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# ATTENDANCE POLICY

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## Introduction

Positive behaviour and good attendance are central to raising standards and improving pupil attainment.

The attendance policy underpins the following:

- Children's welfare and safeguarding
- Access to full-time education
- Succeeding at school
- Access to a wide range of opportunities

For children to gain the greatest benefit from education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for absence is unavoidable.

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any absence or late arrival disrupts teaching routines and affects the learning of other children in the same class.

By law, parents are required to ensure that their children of compulsory school age are registered at school and attend regularly. Absence should only occur when a child is unfit to learn or has a day of religious observance.

School is responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session. An entry must be made in the attendance register for all children of compulsory school age who are on the school's admission roll.

## Arrival and Registration

All children should be in the playground ready to come into school at 8:55am, at which time staff will take responsibility for their class. The register is taken twice a day, a day counts as 2 attendances.

Morning registration ends at 9am. If a child arrives after the registration period they will be marked as **late**. After 9.10am this will become an **unauthorised absence**. The afternoon register is taken at 1pm.

Every half-day absence from school is classified by the school as either **authorised** or **unauthorised**.

**Authorised absences** are morning or afternoons away from school for medical/sickness reasons where a child is unfit to be in school, medical/dental appointments which unavoidably fall in school time, or emergencies.

**Unauthorised absences** are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the use of sanctions and/or legal proceedings. This includes:

- parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive too late, without prior warning, to get a mark
- shopping, haircut, treating headlice, birthdays, looking after other children, day trips and holidays in term time that have not been agreed

## Absence Procedures

Parents      Contact school as soon as possible on the first day of absence, before 9am. Before and after office hours messages can be left on the school answering service.

Report to the school reception from 8:45am.

School      Telephone or text parents on the first day of absence where no reason for absence has been provided

Request an interview if absence patterns persist

Refer cases to the Attendance Officer or Local Authority Attendance Team

## Section 23 Anti Social Behaviour Act 2003

Section 23 of the Anti Social Behaviour Act 2003 gave the Local Authority the power to introduce Fixed Penalty Notices aimed at reducing the levels of unauthorised absence from schools, where a parent/carer is considered able but unwilling to ensure their child's school attendance.

## **Term Time Leave**

Holidays during term time are not an entitlement and are strongly discouraged by the Government; Local Authority and school. The Government has set a minimum attendance target of 95%. If a child has two weeks holiday during term time then their attendance will be less than 95%.

Any leave of absence requests during term time must be given to the Headteacher, in writing, who will consider the individual circumstances. For the majority of occasions where leave is requested but is unauthorised, the requests will then be passed to the Attendance Officer who will issue the fixed penalty notice.

## **Persistent absenteeism**

A pupil becomes a 'persistent absentee' when they miss 20 sessions within a 10 week period of time. Absence at this level is doing considerable damage to a child's education. Children at risk of or who already are have their attendance monitored closely and parents are invited to have an interview with the Headteacher. If attendance does not improve then a referral will be made to the Attendance Officer for a case review and a fixed penalty notice may be issued.

## **School Procedures/Daily Attendance Protocol**

### Vulnerable Children

Children identified as being vulnerable (LAC, subject to a protection plan) have their attendance monitored closely in relation to their PEPs and CPPs. Any concerns/patterns regarding attendance/punctuality are to be reported to the designated person or deputy.

Attendance of vulnerable children is checked daily by admin staff.

### Children 'missing/lost' from education

If a child leaves school without staff being advised as to which new school the child is attending, the Attendance Team are to be notified immediately.

If the child is subject to a protection plan or there are concerns about the child, Children's Services are to be notified immediately.

## **Transition/education offsite arrangements**

1. Where children are educated offsite and come to school first and then transported from school, registration takes place at school in the normal way.
2. Where children are requested to meet at the location where offsite education is to take place, eg transition to secondary school either a member of staff from school will travel to the location to register children, or a register of children attending will be provide for staff to register offsite and contact school with a

confirmation of who is present and absent so that school can follow first day contact procedures if necessary.

3. Collaborative risk assessments will be produced for the registration of children accessing offsite education.
4. For dual registered children accessing Alternative Learning Providers on a regular/block basis eg KS1 and 2 behaviour provision, admin staff receive a weekly written confirmation of attendance. If a child is absent from an ALP then school is contacted on the day of the absence as early as possible.

### **Monitoring Attendance**

- Attendance figures are monitored monthly to provide information for class attendance awards and Governor reports
- Persistent absentees/children at risk are monitored monthly and parents are invited to interview to discuss improving attendance
- Monthly class attendance awards are celebrated and on display in school
- Parents informed termly about attendance
- Regular reminders are provided to parents via the Friday letter
- Persistent absentee cases are reviewed with Attendance Officer
- Support provided for families where identified
- Individual intervention plans provided for children where absenteeism is evidenced as having an impact on learning

This policy works alongside the following policies:

Safeguarding

Lost/Missing Children

Behaviour and Discipline

SEN

LAC

External Visits