



## Attendance

Date	Review Date	Coordinator	Nominated Governor
OCTOBER 2016	OCTOBER 2019	JACKIE YOUNG	PAUL GREENWAY

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

We believe this policy relates to the following legislation:

- Children Act 1989
- Education Act 1996
- Crime and Disorder Act 1998
- Data Protection Act 1998
- Criminal Justice and Courts Services Act 2000
- Education (School Attendance Targets) (England) Regulations 2005
- Education (Pupil Registration) (England) Regulations 2006
- Education (School Attendance Targets) (England) Regulations 2007
- Education (School Attendance Targets) (England) (Amendment) Regulations 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2010
- Education (Pupil Registration) (England) (Amendment) Regulations 2013
- Education (Penalty Notices) (England) (Amendment) Regulations 2013

The following documentation is also related to this policy:

- Advice on School Attendance (DfE)
- Improving Attendance at School (DfE)

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

We are committed to providing an education of the highest quality for all our pupils. We believe high attainment depends on good attendance.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to school. School personnel have a responsibility for identifying trends in attendance and punctuality.

Sometimes a pupil's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child and not to make them feel guilty or inadequate. Also, at times we have to give allowances for religious beliefs.



We believe it is essential to regularly remind parents of the importance of good attendance and its links to pupil attainment. The Education Act 1996 clearly states that the prime responsibility of parents/carers is to ensure that their children attend school regularly.

We believe it is essential to have a strong working relationship with the Education Welfare Service which provides support for pupils and their families in order to promote good pupil attendance.

We will exercise a consistent approach and ensure equity for all pupils.

We aim to be judged at least good in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend. We believe we will achieve this by having in place a home-school agreement that all parents have signed up to and by improving pupil attendance and truancy.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To create a culture in which good attendance is accepted as the norm.
- To demonstrate that good attendance and punctuality is valued by the school.
- To maintain and develop effective communication regarding attendance between home and school.
- To work with other schools to share good practice in order to improve this policy.



## Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body will:

- delegate powers and responsibilities to the Headteacher to ensure all school personnel are aware of and comply with this policy;
- promote the importance of attendance and punctuality with all stakeholders;
- ensure compliance with all statutory pupil registration regulations;
- ensure the First Day Contact Supervisor identifies and follows up all absence and lateness;
- ensure that the attendance policy is carried out;
- set statutory attendance targets for the year that are realistic and challenging in order to raise school attendance;
- ask questions about trends and what is being done to prevent persistent poor attenders;
- monitor termly progress towards these targets by considering the following questions:
  - Has attendance improved?
  - Has punctuality improved?
  - Has parental response to absences improved?
- ensure the Headteacher does not authorise absence if it is to the detriment of a child's education;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Governing Body
- make effective use of relevant research and information to improve this policy;
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the First Day Contact Supervisor;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;



- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy.

- responsibility for the effective implementation, monitoring and evaluation of this policy

## Role of the Headteacher

The Headteacher will:

- work with the School Council to develop this policy;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- create a culture which encourages attendance;
- address all school based causes of poor attendance such as bullying, racism etc;
- undertake the daily monitoring of school attendance via the First Day Contact Supervisor by using an appropriate and effective registration system;
- ensure registration is taken at the start of the morning session and at the beginning of the afternoon session;
- ensure school personnel are fully trained in the registration process and with the appropriate categorisation of absence;
- ensure pupils are aware that registration is a significant part of the school day;
- monitor attendance according to gender, age, ethnicity, first language, eligibility for Free School Meals, special educational needs and persistent absentees;
- monitor trends by using data effectively to help strategic planning;
- ensure early intervention in order to prevent absenteeism or POOR PUNCTUALITY and to put in to affect a range of procedures to deal with this problem;
- target intervention and support to those children that have been highlighted as poor attenders;
- agenda attendance and PUNCTUALITY at periodic meetings with school personnel;
- work closely with the Education Welfare Service;
- attend termly meetings with the EWO;
- have in place a system for parents to report a child's absence;
- question any parental explanation for pupil absence if there is doubt as to the validity of the explanation;
- expect an explanation for every absence and if one is not forthcoming then the absence will be categorised as unauthorised;
- report to the Governing Body every term attendance figures and progress to achieving set targets;
- remind parents of their commitment to this policy;
- meet with parents if they have applied for a holiday during school time;
- ensure school personnel are aware that unauthorised absence is absence without approval from the Headteacher and includes all unexplained absences;
- apply a consistent approach across the school and ensure equity for all pupils;
- promote the importance of attendance during collective worship;
- publicise good attendance during assemblies, newsletters and the termly report to the Governing Body;
- award good attendance badges to pupils when they have achieved 100% attendance;



- introduce rewards and incentives to encourage punctuality;
- organise home tuition with the local support services for pupils with long term illness provided they are well enough to undertake the work;
- adopt procedures for reintegrating long-term absentees;
- organise training for school personnel on the use and understanding of attendance codes and authorised and unauthorised attendance;
- improve teaching in order to improve pupil engagement;
- work closely with the link governor and First Day Contact Supervisor;
- strengthen links with external agencies who engage with and support families;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff especially on bullying and the needs of vulnerable groups;
- monitor the effectiveness of this policy by:
  - monitoring trends and patterns as highlighted in attendance data
  - achieving results above the national average
  - looking at results from parent, pupil and school personnel questionnaires
- annually report to the Governing Body on the success and development of this policy.

