



Attendance and Punctuality Policy

**Reviewed By: Attendance Leaders,
Deputy Headteacher, Headteacher**

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Introduction

The Head Teacher, staff and governors of our school are committed to all learners receiving the best education possible and being given every opportunity to achieve the highest standards. In order to achieve this, we strive to ensure excellent levels of attendance and punctuality are achieved for all groups of learners. The Head Teacher, Deputy Head Teacher, class teachers and Attendance Leaders take appropriate action so that all learners achieve optimum attendance and punctuality by ensuring that any barriers, which may impede attendance or punctuality levels, are reduced or removed as quickly as possible.

Consequently, we aim to:

- Ensure that all learners have an equal right and access to an education in accordance with the National Curriculum
- Offer an environment in which learners feel safe, valued and welcomed, where they know that their presence is important
- Ensure learners with medical conditions are supported to achieve optimum attendance seeking the advice and guidance of specialist medical professionals where appropriate
- Encourage excellent levels of attendance and punctuality with the intention of enabling all learners to take full advantage of the educational opportunities available to them and prepare them for the future (high school and employment)
- Provide support for individual learners and their families in meeting their attendance and punctuality obligations and responsibilities
- Proactively tackle and address any persistent absenteeism or lateness through the Local Authority policy and corresponding procedures, including fining through the use of penalty notices or court proceedings

Statutory Framework

It is the responsibility of the parents or carers to ensure their child's attendance at school, as required by law (ref Section 7, 1996 Education Act).

Parents & Carers

Parents and carers are responsible for ensuring that their child or children attend school regularly, punctually, properly equipped and ready to learn. If a child is prevented, for any reason, from attending school or is going to be late, parents and carers are expected to notify school by 9am on the same day by phone call or in writing, as appropriate.

Learners

All learners are expected to attend school regularly and punctually and adhere to the school policies on behaviour and uniform. At the end of each half term those whose attendance is 100% will have their achievement celebrated in a special school assembly. Learners will not be penalised, in this instance, if they have to attend medical appointments for a medical condition, which cannot be arranged outside school hours providing they return to school after their appointment, if appropriate. Proof of any medical appointments must be provided to the school office ahead of the appointment.

Governors

Attendance reporting takes place on a termly basis at the Pupil Inclusion and Community Governor Committee Meetings, whereby the Head Teacher presents the current, detailed overview of attendance, persistent absenteeism, unauthorised absence and punctuality data analysis by learner group. The Learning Mentor, Office Managers and Assistant Head Teachers work alongside the Head Teacher to identify, investigate and address all attendance and punctuality issues.

School

All school staff but particularly class teachers endeavour to encourage, promote and reward good attendance and punctuality through class incentives, positive reinforcement and by personal example. Promoting good attendance and punctuality is the responsibility of all school staff, who are expected to respond to absenteeism and lateness firmly and consistently but with care. All members of staff should report persistent lateness to the relevant Attendance Leaders, who will work alongside the Deputy Head Teacher & Head Teacher to follow up concerns.

Office Managers calculates weekly attendance and punctuality figures for each class. This enables good attendance and punctuality to be celebrated in staff meetings and assemblies. The regularity of this reporting also ensures persistent absenteeism or poor punctuality is identified at the earliest opportunity and followed up accordingly by the EYFS Lead and Assistant Head Teachers.

The Office Managers check the individual attendance of those at risk of developing poor attendance and punctuality on a daily basis. Regular and rigorous analysis of half termly attendance and punctuality data highlights improvements, persistent concerns and patterns of absence and lateness, which are then addressed in line with school policy accordingly on a graduated scale.

The Learning Mentor attends half-termly Social Inclusion meetings to review current class attendance data and the attendance of all identified persistent absentees to ensure that current interventions and support are having a positive impact. If concerns continue despite intervention and support, further action will be taken, the same process is applied to punctuality.

Persistent concerns about the attendance of any individual following intervention from school will be referred immediately to the appropriate external service via the Early Help Assessment Form e.g. School Nurse or Early Intervention Team and 6 weekly Child Action Meetings (CAMs) to review progress will be initiated.

Leave of Absence

Pupil registration regulations state that Head Teachers should not approve leave of absence from school during term time, unless in exceptional circumstances. **Exceptional circumstances are rare, significant, unavoidable and short.** If parents or carers feel there are exceptional circumstances why their child needs to be absent from school, they must apply in advance by writing to the Head Teacher, explaining the dates and the reasons for requesting extended leave.

The Office Managers and Learning Mentor meets fortnightly with the Education Welfare Officer to discuss & monitor punctuality and attendance of all pupils. Any extended leave of 5 days or more, which is taken without authorisation from the Head Teacher will result in the Local Authority issuing a penalty fine.

To clarify any absence of more than 4 days will not be authorised unless exceptional circumstances can be proven.

