



ATTENDANCE POLICY
FOR SCHOOLS WITHIN
THE KEYS FEDERATION ACADEMY TRUST

St. Peter's C. of E. Primary School, Hindley
Hindley Green Community Primary School
St. John's C. of E. Primary School, Hindley Green
St. John's C. of E. Primary School, Abram



April 2018

ATTENDANCE POLICY

The Attendance Policy for schools within the Keys Federation Academy Trust, was written in consultation with all staff in line with National and Local legislation and was revised during the Summer Term 2018.

Introduction

This document is a statement of the importance the schools place on regular punctual attendance and the partnership of parents/carers, children and staff, which is needed to ensure this. It also addresses ways of helping to ensure good punctual attendance.

Aims

- to convey a clear message to parents/carers and pupils that regular attendance is vital to ensure that each child has the maximum opportunity to progress effectively with their learning
- establish and sustain effective links with parents/carers to ensure that this is the case.
- To have clear systems and procedures in place to ensure that absences are checked on the first day of non attendance and further or continued absence will be monitored and authorised.
- To have clear systems and procedures to monitor and remedy unauthorised absences. This will be done in co-operation with the Startwell service.

School Systems

The leadership team will overview, through the Learning Mentors and office staff, the analysis and accuracy of attendance and ensure the following:

- Ensure all staff keep accurate registers and are aware of the procedures for reporting/recording absence (See appendix 1)
- Monitor daily the attendance of all children
- Ensure Learning Mentors report attendance to parents/carers on annual reports and termly RAG letters – Green 97% and above; Amber 90-96.9%; Red – below 90%
- Ensure First Day Absence Calls take place daily and comments noted on the SIMS system
- Ensure all absences are authorised or coded appropriately
- Monitor attendance weekly for any patterns, declining frequency and patterns of lateness
- Take structured steps to address any of the above and if appropriate refer to the Startwell service for the following; the use of education penalty notices and the monitoring of persistent and frequent absence (90% or below at any given point in the year).
- Reward and praise children for prompt arrival and good attendance
- Ensure the attendance trophy and/or certificates are presented each week/month in celebration time to the class with the highest attendance and shared on Newsletters.
- Ensure any child with good attendance receives a certificate to reflect this achievement. At schools within the Keys Federation Academy Trust children with 100% attendance receive a gift voucher sponsored by the Parents' & Friends' Associations
- Ensure that regular meetings with the Startwell service have accurate information with regard to attendance and punctuality and address issues immediately they arise.

Parents/Carers role:

- Ensure that school is informed by responsible adult on first day of absence.
- Send a letter on return to school.
- Ensure holidays are taken in school holiday time.
- Only apply for leave in term-time in **exceptional** circumstances as the Directors have agreed that only in **exceptional** circumstances will leave be authorised in term time. If absences are requested in term time, the documents in appendix 6 should be used.
- Be willing to escort child to school if necessary.
- Ensure child is punctual.

The Directors role:

- Attendance will be reported to Local Advisory Committees and Directors on a termly basis.

The system in place to address non attendance is as follows:

- When a child is absent without explanation, the Office Staff, Learning Mentor or Principal will contact the parents/carers on the first day of absence
- If no contact has been possible with the family and the child has been absent for three days without an explanation, the office staff will send a standard letter home (See Appendix 2 attached). This will be recorded in the register with the date of despatch or posting.
- If a child returns to school without a letter of authorisation, a reminder will be sent to parents/carers (See Appendix 3 attached).
- Where a pupil is known to have a pattern of persistent absence or frequent absence, they will be referred to the Startwell service and the use of education penalty notices may be applied. (See appendix 4 attached).
- Notes, records of telephone calls and medical certificates should be dated and initialled by the office staff/Learning Mentor. All such items will be treated with appropriate confidentiality.
- In cases of regular non-attendance, the child's parents/carers should be invited into school, in conjunction with the Startwell service, to discuss any difficulties which may be preventing regular attendance.
- Should attendance fall below 90%, the letter notifying the parents/carers of the child's poor attendance will be sent to the family. (See appendix 5 attached)
- Continued absence will then result in the implementation of the statutory systems for Persistent absence and frequent absence. This process will be supported by the Startwell service and the Local Authority.
- Each pupil's absence will be input onto the SIMS Attendance module daily so that calculated absences can be seen at a glance and followed up consistently by the schools.
- Should parents/carers request absence in writing for religious events, sporting activities, modelling assignments etc, the letter at appendix 7 should be used if the absence is to be authorised.
- Punctuality is equally important and will be monitored daily. Should a child be late arriving at school on three or more occasions during a week, the letter attached at appendix 8 will be sent to the child's parents/carers.

