



Aspiring and Achieving

HOMELANDS PRIMARY SCHOOL

ATTENDANCE POLICY

ADOPTED BY THE GOVERNORS ON.....16.07.13.....

REVIEWED.....16.06.15.....

REVIEWED.....20.09.16.....

RATIONALE

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils/students and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

PURPOSES

1. To have clear, relevant guidelines for register keeping which are carefully and routinely carried out by staff
2. To ensure that good attendance has a high priority with pupils, parents and teachers
3. To demonstrate clearly stated procedures for swift follow-up when there is a concern about an absence
4. To recognise that matters relating to the quality of the curriculum and teaching and to the school's ethos and relationships are most significant in encouraging good attendance.

RIGHTS, RESPONSIBILITIES AND ROLES

School

1. All staff will understand the registration process in the school
2. All registers will be completed accurately at the beginning of each morning and afternoon session, and returned to the school office promptly

NB: Incomplete or inaccurate registers are unacceptable; they provide a daily record of attendance which may be required in a Court of Law

3. The school will ensure that clear attendance information is regularly communicated to parents through a variety of media: the school's website, newsletters, school prospectus and parents meetings
4. The school will inform parents weekly of attendance figures and annually of the whole school attendance target via the school newsletter
5. The school will accurately record and monitor all absenteeism and lateness

6. All pupils' with attendance below 95% will be monitored on a twice termly basis by the school, in order to identify persistent absentees and those pupils at risk of becoming persistent absentees.
7. The school will have clear procedures to identify and follow up all absence and lateness, allocating individual staff roles and responsibilities
8. The school will annually review its attendance policy and associated procedures in consultation with the Local Authority's Attendance Improvement Service

Parents/Carers

1. Parents/carers have a legal responsibility to ensure their child regularly attends the school at which they are registered. Failure to fulfill this duty may result in the Local Authority taking legal action
2. Parents/carers are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn
3. Parents/carers are responsible for immediately informing school of the reason for any absence by phone call or in person on the first morning of any absence before 9.30am and thereafter
4. Parents/carers should not take their child on holiday in term time and are to be made aware of the potential consequences of a Penalty Notice being issued or subsequent prosecution of doing so without the school's prior written permission.

Authorised/Unauthorised absence

All absences must be explained by a parent. The school will then decide whether or not it will authorise the absence

Acceptable reasons for the authorisation of absences are:

- Illness (1)
- Exceptional family circumstances such as a bereavement
- Days of religious observance
- Unavoidable medical/dental appointments (2)

(1) Illness

Medical evidence may be requested where a child has been absent for 3 days or more due to illness OR where a child's attendance is below 95% and/or the child is regularly away from school due to illness. Failure to provide evidence when requested may result in the absences being recorded as unauthorised. Medical evidence can be in the form of a copy of a prescription, medication or an appointment card showing name of child and date they visited.

If a child is diagnosed with a medical condition, evidence should be provided.

(2) Unavoidable medical/dental appointments

All routine (non emergency) appointments should be made, whenever possible, outside of school hours. Should a child need to have an appointment during school hours, such as in an emergency,

hospital or CAMHS appointment, evidence of this will need to be provided. Failure to provide evidence may result in the school recording the absence as unauthorised.

Holidays in term time/ Leave of absence

Legislation

From the 1st September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006¹ came into force.

These amendments remove references to family holiday and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that head teachers may not grant any leave of absence during term time unless there are ***exceptional circumstances***.

Head teachers should determine the number of school days a child can be away from school if the leave is granted.

Requesting the absence

The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

The Headteacher or person with delegated responsibility will decide whether or not to authorise the absence, on a case by case basis, and will only do so where there are **exceptional circumstances**.

Where a decision is made not to authorise a request for leave of absence, the school will write to the parent(s)/carer(s), notifying them of that decision.

If the absence is unauthorised and still taken, the school may request the Local Authority to consider issuing a penalty notice to the parents/carers for the unauthorised absence.

If no absence request is made

If a child is absent from School during term time and no prior absence request has been made, the School will write to the parents/carers to inform them that the absence has not been authorised and that a Penalty Notice may be issued.

If the parents/carers can demonstrate that the child's absence during this time was due to an **exceptional circumstance** and that an absence request could not have been made in advance of the said absence, then a Penalty Notice will not be issued.

Please be aware:

Parents/carers who take their child out of school without prior written authorisation from the school may be subject to a £60 penalty notice per child, per parent from the Local Authority.

