

## Attendance Policy

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This policy was adopted / updated: January 2023

This policy will be reviewed: January 2025

Signed by Head Teacher: .....

Signed by Chair of Governors: .....

Date: .....

## **Rationale for policy**

At Studley Green Primary School we understand that regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident adults who are able to realise their full potential and make a positive contribution to their community. School is the foundation for preparing children and young people for life as adults.

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.

For our children to gain the greatest benefit from their education it is vital that they attend school regularly and punctually. Parents and the school community share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

This policy represents our commitment to support pupils to achieve 100% attendance. It sets out the principles, procedures and practices the school will undertake. Strategies to improve attendance and rewards and benefits of good attendance (defined in the Partnership Working – roles and responsibilities Section). The sanctions and possible legal consequences of poor attendance and punctuality are also detailed. This policy will be reviewed, amended as necessary and published annually in accordance with current legislation and guidance.

## **Aims of the Attendance Policy**

We believe that the foundation for good attendance is based on a strong partnership between school, parents and the child. This includes clear communication with parents and pupils regarding our expectations of what is required to secure excellent attendance for pupils at our school.

At Studley Green Primary School we will:

- Provide regular information about attendance through regular communications through newsletters/website
- Include attendance information in reports about your child's performance in school and how any absence may be affecting their attainment
- Work with you and your child to achieve maximum attendance

At Studley Green Primary School we expect:

- Pupils to arrive at school every day on time
- Parents to work with the school to ensure that their child attends regularly

## **Attendance: The Legal Framework – roles and responsibilities**

The law says that ensuring a child receives education is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act). For most parents this means registering their child at a school. Permitting absence from school that is not authorised by the school creates an offence in law and parents/carers who do not secure their child's regular attendance at school may be issued with a Penalty Notice or referred to the Wiltshire Education Welfare Service for prosecution in the magistrates' court.

To avoid this happening we will work with parents and carers to address irregular or poor attendance to ensure full-time attendance.

Authorised absences are those that have been agreed by the headteacher. Unauthorised absences are those where no valid reason has been provided for absence or those absences to which the headteacher has not agreed.

## **Partnership Working – roles and responsibilities**

Research suggests that a pupil who misses 17 days of school a year will drop 1 GCSE grade in attainment. (DfE)

95% equates to half a day off every two weeks in a school year

90% equates to a day off every two weeks in a school year

85% equates to one and a half days off every two weeks in a school year

80% equates to one whole day off every week in a school year

A secondary age pupil whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school

“Better attendance at school by pupils improves their educational achievements and, in turn, their lives and prospects. Even a small reduction in absence would result in many pupils receiving greater benefit from their education.” The National Audit Office.

At Studley Green Primary School attendance is the business of everyone in our school community. The governors and all staff are committed to supporting all pupils to achieve excellent attendance and regularly review school procedures and strategies to support this.

The head teacher leads on improving and maintaining good attendance along with our Pastoral Manager. This includes maintaining attendance profile through staff meetings, monitoring, registration process liaison with the EWO, parent/carer contact, school attendance meetings and attending Local Authority Attendance Meetings (LAAM).

Attendance is reviewed at Full Governor Meetings and the governor with specific responsibility for attendance is Alison Tyas.

Our administrative staff are involved in contacting parents/carers on the first day of absence should this not have been reported to them via phone or ParentMail by 10:00.

We expect that parents and carers will work with us if school absence becomes a concern. Parents and carers can help to promote positive attendance by:

- Ensuring children arrive at school on time, before registers close, appropriately dressed and in a 'condition to learn' (ie not too tired or too hungry) and with the right equipment for the day
- Working in partnership with us to help their child(ren) gain an appreciation of the importance of attending school regularly
- Working in partnership with us to take an active interest in their child's education
- Working in partnership with us and other agencies (as appropriate) to resolve problems relating to non-attendance or which may have a negative impact on their child's attendance

## **Procedures**

Our school attendance target is 96%.

This means that we are expecting each pupil to have 100% attendance. Pupils who miss just 3 days of school in a school year will contribute to the school not achieving the attendance target set by the governing board

Legally the school register must be taken twice a day.

At Studley Green Primary School the register is taken at 08:55 (morning registration time) and once during the afternoon session at 13:00. The registers will remain open for 20 minutes. Pupils arriving before registers close will be marked as late (L). Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence for the whole session.

Absence is recorded as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory and/or evidence of the reason cannot be provided, the absence will be coded as unauthorised absent. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and may be taken into account if any legal action is taken.

We will contact parents to address and improve attendance where:

- A pupil's attendance falls below 96%
- A pupil has more than 3 weeks where they haven't achieved full attendance in a term (in Wiltshire there are 6 terms in an academic year).
- A pupil has more than 4 recorded lates in a term
- A pupil has a regular pattern of absence

### **Parents are asked to:**

Notify the school when their child is unable to attend, with a reason, on the first and subsequent days of absence. Parents should make contact with school before the start of the school day. Please phone (the absence line/school office/ member of staff on 01234 456789)

Keep the school informed, in cases of ongoing absence. A note from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always remain with the school

Arrange medical or dental appointments outside of school hours unless there is urgent need for an appointment.

Tell the school if their child is going to be late, the reason why and expected time of arrival.

Only request leave of absence/holiday in term time if it is for an exceptional circumstance. The process for requesting leave of absence is explained further in this policy.