This policy was reviewed with due regard to the Equality Act 2010 during the Summer Term 2018.



id: S. Bruton CEO

Appendix 1

THE KEYS FEDERATION ACADEMY TRUST

PROCEDURES FOR SIMS IN THE CLASSROOM

Teaching Staff (or Cover staff in the absence of the teacher):

- SIMS in the Classroom allows teaching staff to record whether a child is present or not at the start of the morning and afternoon sessions.
- Registers must only be saved when the classroom door is closed at 9.00 am. This will ensure that all children are marked present/absent accurately.
- Teaching Staff are responsible for inputting reasons for absence if they are notified by parent/carer in person, by telephone, through a note in the planner or via class DOJO.
- A Generic log-on will be provided for Supply teachers or Cover Staff to access SIMS in the Classroom.
- A laminated class list will be situated on the rear of each classroom door. This will be used to record pupil absences should the ICT system not be available and, in the event of no ICT system, will be photocopied by office staff after morning and afternoon registration. This list can also be used on school trips and will be used as a fire register, taken outside and used by the class teacher in the event of fire evacuation. The daily total of children present will be recorded on this list.
- Teaching staff must update this total if children arrive late and leave before the end of the day.

Office Staff:

- Office Staff will record Lates/Minutes late/Medical appointments/Comments/First day absence information etc in the notes section on SIMS.
- Lates (L) are marked until 9.30 am unauthorised Lates (U) are marked after 9.31 am and minutes lates and the reason is recorded on SIMS.
- If a child attends a medical appointment and arrives late but before 9.30 am he/she should be marked with a (L) and the reason input. If a child attends a medical appointment and arrives after 9.31 am he/she should be marked as (M) for medical appointment.
- If a child leaves school to attend a medical appointment, or for any other reason, at any other time during the day, a record of this, and the time of leaving, should be noted in the signing out book and recorded in the comment column on SIMS attendance module.

Individual School's Letterhead

Date.....

Dear

Your child has not attended school now for three days.

As we have not received any information relating to this absence, would you please let me know, as soon as possible, the reason why is not in school.

Thank you for your co-operation.

Yours sincerely,

Principal

Individual School's Letterhead

Date.....

Dear

Your child has been absent from school from
..... to

To date we have not received information from you explaining the absence.

In order that our attendance registers are marked in line with Safeguarding and legal requirements, we do need a written explanation.

I would be grateful if you could send this in with tomorrow or email it to <<school email address>>.

Thank you for your co-operation.

Yours sincerely,

Principal

People Directorate : Children and Families
Corporate Director : James Winterbottom



«Title» «Parent__First_Name»
«Parent__Last_Name»
«Address_Line_1»
«Address_line_2»
«Town»
«postcode»

Reference Penalty Notice
Your reference:
Please ask for:
Extension:
Direct line: 01942 487139
Issue Date: «Issue_Date»

Dear «Title» «First_Name» «Last_Name»

RE: «Childs_Name»

D.O.B: «DOB»

School: «School» School

Legislation was introduced in February 2004 which authorises Local Education Authorities (LEA) to issue Penalty Notices to the parents/carers of school aged pupils who have unsatisfactory levels of unauthorised absence.

I must advise you that your child's attendance falls within this criteria.

If there are any further unauthorised absences from school, commencing «Commencement Date» for the following fifteen school days, you will be automatically issued with a Penalty Notice.

Please note: School authorise absences not parents/carers, so if your child is absent due to illness during this period, you will have to provide medical evidence in order for the absence to be authorised.

I enclose a fact sheet, which should answer any questions you may have. If you have any queries regarding this letter please contact me to discuss.

Yours Sincerely

Attendance Enforcement Officer

Individual School's Letterhead

Dear «salutation»

We have noticed from the registers that «chosen_forename»'s attendance has dropped below the 90% mark.

As you are aware, a child's attendance at school is extremely important and the responsibility of parents/carers to ensure good attendance.

Please ensure that «chosen_forename» attends school on a regular basis. If there is a further drop in «chosen_forename»'s attendance, we may contact the Startwell service for further advice.

If you require any support or would like to discuss this further, please do not hesitate to contact me.

Yours sincerely

Principal



THE KEYS FEDERATION ACADEMY TRUST

Name of School
Address of School
Telephone number

ABSENCE REQUEST FORM

IMPORTANT

The Education (Pupil Registration) (England) (amendment) Regulations 2013
*Leave of absence during term time will NOT be granted unless the Board of Directors/Principal considers there are **exceptional** circumstances relating to that application.*

PUPIL DETAILS

Name:

Date of Birth:

Class/Teacher:

Dates of Requested Absence:

Exceptional Reason for absence:

I understand that keeping my child off school for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in action being taken against me for none school attendance.