Penalty Notices

A penalty notice is a monetary fine of £80. They are used as an alternative to prosecution and can be issued following a period of 5 or more days of unauthorised absences from school. Warning letters for penalty notices will be sent to parents and carers by school after **10 sessions (5 days)** of unauthorised absences.

The Penalty Notice fine will not exceed £160 if paid within 28 days. If the penalty is still not paid within 28 days, parents and carers will be prosecuted under Section 444(1) of the Education Act 1996. Parents and carers will be prosecuted for failing to ensure that their child[ren] attend[s] school on a regular basis, i.e., not for the non-payment of the penalty.

Also where there are two parents who both have responsibility of their child(ren), they will receive a Penalty Notice fine each, per child.

Early Intervention Team

A referral is made to the Early Intervention Team (EIT) using the Early Help Assessment Process by our Attendance Lead if school has on-going serious concerns about attendance. The EIT then assess each case and decide whether the case will be assigned a key worker, who will carry out regular home visits to challenge poor attendance and support the family to improve this. Regular Early Help Assessment Review Meetings will then take place in school to monitor the progress being made and any further action that needs to be taken.

Registration

The class teacher ensures that the register is completed accurately on a daily basis (using SIMS) by allocating appropriate absence codes. The register is taken punctually at 8.50am and again at 12.30pm (EYFS), 1pm (KS1), 1.15pm (LKS2) and 1.30pm (UKS2). All learners who arrive in school after the morning register has been closed, after 9.00am, have to register at the school office using the 'Inventory' system and will then receive a late mark.

When there appears to be regular or a pattern of late marks, the Attendance Lead will be notified. A meeting will be arranged with parents and carers to share concerns and to establish the reasons for poor punctuality so that appropriate support can be provided. If punctuality does not improve, despite the support and intervention put in place, further action will be taken.

Absence

Parents and carers must explain all absences from school with a telephone call by 8.30am on the first day of absence. The attendance officer, in liaison with the relevant senior lead, then makes the decision whether to authorise or unauthorise the absence.

Absence from school will be authorised for the following reasons only:

- Sickness
- Unavoidable medical or dental appointments or procedures, but whenever possible these should be made outside of school hours and proof of the appointment provided
- Days of religious observance (1day)
- Exceptional circumstances e.g. a death in the family etc.

Absence from school will not be authorised for:

- Holidays
- Shopping trips
- Looking after parents or family members
- Domestic chores
- Birthdays or similar events
- Trips to the airport

Continuous absence due to reported illness is authorised if deemed to be genuine by school in consultation with the school nurse or other relevant external agencies where appropriate.

Parents and carers **do not** have the right to take their child out of school for holidays during term time unless for exceptional circumstances.

Absence or Lateness Procedures

The Attendance Officers monitors all registers on a daily basis and responds to all absenteeism with a phone call to parents or carers, passing on information regarding absences to class teachers, the EYFS Lead, Deputy Head Teachers and if appropriate the Designated Safeguarding Lead.

Any absence of learners who: are looked after or previously looked after, have a safeguarding plan, are currently in the child protection arena or have been identified as having persistent absenteeism or lateness is reported, by the class teacher, to the Designated Safeguarding Lead who then makes a phone call to the parent or carer. A

referral is then made to the Early Intervention Team (EIT 4220), if they are involved, or the external attendance officer who will make a home visit and report the outcome to school. For learners who are looked after, previously looked after or have a safeguarding plan, the Designated Safeguarding Lead will make a referral to the allocated social worker for the family.

The half termly review and analysis of the attendance and punctuality figures highlight any learner whose attendance is 95.8% or below or has more than 15% lateness. Parents and carers will be informed of this and the Learning Mentor and Assistant Head Teacher, in liaison with the Head Teacher, identify any barriers to excellent levels of attendance and punctuality and implement all necessary intervention strategies to reduce or remove these barriers in line with the procedures set out below.

Attendance

- An initial letter is sent to parents and carers, informing them that attendance is of concern and reminding them of their obligations to ensure excellent levels of attendance. Parents and carers are invited to attend a meeting with the Attendance Lead & Education Welfare Officer to discuss the attendance or punctuality issue and agree on a programme of support to improve this. If their absence is due to a holiday, the holiday absence letter is sent.
- If there is minimal improvement to attendance levels during the following half term, a second letter will be sent informing parents and carers of their legal duty and to warn them that continuing absence from school may be unauthorised. Parents and carers are invited to attend a meeting with the relevant Deputy Head Teacher or EYFS Lead to discuss ways to improve attendance.
- The final action that will be taken is a letter informing parents and carers that any future absences will be classed as unauthorised unless proof of illness is provided and they will be invited to attend a meeting with the Head Teacher.

Punctuality

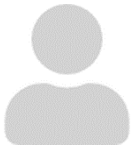
- An initial letter is sent to parents and carers to inform them of the frequency of lates logged by the school and the total number of minutes of education that have been lost due to this. Parents and carers are invited to meet with the Attendance Lead to discuss the punctuality concerns and agree on a programme of support to improve this.
- If there is not an improvement in punctuality in the following half term, a second letter will be sent to inform parents and carers any further late arrivals to school, after 9.00am, will be classed as an unauthorised absence. Parents and carers will be invited to meet with the Attendance Lead & Education Welfare Officer. Once 10 unauthorised absences have occurred, a referral will be made to the Local Authority and a penalty notice will be issued, which will result in a monetary fine. Parents and carers will receive a warning letter for a penalty notice from school after 10 unauthorised absences.

Significant improvements in attendance and punctuality will also be highlighted during half termly reviews and parents or carers will be sent a congratulatory postcard to acknowledge and celebrate the improvement in attendance or punctuality..

Children will be rewarded for good attendance and punctuality.

- Children and parents/carers will be informed weekly who has won the attendance for that week.
- The class who has won the attendance for the week will get a break on the Friday afternoon of that week.
- Each half term, a letter will be sent home to the parents / carers of those children who have achieved 100% attendance & those who have most improved.
- At the end of each term, those children with 96+% attendance will a selection box (end of Autumn term, an Easter egg (end of Spring term) or chocolates (end of Summer term)

Attendance Report: {First name} {Last name}
 {Selected Term} {Selected Academic Year: End}
 Class teacher: {Class Teacher}



Dear Parent/Carer,

Attending school every day can help {First name} to achieve {possessive pronoun} full potential. Research suggests that being in school regularly reduces stress and anxiety and boosts confidence. Therefore, our aim is for all children to be in school every day. We recognise that this isn't always possible, but we ask parents to help us to do everything we can together to ensure children attend school.

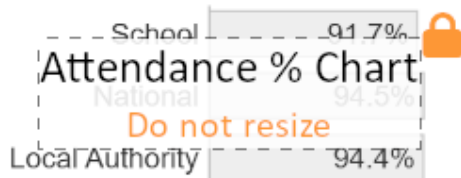
So far this school year, {First name} has attended {Attendance: Attended Percentage} of sessions (a session is a half day). Therefore {pronoun} has missed {Attendance: Days Missed Count} days of school.

99%	Excellent attendance
96%	Good attendance
91%	Room for improvement
90% or lower	Cause for concern

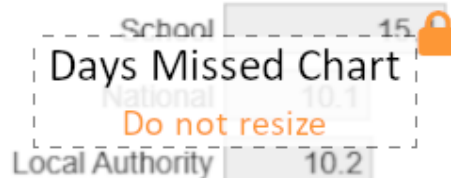
{First name} has been late to school on {Attendance: Late Total Count} occasion(s).

Here are some additional attendance statistics for {First name} and some comparisons with the school, local authority and national values. They cover the current academic year so far ({Attendance: Date Range}).

Attendance percentage



Days missed



Absences

• {Attendance: AbsenceList}

Even a seemingly high percentage of attendance can result in missing a great deal of learning over time.

Attendance %	Impact over 1 school year	Impact over 5 school years
100%	0 days missed	0 days missed
96%	8 days missed	¼ year learning lost
90%	19 days missed	½ year learning lost
85%	28 days missed	¾ year learning lost
80%	38 days missed	1 year learning lost
75%	47 days missed	1 ¼ years learning lost

If you would like to discuss any of these details further, please contact the office to make an appointment.

Yours faithfully



{Headteacher}
 Headteacher

{School Name}
Re: {First name} {Last name} DOB: {Date of birth}

Class teacher: {Class Teacher}
{Current Date}

Dear Parent/Carer of {First name} {Last name},

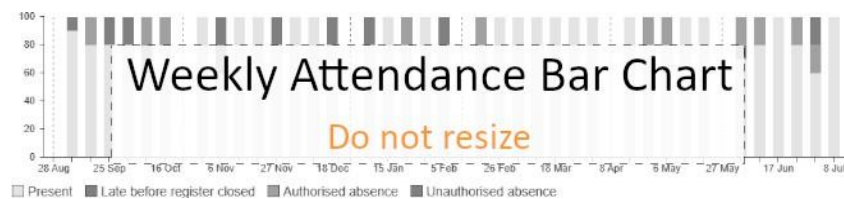
School Attendance Concern

Going to school every day is the best way to make sure that {First name} gets the best possible education. The government's research shows that every day a child misses from school, even at primary school, reduces their chances of getting good GCSE results.

Our aim is for all children to be in school every day. This isn't always possible, but we ask parents to help us to do everything we can together to have children in school.

So far this school year, {First name} has attended {Attendance: Attended Percentage} of sessions (a session is a half day). Therefore {pronoun} has missed {Attendance: Days Missed Count} days of school.

This chart shows {First name}'s attendance breakdown for each school week:



If there is something we can do to help improve {First name}'s attendance, please do speak to {possessive pronoun} class teacher, {Class Teacher}, or make an appointment to meet with me.

Yours faithfully

Headteacher Image
Upload via Admin > Class Teachers

{Headteacher}
Headteacher