### **Role of the First Day Contact Supervisor**

The First Day Contact Supervisor is responsible for:

- implementing the policy with the Headteacher;
- contacting parents if they have not reported their child's absence by 10.00a.m;
- continuing to contact the parents throughout the day until contact is made;
- contacting the key worker if a child is on the child protection register and no reason has been given for the child's absence;
- monitoring individual and class attendance on a daily basis;
- keeping the Headteacher informed of attendance figures and trends;
- contacting parents regarding concerns about their child's attendance;
- organising meetings between the Headteacher and parents to discuss their child's poor attendance;
- organising meetings between the Headteacher and parents to discuss their child's poor punctuality;
- compiling attendance data reports for the Headteacher, the Governing Body and the EWO;
- ensuring registers are distributed to the teaching staff and are kept up to date.

### **Role of the Education Welfare Service**

The Education Welfare Service will:

- appoint education welfare officers (EWO) who will promote good attendance in schools;
- establish effective working relationships with schools, pupils and parents to ensure educational entitlement and regular attendance;



- ensure pupils attend school regularly;
- investigate reasons for a pupil's poor attendance;
- provide support and counselling for children and their families;
- work with local agencies providing education, health and social services for pupils with specific needs;
- work with disaffected pupils;
- work with pupils who may be excluded;
- find alternative educational provision for excluded pupils;

## Role of School Personnel

School personnel will:

- comply with and implement this policy;
- be aware of all other linked policies;
- set an example of punctuality and good attendance;
- ensure registration is taken at the start of the morning session and at the beginning of the afternoon session;
- ensure pupils are aware that registration is a significant part of the school day;
- ensure registers are up to date;
- be responsible for identifying trends in attendance and punctuality by monitoring class and individual attendance patterns;
- inform the school office of any concerns about attendance
- emphasise the importance of punctuality and good attendance with pupils and parents;
- discuss individual pupil attendance at parent-teacher consultations.

## Role of Parents

Parents/carers will:

- comply with this policy;
  - work as partners with the school in the education of their children;
  - ensure their children of compulsory school age receives suitable full-time education;
  - ensure their children are punctual and know the importance of good attendance;
  - inform the school on the first day of absence;
  - inform the school of any changes to their contact details;
  - collect their children on time
  - take part in periodic surveys conducted by the school;
  - avoid taking family holidays in term time;
  - be aware that where parents fail to seek permission for time off then the absence will be treated as unauthorised;
- be encouraged to take an active interest in their child's work and to take an active role in the life of the school by attending:
- parents and open evenings
  - parent-teacher consultations



- class assemblies
- school concerts
- fundraising and social events

- encourage effort and achievement;
- encourage completion of homework and return it to school;
- provide the right conditions for homework to take place;
- expect their child to hand in homework on time;
- join the school in celebrating success of their child's learning;
- supporting the school Code of Conduct and guidance necessary to ensure smooth running of the school.

### **Role of the Local Authority**

The Local Authority may prosecute a parent for not ensuring their child attends school regularly or may issue or apply for:

- Penalty Notice
- Education Supervision Order
- Parenting Order
- School Attendance Order

The Local Authority should:

- provide training on the understanding and analysing attendance data and clear guidance on the correct use of attendance codes;
- analyse attendance patterns in order to improve pupil attendance especially those from vulnerable groups;
- make schools more aware of national priorities, initiatives and available grants in order to improve pupil attendance;
- try to identify why there is a variation in the use of attendance codes between schools;
- share good practice within the Local Authority and should identify and explore good practice in other Local Authorities.

### **Role of Pupils**

Pupils are responsible for:

- being aware of the school attendance and truancy policy;
- arriving at school on time;
- knowing the value of good attendance;
- have an annual attendance of 96%
- returning to school after a period of illness;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.



## Dealing with Trends in Attendance

When there is a pattern of poor attendance then the following procedure will take place:

- Parents are invited to attend an informal meeting with the Headteacher and EWO to explain their child's repeated absence.
- Support will be given if there are underlying reasons for the absence.
- If not, then the situation will be monitored for improvement.
- If there is no improvement then the EWO will take the appropriate action.

## Dealing with Lateness

The office personnel monitor lateness and inform:

- the Head of patterns of lateness;
- parents of the school's concerns and arrange a meeting so that the problem can be addressed

## Absence

**Holidays during term time:**

**-The Education (Pupil Registration) (England) Regulations 2006 make it clear to Headteachers may not grant leave of absence during term time.**

– Parents are asked to take a family holiday **not** in term time. Parents are asked to complete a holiday form requesting permission to take their child on holiday. **It is clear to parents that taking holidays in term time will result in court action. The Penalty Notice is a fine of £60 per parent, per child if paid within 21 days or £120 per parent, per child if paid after this date but within 28 days.**

**Failure to pay the penalty notice could result in the Local Authority starting legal proceedings against you for the offence of failing to ensure you child's regular attendance at school.**

**Religious Observance** – a maximum of three days absence is allowed for religious observance.

**Medical, Dental or Hospital Appointments** – we encourage these appointments to take place out of school time in order not to disrupt the child's education.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus





- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such as annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - the importance of good attendance and punctuality
  - all aspects of this policy
  - the use and understanding of attendance codes
  - authorised and unauthorised attendance
  - looking at trends and patterns
  - bullying
  - the needs of vulnerable groups
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.



A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

### Linked Policies

▪ Behaviour	▪ Home School Agreement
▪ Inclusion	▪ Anti-bullying
▪ Troubled and Vulnerable Children	▪ Outside Agencies
▪ Admission and Attendance Registers	▪

### See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	