Parent/Carer Name:

Signature Date of Request

For school office use:

Authorised by: _____ No. of Days Authorised: _____

Date contract sent home: _____

Date returned: _____ Included in Register: _____



THE KEYS FEDERATION ACADEMY TRUST

Name of School
Address of School
Telephone number

Home-School Contract

**This contract is an agreement between the parents/carers of
..... and the school.**

We have agreed that your child(ren) will be absent from school as agreed on the
Absence Request Form.

The granting of this period of leave does not set any precedent for future
applications.

It is also understood that if he/she does not return by the agreed date without
suitable cause there may no longer be a place for him/her at the school and he/she
may possibly be taken off the school register.

Please sign and return this contract to school, so that we can authorise your child's
leave in the school register.

Principal's Signature

Date

Parent/Carer Signature

Date

Individual School Letterhead

Date:

Dear

I am unable to grant your request for your child/ren to be absent from school during term time.

I assure you that I have made this decision with the best interests of your child(ren) in mind and, I therefore, will not authorise this absence.

The important of school attendance is such that leave of this kind will only be granted where the circumstances are **exceptional**. This is in line with the Trust and school's agreed Policy on absence during term-time.

Startwell service are informed of any unauthorised absences from school and will take appropriate action, which may include issuing Fixed Penalty Notices to Parents/Carers, or Court Action.

It is essential at this point for your child(ren) to be in school regularly to benefit fully from their educational opportunity. Continuity of attendance underpins academic achievement as well as social and emotional development. We are sure you would not wish to jeopardise your child's current academic progress by taking them away at this time.

Yours sincerely,

Principal

Individual School Letterhead

Date:

Dear

Your child has now been absent from school for school days.

In our contract about this period of leave in term time, you agreed that your child would return to school on

As this date has now passed without your child returning to school, I need to let you know absences after this date are now classed as unauthorised. Startwell service are notified of all unauthorised absences.

If your child has not returned to school before (i.e. 10 days after the agreed return date) we may need to take him/her off the school register and refer to the Children Missing Education procedures. **This would mean your child would not have a place at this school.**

Please contact me as soon as possible to discuss this matter.

Yours sincerely,

Principal

Individual School Letterhead

Date:

Dear

It is our understanding that your child is absent from school because of a holiday/period of extended leave in term time.

This absence has not been authorised by the school and no home/school contract has been agreed.

All absences are therefore unauthorised. Startwell service are notified of all cases of unauthorised absence and consideration may be given to the use of sanctions, including Penalty Notices, in such cases.

In line with our Policy on managing absences of this nature, unless your child has returned to school by (i.e. four school weeks after the date of the first absence) he/she may be taken off the school roll and will no longer have a place at this school. The Children Missing Education procedures will also be actioned.

Please contact me as soon as possible.

Yours sincerely,

Principal

Individual School Letterhead

Date:

Dear

Your child has now been absent from school for weeks.

Following my letter dated and in line with the Policy on managing absences of this nature, I must now inform you that your child has been taken off the roll of this school.

This means that your child no longer has a place at this school.

You need to contact school as quickly as possible to discuss this situation and the future educational arrangements for your child.

Advice is also available from the School Placements Team, part of Children and Young People's Services, to whom I am sending a copy of this letter and who can be contacted via the following telephone number – 01942 486036.

Yours sincerely,

Principal

Individual School Letterhead

Date:

Dear

Thank you for your letter requesting absence for your child to take part in on

The importance of school attendance is such that absence in term-time will only be authorised in exceptional circumstances which is in line with the Trust's Policy.

In this instance I have approved the request for your child to be absent from school as detailed above and this will be marked as an authorised absence in the school register.

Yours sincerely,

Principal

Individual School Letterhead

Dear Parent / Carer

Following a recent register check, we have noticed that «forename» is arriving late for school on a regular basis. Apart from the disruption to your child's learning and that of others in the class, this is not helpful to all legal, safeguarding and safety matters for your child.

In working with you as a parent/carer, and reflective of the home/school contract we have, it is expected that you will ensure your child arrives in time and in a prompt manner to begin their learning for the day. This sets up good habits and expectations for success in the future.

Should this pattern continue, we will, under our safeguarding duties, seek a conversation/meeting with you as to why this is happening on a regular basis, and work with you to change this and prevent further lateness for your child. Our Learning Mentor,, will be in contact following this letter.

A regular routine is very reassuring to a child and it is certainly an aid to successful learning and as such we know that you will want to support your child in giving them the best chance for success.

I thank you, in advance, for your co-operation in ensuring «forename» arrives at school in plenty of time from this point onwards.

Yours sincerely,

Principal