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

- Going shopping with parents
- Birthdays
- Staying at home because other members in the family are unwell unless not doing so will breach guidance and legislation relating to COVID-19 (Coronavirus)
- Day trips and holidays in term time unless there are exceptional circumstances that have been approved by the Head Teacher
- Arriving at school too late to get a present mark (After the close of registration)
- Death of a pet

We will contact the parent/carer if a child is absent and the parent/carer has not advised that the child will not be in school. Parents can expect contact on every occasion of an un-notified absence. One of our administrative team will initially phone parents within 45 minutes of registers closing. If we cannot speak directly with parents/carers then we will make contact with nominated emergency contacts to establish the reason for absence; this is in line with school safeguarding procedures.

If after 3 days of absence, your child has not been seen and no contact has been made with the school, a home visit will be made by school staff, to ascertain the safety and well-being of your child and establish the reason for absence from school.

After 10 days of unexplained absence and no contact with the school, we are obliged to notify the local authority. The local authority will follow their procedures for Children Missing from Education (CME) and parents may expect contact and visits from an Education Welfare Officer to ascertain the well-being and safety of your child.

### **Collecting your child from school**

We ask that all parents/carers ensure that they are able to collect their children from school on time. School finishes at 15:15.

If parents are unable to collect their child as usual then they will need to communicate the alternative arrangements they have made with the school.

We will not release children in these circumstances to anyone who we have not been advised of. If children remain uncollected from school the protocol is for our administrative team to contact parents/carers

### **Monitoring attendance**

Weekly monitoring of the registers will be made by the headteacher and pastoral manager, to analyse overall absence for each pupil and identify pupils with low attendance, a pattern of absences that may lead to Persistent Absence (PA), Severe Absence (SA) patterns and levels of broken weeks, lateness, authorised absence and unauthorised absence and reasons for absence.

A pupil is classed as a persistent absentee when they miss 10% or more schooling across the school year and as a severe absentee if they miss more than 50% of schooling for whatever reason, whether it be authorised or unauthorised, or a mixture of both. Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it. PA and SA pupils are tracked and monitored carefully through our pastoral system, and we combine this with tracking academic progress to assess the effect on the pupil's attainment.

Absence for whatever reason disadvantages a pupil by creating gaps in his or her learning. The pastoral manager will be responsible for putting in place actions for each pupil of concern. Initially we will try to resolve the problem with parents/carers and this may involve requesting medical evidence in order for the school to authorise any further absence due to ill health and/or an attendance meeting with the pastoral manager. We may ask parents to agree to a Parenting Contract which details how we will work together to improve attendance. However, if absence continues the school may make a referral to the Local Authority for interventions that may include penalty notices and court action.

**NB: Schools may wish to create a flowchart as a visual aid for parents to understand the actions and interventions school have in place to address poor attendance.**

### **Requesting leave of absence in exceptional circumstances**

In accordance with Department for Education guidance, leave of absence from school including for holidays in term-time, may only be authorised in exceptional circumstances.

Parents are required to complete a leave of absence request form which must outline the exceptional circumstances for which the leave has been requested. Leave of absence request forms must be completed in advance of the dates requested. We do not give retrospective agreement for leave of absence so any absence not advised to the school in advance will be unauthorised. Requests will be considered by the headteacher and parents and carers will be advised if their request is agreed.

Any pupil who has taken a term time holiday will be required to provide medical evidence if they are ill in the period directly before or after the dates advised to school. Parents/carers will be asked to provide evidence if a pupil does not return to school on the agreed date following a holiday as a result of delayed or cancelled flights or other travel arrangements.

Where an unauthorised leave of absence is taken, parents will be issued with a penalty notice. This will be in the sum of £120 per parent/carer for each child, but is reduced to £60 per parent/carer for each child if paid within 21 days of issue.

### **Consequences of persistent and severe absence**

At Studley Green Primary School we will always work with you to address any attendance concerns. If we have been unable to resolve the issue, despite a number of interventions, then we may have to refer you to the local authority.

The Education Welfare Service has a range of actions available which include:

- The parents/carers may be issued with a penalty notice, which carries a fine of £120, per parent, per child. This is reduced to £60 if paid within 21 days of issue. If not paid at all, court action will be initiated.
- The local authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, imposition of orders such as Parenting Orders or even imprisonment.
- In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

### **Strategies for improving and maintaining good attendance**

We are a caring school community where the needs of all pupils are carefully considered. Studley Green Primary School provides and promotes a welcoming and positive atmosphere so that pupils feel safe, and know that their presence is valued.

If there are specific issues which might impact on your child's attendance, it is important that you talk to us so that we can support you and your child. You can speak to Jon Edy-Berry, your child's class teacher, Mrs Anne Vinicombe-Taylor, our pastoral manager by contacting them via the school office.

We discuss attendance at class and school transition meetings. Attendance is an agenda item at every Full Governor Meeting.

There may be times when we ask other agencies to become involved to help us understand and work with you to encourage regular school attendance (eg Wiltshire Council, school health, Ethnic Minority and Traveller Advisory Service, Medical Needs Reintegration Service). If we feel that this would be helpful we will discuss with you first.

We are very keen to listen to the views of children and parents with regard to attendance matters and we welcome any feedback which helps us to shape how we work with families to address attendance issues and reward excellent attendance.

### **Monitoring and Evaluation**

The attendance policy will be reviewed every two years by governors and school staff to ensure that it continues to meet the needs of the school community.

We will ensure that the policy reflects current DfE and Local Authority guidance so that parents may be assured of the standards that we strive to achieve.

### **Communicating the contents of the Attendance Policy**

All new parents are introduced to the policy and information on attendance on the school website.

School attendance will feature in the school newsletter and we will advise parents of any changes to policy and procedures.

Our policy is available in other languages if required.