Parents/carers must pay £60 within 21 days or £120 within 28 days.

Non-payment of the penalty within those timescales may result in a prosecution in the Magistrates Court under s444 (1) of the Education Act 1996.

Penalty Notices are issued per parent, per child. A 'parent' can be any person, whether a natural parent or not, who has care of the child or young person.

¹ <http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

Procedures for following up absence/lateness

First day reporting

- Parents are reminded of the first day contact procedure at the beginning of each term via the school newsletter
- On the first day of absence the parent/carer should ring school before 09:00am to inform the office that their child will be away and give a reason for the absence. An indication of the likely period of absence is requested
- Admin staff keeps a log of absence calls and reasons received each day
- Registration marks must be made available immediately after registration in order that where necessary; any absenteeism can be followed up by admin staff.
- If any member of staff is concerned about an absence they will liaise with the admin staff to clarify any reasons or knowledge for the absence. If still concerned they will relay to the Headteacher or Deputy Headteacher
- Between 09:30am – 10:30am admin staff will text the parents of any pupil whose absence is unexplained and on each consecutive day that the absence remains unexplained. Failure to reply will result in an unauthorized absence
- If a child remains absent for a second day without any notification as to why, the school will call any other contacts that have been provided, including grandparents and work.
- If a child remains absent for three days without any notification, a member of staff will visit the home address.
- If, after three days, the school has concerns about the child's whereabouts and wellbeing, the school will contact the Torbay Education Safeguarding Service (TESS) for advice.
- It remains the schools responsibility to try to contact the parent and visit the home if necessary.
- If after 10 days, the child has continued unauthorised absence, a Child Missing Education (CME) referral will be made to the Attendance Improvement Service.

If the child is subject to a child protection plan or if the school has particular safeguarding concerns and feel the child is at risk of immediate harm, the school will immediately notify the Multi-Agency Safeguarding Hub (MASH) without waiting for 10 schools days.

A child may be referred to the MASH if it is considered that they have totally disengaged from learning and/or the parent is subject to statutory intervention.

Lateness

There are two negative results caused by pupils who constantly arrive late. These are:

- The loss of education suffered by the pupil which over a year can add up to a significant proportion of their time at school
- The disruption to other pupils in their class as the teacher's attention is taken from the task at hand

The strategies that the school will use to tackle lateness will include:

- School gates will be locked at 9.00am prompt. Pupils who arrive after 8:55am are considered 'Late' (L) and will be required to enter the school via reception to sign in and record the reason for their late arrival
- Pupils who arrive after 09:10am should be considered as 'Late (after registers close)' (U)
- All teachers will record the appropriate late mark in the registers and these will be entered into the computerised attendance programme.
- Where either/or these late arrivals cumulate to 5 or more in a half term the school will write to parents/carers of the pupil in question to discuss any support needs and ways of accessing support.

Attendance letters

Where a child's attendance falls below 95%, the following actions should be taken:

Attendance letter 1 will be sent advising the parent that their child's attendance has dropped below 95%.

Attendance letter 2 will be sent 2 weeks after letter 1 or later in the same academic year if attendance has not improved, inviting parents/carers into a meeting with {add appropriate person's job title}

Attendance letter 3 will be sent if parents/carers do not attend the meeting and/or there is still no improvement following letters 1 and 2, inviting parents/carers into a meeting with {add appropriate person's job title}.

If, at any time, a child has 10 or more unauthorised absences equating to 10% within a 6 months period, the school should attend a legal consultation with the Local Authority to consider legal options available. Legal options include: Penalty Notices, Education Supervision Orders, School Attendance Orders and Prosecution. Please see the Local Authority website for further details.

Strategies for promoting attendance

Certificates are distributed:

- At the end of each term to every child with 98%+ attendance
- At the end of the school year to every child with 98%+ attendance across the whole school year
- A weekly award of the Attendance Cup to the class with the highest attendance for the previous week and attendance stickers for each child in the class
- Confirmation on the website of the winning class

- Regular mentions in Newsletters
- Attendance figures are included in the termly progress sheets
- Annual attendance figure included in School Report

Nursery Attendance

If your child is unable to attend through illness or other reason **please contact the school office before 9am** so that the Nursery remain fully informed of your child's whereabouts.

If you wish to take your child on holiday, or intend to be absent for any reason other than medical appointments or illness, please complete an 'absence form' available from the school office.

Children need to be collected punctually to allow our ratios to remain within legal limits.