



STAINCLIFFE
CE JUNIOR SCHOOL

Staincliffe CE (C) Junior School Manorfield Infant and Nursery

Attendance Policy

October 2017
Reviewed Jan 2019

Headteacher : E Hobson

To be reviewed Jan 2020

School Begins at 8:55am
School doors open at 8.50
Lunchtime for years 3 and 4 is 12:00pm-1:00pm
Lunchtime for years 5 and 6 is 12:30pm – 1:30pm

A Collective Approach

Parents, Staff, Governors and pyramid schools work together in partnership to ensure that maximum attendance is achieved at all times. Good attendance and punctuality is promoted throughout a child's time at Staincliffe in order that good habits can be formed early in their academic career. The school aims to develop each and every child, regardless of gender, ethnicity, and disability to their full potential. Children need regular attendance in order to become established within the class, to achieve their academic potential and become a confident member of the school community.

Parents have a responsibility to ensure that their children arrive at school on time, and that their children attend school for the maximum number of sessions possible. Parents must inform the school before the start of the school day, on each day of absence, as to the reason for an absence.

The class register, a legal document, is taken as soon as possible after the start of school. It is the responsibility of the class teacher to ensure this happens.

Attendance Registers

Attendance registers will be marked in accordance with DfE regulations. Registers will be kept up to date. Details of reasons for absence will also be recorded.

The Attendance Register is a legal document and will be taken at the start of the morning and afternoon sessions. Absence from school will be entered into the register showing whether an absence is authorised or unauthorised . (See Appendix 1).

The registers will be closed half an hour after they open. Any child arriving after this time will be regarded as absent and may receive an 'unauthorised' mark in the register.

Attendance registers will be kept using an online secure system (INTEGRIS). Registers will be available on the school site on all occasions.

If staff are concerned about a child's absence, there are various strategy support mechanisms:

- School will telephone home on each day of absence if parents do not contact school regarding the absence. If contact is not made to parents, a text is sent out to parents and other known contacts are contacted. If there is still no contact, SLT decide if a home visit needs to take place to ensure safeguarding. **The school will follow Kirklees internal guidance 'First Day Calling' procedures**
- A letter may be sent home if a child returns to school without an explanation of absence.
- A telephone call to parents can be made by bilingual staff if necessary.
- A home visit will be made in some circumstances.
- Referral to the school nursing team.

- Persistent absence (PA) will be reported to the Local Authority Attendance and Pupil Support Officer (APSO).
- A named person (Miss Bennett) is responsible for liaison with the APSO, and the monitoring of all absences.
- It may be necessary to contact Children Missing in Education (CME).

Every effort is made to encourage the child to attend regularly. The school will use a variety of strategies to support good attendance. These may include certificates, prizes or stickers.

The class teachers will support attendance by promoting an ethos within school conducive to good attendance. The staff will provide a safe, stimulating, warm and friendly learning environment for the children within their care.

Punctuality

It is important that pupils arrive at school on time. The start of the session sets the context of the learning and if a child misses this essential part of the day it may be difficult for them to fully participate in the ensuing lesson.

If a child arrives late after the main parent and pupil entrances have been closed, they report to the school office where their late arrival is recorded and arrangements made about school meals. If a child is persistently late parents are contacted by the school and may be referred to the APSO. School recognises that occasional lateness is unavoidable, and parents are encouraged to bring a child late rather than miss a full half day.

Authorised Absence

Absences may be authorised for a number of reasons at the Head Teacher's discretion. For example:

- Medical reasons, where the school has been notified
- