Temple Herdewkye Primary School and Nursery

Attendance Policy

Chair of Governors Signature:

Head of school's signature:

Ratified: December 2020

Review date: December 2021

Person responsible for implementation: Headteacher

INTRODUCTION

1.1
Children are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have and we will endeavour to encourage the children to attend, and to put in place appropriate procedures to support regular attendance. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.

1.2
There is a relationship between attendance of pupils and their development, attainment and progress.

1.3
The school is committed to promoting good attendance as part of its dedication to ensure quality educational provision to give its pupils the best start in life.

1.4
The Education Act 1996 states that:
S.576:
"Meaning of "parent".
In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person—
(a) who is not a parent of his but who has parental responsibility for him, or
(b) who has care of him."
S.7:
"Duty of parents to secure education of children of compulsory school age.
The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—
(a) to his age, ability and aptitude, and
(b) to any special educational needs he may have,
either by regular attendance at school or otherwise."
S.444:
"Offence: failure to secure regular attendance at school of registered pupil.
If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence."

1.5
The responsibility for giving strategic direction to attendance is led by the governing body. This will include monitoring, reporting, reviewing and planning for attendance, developing a policy, promoting an ethos of good attendance and setting any targets.

1.6
There is a governor appointed to lead on attendance, who will have regular contact with Headteacher as part of the monitoring and review process.

1.7
The Headteacher and senior leadership team will ensure that the governing body's objectives are met by the effective management of attendance and report to the governing body in relation to this. Managing attendance will include: evaluating whole school data,

surfacing trends, and attendance of defined groups, to enable planning of possible interventions; and considering individual cases of concern, to determine any appropriate interventions.

1.8
School staff are responsible to ensure they promote the school's ethos, set an example of attendance and punctuality and enable the school to keep accurate records of attendance for individual students.

1.9
Parents/Carers have responsibility to ensure their children attend school regularly and punctually.

1.10
Pupils have the responsibility to be on time for lessons and ready to learn.

1.11
The purpose of this policy is to inform all members of our school communities of the following:

- How the school encourages and enables good attendance
- How the school monitors and reviews attendance
- How the school monitors punctuality and lateness
- Authorised and unauthorised absences
- Leave of absence in term time
- Why attendance and punctuality matter

2. ENCOURAGING AND ENABLING GOOD ATTENDANCE

2.1
The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.

2.2
It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the School and to build and support their children's enthusiasm for attending school.

2.3
All staff make children aware of the importance of good attendance and children are praised.

2.4
Each child's attendance record is shared with the parents as part of annual written reports and discussed termly during Parent Consultations. It follows that individual records of attendance are kept on file and are passed onto subsequent schools.

3. MONITORING AND REVIEWING ATTENDANCE

3.1
The school will consider annually, in accordance with its support needs in relation to attendance, whether it wishes to purchase a Traded Service from the Attendance Compliance and Enforcement Service (ACE). The school will be able to continue to access ACE's Statutory Service in accordance with its referral criteria.

3.2
The school will log conversations with parents about attendance to assist in the monitoring of attendance and the offering of support.

3.3
By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. The school will ensure that it's staff receive appropriate training and support to appropriately use attendance codes in line with DfE guidance and best practice.

3.4
To enable the appropriate coding of attendance or the authorisation of absence, the school may request additional information or evidence, e.g. in relation to medical appointments or illness. (Medical evidence may include: an appointment letter, a GP appointment card signed / stamped by a receptionist, a prescription, prescribed medication.)

3.5
Regular checks on attendance are carried out by all class teachers. The Attendance Registers are marked twice each day, at the start of the morning session and again in the afternoon. Registers are checked by Administrative Staff.

3.6
All absences and persistent lateness are investigated. When the register closes the Administrative Staff check the messages and operate 'first day calling' for those pupils absent with no reason given.

3.7
Attendance data is held electronically on separate SIMS Management Information System, accessible by the Head of School and Administrative Staff who are able to conduct spot checks on individual children and provide comprehensive attendance records.

