year your child has already takendays Percentage Attendance

Appendix Two

Attendance impact on progress

School attendance is a priority for our school and we are constantly monitoring pupil attendance.

We want to work together with parents/carers to help ensure excellent attendance and punctuality for all pupils from an early age. The following information shows how school attendance can affect your child's future progress.

Above 97%	Above 97%. Less than 6 days absence in a year: pupils with this attendance should achieve the best they can, leading to the best possible start in their education. Attendance is excellent.
95%	95%. Less than 10 days absence in a year: pupils with this attendance are likely to achieve their targets and will be well prepared to make good progress.
90%	90%. 19 days absence over the year: pupils with this attendance are missing a month of school per year and may fall behind in Maths and Literacy; it will be difficult for them to achieve their best. Children whose attendance falls below this figure is classed as a persistent absentee.
85%	85%. 29 days absence in a year: these pupils are missing 6 weeks of school a year; it will be very difficult for them to keep up and achieve their best.
80%	80%. Pupils with this attendance are missing a day for every week of school. It will be almost impossible to keep up with work.

Due for review September 2019