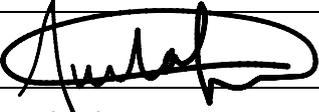


The Slough and East Berkshire C. of E. Multi Academy Trust Colnbrook C. of E. Primary School



Attendance Policy

Owner:	Tom Brunson
Ratified by Governing Body:	
Date Ratified:	11/02/2021
Date Policy to be reviewed:	February 2022

"Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go." Joshua 1:9

Our Vision Statement

At Colnbrook we want to grow young people who believe in themselves, so they are confident and courageous and not discouraged from their path. They are resilient when faced with challenge. We want our pupils to believe in each other and to feel supported; never alone on their journey.

Our pupils will have the strength of character to set themselves aspirational goals in learning and life. They will achieve their best and create their own inspirational story and memories.

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

Aspiration, Resilience, Respect, Responsibility, Community, Compassion.

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1. INTRODUCTION

Why do we need a policy?

Colnbrook Church of England Primary School recognises its responsibilities to ensure pupils are in school and on time and therefore have access to learning for the maximum number of days and hours.

Who does it apply to?

Our policy applies to all children and young people registered at this school. In law, compulsory age applies to all children from the start of the term commencing on or after the child's fifth birthday, until the last Friday in June during the academic year that the young person becomes sixteen.

How was it developed?

It has been underpinned by the principles established in the relevant Children Acts, Education Acts, Regulations and Guidelines from both the DfE and the Local Authority. Legislation and Guidance (see attached).

Legislation and Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- The Education Act 1996
- The Education Act 2002
- The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

What does it do?

Although parents have the legal responsibility for ensuring their child's attendance, the governors and staff at this school work together with other professionals and agencies to ensure that this happens.

Why is it important?

Every day of education and indeed every lesson matters. In the National Curriculum where there is built in progression, children who are persistently late or absent soon get behind with work and consequently do not understand current lessons when they return. The introduction to a lesson and to the school day is crucial to the child's understanding of their own learning. Children who miss school frequently will undoubtedly have gaps in their learning which will impede their progress and future ability to engage in lessons. This in turn will have an effect on their ability to concentrate and to behave. Children who do not understand the lesson frequently behave inappropriately to cover their inability to engage with the work. Frequent absence has a profound and cumulative effect on achievement.

2. AIMS AND OBJECTIVES

This policy ensures that all staff in our school are fully aware and clear about the actions necessary to promote good attendance.

What should we do to maintain good attendance and punctuality amongst our children?

- Raise awareness of attendance and punctuality issues amongst all staff, parents and pupils.
- Ensure that parents have an understanding of the responsibility placed on them for making sure their child attends regularly and on time.
- Equip children with the skills needed to take responsibility for school attendance and punctuality appropriate to their age and development.
- Maintain clear effective communication channels on school attendance matters.
- Develop and implement procedures for identifying, reporting and following up cases of poor attendance and lateness.
- Support pupils who have been experiencing any difficulties at home or at school, which are preventing good attendance.
- Develop and implement procedures to follow up on non-attendance in school.

3. PROCEDURES

a) Our school will undertake to follow the procedures set out in this policy below:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations of the school to all staff, parents and pupils.
- To have consistent and systematic daily records which give details of any absences and lateness.
- To follow up all absences and lateness if parents/carers have not communicated with the school on the first day of their child's absence.
- To discuss with parents what constitutes an authorised and unauthorised absence (only the school can authorise absences, not parents).
- To strongly discourage unnecessary absence through holidays taken in term time.
- To work closely with parents/carers to improve attendance and punctuality.
- To refer to the Attendance Service any child whose family fails to respond to school initiatives to improve their child's attendance.
- To report attendance statistics to the DfE and LA as required.
- All staff should be aware that they must report any attendance or punctuality concerns to the Headteacher.
- Advice can be sought from the LA when necessary.
- If a pupil on the Child Protection Register is absent without explanation the Social Worker is notified.
- If a pupil is in public care (CLA) the carer, social worker and education co-ordinator will be involved appropriately.

b) The process for implementing these procedures in this school are set out overleaf.

Registration

Morning

The school gates open at 8.35am. Children from Year 1 to Year 6 go straight to class and start an early morning task. Pupils in Reception or Nursery wait outside their classrooms until the doors open at 8.40am. The bell rings at 8.45am for registration and all pupils should be in class at this time.

The school gates close at 8.50am. Any pupils arriving after that time will need to sign in at the school reception desk. These pupils will be marked as late in the register. Registers will close at 9.10am. Any pupil arriving after this time will be registered as an unauthorised absence for the whole morning session, unless they have a valid reason for being late (e.g. medical/dental appointment card).

Afternoon

The Nursery gates will open at 12.15pm and pupils will be allowed into class from that time. The gates will be closed 10 minutes thereafter. Pupils arriving any later will have to sign in at the school reception desk. All pupils arriving after the gate has shut will be marked in the register as late.

For Reception to Year 6, afternoon registration begins at 1.15pm.

Punctuality

The Home School Link Worker, the SLT and the Headteacher monitor punctuality. For pupils who are persistently late, the Headteacher may:

- Contact parents/carers by telephone;
- Send a letter;
- Speak to parents/carers directly.

If punctuality does not improve, then parents/carers will be invited in to school to discuss the concerns with the Headteacher and plan a way forward.

If lateness does not improve following the meeting, then the family will be referred to the Local Authority.

Absences

Children should only be kept at home if they have a serious illness or injury, or have diarrhoea, or have vomiting. If a child has a minor illness, e.g. mild headache, stomach ache etc., parents/carers should inform the school and bring them in. If they don't get any better, the school will contact the parents/carers.

Parents/Carers are expected to contact the school by 9.30am every day of the absence. The school does not have to accept the parent/carer's reason for the pupil being absent. In this instance the absence will be recorded as unauthorised. The school can insist on medical evidence being provided to authorise an absence. Any cost that this may incur will be borne by the parent/carer, unless otherwise agreed in writing by the Headteacher.

The School will contact parents/carers of pupils on the first day of absence once registers are completed. Persistent absence will be followed up by the Attendance Officer. If the issue persists then the matter may be referred to the local authority.

If a child is likely to be absent for a period of time, the parent/carer should contact the Attendance Officer to discuss the situation. Parents/carers need to keep the school informed and respond promptly to reasonable enquiries made by the school.

Holiday Requests/Visiting Relatives Requests/Religious Festivals

Leave of absence forms are available from school reception (*see Appendix 1*). These need to be completed and returned to the school well before the anticipated leave of absence date. Long term absences are only authorised in the most exceptional of circumstances. If the leave of absence is not authorised and is still taken, the absence will be recorded as unauthorised and the Local Authority may be informed. In this instance a fine may also be issued to the parents/carers. This includes absence for religious festivals. If a child is away from school for more than 20 days they may be taken off roll and have to reapply for a school place on their return.

Parents/carers will be notified in writing by the Headteacher of the decision as to whether or not the holiday is to be authorised.

Attendance Issues

If a pupil's attendance drops below 95%, or a pattern of absence emerges over a period of time, this instigates an investigation as to why the attendance is falling.

If the decrease is for unexplained or unacceptable reasons, the following will take place:

- A warning letter will be sent followed by a meeting in school with the Home School Link Worker.

If attendance does not improve a second letter will be sent, followed by a meeting in school with the Home School Link Worker and a member of the SLT.

If attendance continues to worsen, a third letter will be sent and a meeting arranged with the Attendance Board, consisting of the Headteacher and a member of the Local Governing Body.

Following this, a referral may be made to Slough Borough Council.

At any point during this process, additional support for the child and/or family may include:

- The pupil have 1 to 1 support
- The pupil joining an attendance support group
- Working with the Home School Link Worker to support the child and/or family to improve attendance.

Pupils who are continually late will receive support from the Home School Link Worker.

Absence during the School Day

Any pupil who needs to leave the school with the normal school day must be collected by a parent/carer from the school reception. The parent/carer will need to sign them out. If a pupil has a medical/dental appointment, a written note or copy of the appointment card/letter must be provided.

If a pupil becomes unwell during the school day, the class teacher or a lunch leader should send them to a first aider for assessment. If it is deemed necessary for the pupil to go home, the school will contact the parent/carer. For this reason, it is extremely important that the school has up to date contact details. A pupil will only be allowed home if accompanied by the parent/carer. The pupil will be signed out as an authorised absence.

4. STRATEGIES FOR PROMOTING/RECORDING EXCELLENT ATTENDANCE

Weekly Celebration Assemblies

Celebration Assemblies are held every week on a Friday. The class with the highest attendance receive the Attendance Cup and a certificate.

Termly Attendance Prizes

All children who have 100% attendance for that term receive a certificate. The class with the highest attendance will be given a reward.

The class with the highest attendance over the year receives a reward following discussion with the Headteacher.

Individual pupils who have achieved 100% attendance receive a certificate in the final Celebration Assembly.

Parent/teacher Consultation Evenings

These provide an opportunity for class teachers to praise and recognise excellent attendance and discuss barriers to good attendance.

Raising the Profile of Attendance

To raise the profile of attendance, the school will:

- Regularly remind parents/carers about the procedure for reporting absence;
- Require all parents/carers to complete a request for leave of absence;
- Remind pupils of the importance of attending school, through collective worship and assemblies;
- Promote good attendance through the school newsletter.

5. MONITORING

First Day Absence

If a child is absent from school and the school has not received a message from the parent/carer, a first day of absence phone call will be made. If the school receives no response, this will be followed by further phone calls.

If the school is unable to contact a parent/carer by phone when a child is absent, then other contacts kept by the school will be contacted to establish the safety of the child and family.

If the school is unable to ascertain the reason for absence or the safety of the child, a home visit may take place, and/or the police or Social Services may be called.

Daily/Weekly Monitoring

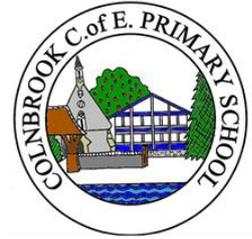
All teachers, the Home School Link Worker and the Headteacher receive daily and weekly updates on individual pupils' attendance.

6. LATE PICK-UP

The school keeps a record of pupils who are not picked up from school on time. The school will take further action as deemed appropriate on an individual basis.

7. IMPORTANT

Child Protection and safeguarding concerns must be acted on immediately, in line with the school Child Protection and Safeguarding Policy.



Request for Leave of Absence during Term Time

To the Headteacher:

I request that leave of absence be granted to

of class.....from.....to.....

to enable him/her to.....

.....

.....

Signature of Parent/Guardian.....

Print.....

Date.....

Notes

1. This form is to be completed and forwarded to the Headteacher **before the period of absence and before** any firm arrangements have been made.
2. In line with DfE regulations our registers are monitored regularly by Slough Borough Council Attendance Service, so any unauthorised absences could lead to a warning letter or fine.

Leave of Absence Granted: YES / NO

Signature of Headteacher: _____ Date: _____