3.8
The Headteacher monitors the attendance of pupils each half term. The staged approach appended outlines the school's approach for monitoring and enabling attendance.

3.9
Returns of school data are made termly to the Department for Education (DfE) and benchmark data exists to compare our school within local and national contexts.

3.10
The school sets attendance targets each year. These are agreed by the Senior Leadership Team and Governors at the first Full Board meeting of the school year. Targets are challenging yet realistic, and based on attendance figures achieved in previous years.

4. PUNCTUALITY AND LATENESS

4.1
It is important that classes make a prompt and effective start at the start of the school day. The Headteacher monitors lateness of pupils as punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is of extreme importance therefore that all pupils arrive at school on time.

Children may arrive at school from 8.45 onwards and go straight to class. There is no supervision on site for children before this time and the school is not legally responsible for them. Registration is called at 8.55 am and again at 1.10pm for all classes. Registers will close at ten minutes after registration times. A pupil that arrives after this time will be marked as 'late' unless the school have previously acknowledged the reason for their late arrival into school.

4.3
Where there are concerns about punctuality, the school will make verbal contact with parents/carers. If the concerns persist, the Head teacher will write to the parents/carers, including a copy of the child's registration certificate, and stating the total minutes late over a determined period.

4.4
If there is no improvement, the school will arrange a meeting with the parent/carer. In the event of persistent lateness, the school may make a formal referral to ACE.

5. AUTHORISED AND UNAUTHORISED ABSENCES

5.1
The DfE recognises the importance of regular attendance and it is a requirement for the Head of School to decide with every absence whether it is authorised or unauthorised. The final decision is made by the Head of School (in liaison with the attendance Governor)

5.2
Wherever possible parents are expected to make routine appointments (e.g. medical, dental) outside of school time.

5.3
If a child is absent from school for any reason the parent must inform the school in person, in writing or by telephone as soon as possible of absence and reason for it. Such calls are always logged and the class teacher informed.

5.4
Unauthorised absences are those absences for which the school received no reason/explanation or if the school has good reason to doubt the explanation given.

6. LEAVE OF ABSENCE IN TERM TIME

Leave of Absence

6.1 The Government issued new regulations in September 2013 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013

6.2
Head teachers **shall not** grant **any** Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
Parents do not have any entitlement to take their children on holiday during term time.

6.3
Any application for leave must establish that there are **exceptional circumstances** and the Head of School (in collaboration with the Attendance Governor) must be satisfied that the circumstances warrant the granting of leave

6.4
Head of School will determine how many school days a child may be absent from school if the leave is granted.

6.5
The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.

6.6
Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice.

6.7
Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as "unauthorised". This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.

6.8
All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council.

6.9
The Attendance, Compliance and Enforcement Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at https://www.warwickshire.gov.uk/pupilnonattendance).

6.10
If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

6.11
It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

7. WHY ATTENDANCE AND PUNCTUALITY MATTERS

Across one school year:

- Less than 5 days absence = 97.3% attendance
- 14 days absence (approx.) = 92.6% attendance
- 20 days absence (approx.) = 89.4% attendance
- 30 days absence (approx.) = 84.2% attendance

If a child achieves 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

8. CHILDREN MISSING FROM EDUCATION

8.1
Where a pupil has **10 consecutive school days of unexplained absence** and all reasonable steps have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Warwickshire County Council 's Education and Learning Business Unit at 01926 742036 or via e mail to cme@warwickshire.gcsx.gov.uk.

8.2
Reasonable steps to be taken by school staff include:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes).
- Email and communication on class dojo
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visits
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other Service known to be involved with the pupil/family

8.3
All contacts and outcomes to be recorded on the pupil's file

9. IN CONCLUSION

9.1
It is our belief that good attendance and punctuality is at the heart of a child's progress and is, therefore, fundamental to our school's success.

9.2

Temple Herdewkye Primary School and Nursery greatly appreciates parental support to reduce the total amount of days lost due to holidays. The School is committed to working in partnership with parents to enable all children to reach their academic potential and to support their social development and for this to happen individual attendance needs to be as high as possible and we all need to play our part.

Appendix A

Staged Approach to the Management of Attendance		
Whole school attendance is monitored at a minimum every half term but more frequently as appropriate to the needs of the school. The whole school attendance target is based on an evaluation of 3/5 years previous attendance. Attendance is more closely evaluated of pupils whose attendance is below the whole school target		
Stage	**Target**	**Outcome**
1	Attendance falls below the whole school target and the child's attendance is a concern	Letter 1 will be sent to parents • Expressing concern about attendance • Informing the parents of current attendance • Enclosing a registration certificate • Reminding parents of their legal responsibilities and the nature of 'persistent absence' • Welcoming the parents to arrange contact with the school if they wish to discuss attendance further Attendance is monitored for a fixed period
2	Parents have received a stage 1 letter and attendance remains a concern.	Letter 2 will be sent to parents • Informing parents of ongoing concern about attendance • Informing the parent of current attendance • Enclosing a registration certificate • Reminding parents of their legal responsibilities and the nature of 'persistent absence' • Notifying parents that the attendance is being monitored and the duration of the monitoring period • Welcoming the parents to arrange contact with the school if they wish to discuss attendance further Attendance is monitored for a fixed period
3	Parents have received a Stage 2 letter and attendance remains a concern.	Letter 3 will be sent to parents • Informing parents of ongoing concern about attendance • Informing the parent of current attendance • Enclosing a registration certificate • Reminding parents of their legal responsibilities and the definition of 'persistent absence' • Requesting that the parent provide medical evidence of absence for illness, to enable to school to consider the authorisation of absence • Inviting parents to an appointment with the attendance lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target • Notifying parents that should they chose not to attend, the meeting may take place without them and a target set.
4	Parents have failed an internal school attendance target and attendance is below the level of Persistent Absence	Letter 4 will be sent to parents Informing parents of ongoing concern about attendance • Informing the parent of current attendance • Informing parents of attendance during the target period • Enclosing a registration certificate

		• Notifying parents that the school intends to discuss their child's attendance with its Educational Casework Officer, of the Warwickshire Attendance Service Traded Service and may make a formal referral
	During a monitoring period attendance improves	A letter of praise will be sent to parents • Informing the parents of attendance during the monitoring period • Notifying parents that the school will continue to monitor attendance to ensure sustained improvement
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Staged Letters (colour coded to link with the staged approach above)	
A	Letter of concern Stage 1
B	Letter of concern Stage 2
C	Letter of concern Stage 3
D	Letter of concern Stage 4
E	Letter of praise

Appendix 2 - Register process.

Registers
- Regesters to be completed straight away in the morning. No later than 10 minutes later close of registraton time.

Abscence
- The reason for a child's abscence needs to be recorded into comments section in SIMS.

Late
- Where a child is late, the number of minutes late needs to be recorded in the minutes late box in SIMs.

Unknown
- If a child is absent and the class teacher doesn't know the reason for this absence, the code N shouldbe used on the register.

Communication
- Office staff should record all emails and phone calls giving details of child's absences on SIMs.

9:15
- At 9:15 office staff to monitor all registers and identift any children who are absent without a reason.

No Reasons
- If the no contact with the school has been made by the parents the admin team will:
- 1 - Contact the first contact on SIMs.
- 2 - Contact the second and any other contact on SIMs.
- 3 - Email and send message on Class Dojo.
- 4- Call school of older siblings (if relevant.)
- 5 - If no contact is made, the DSL is informaed and attendence concern is raised on CPOMs.
- 6 - Risk asssesment carried out. Where concern MASH team will be made aware.

2nd Day
- Repeat above.

3rd Day
- Complete above,
- Carry out home visit.
- Contact Children missing in education team on day 10 or before depending on risk assessment.

Appendix 3 - During COVID window – register process.

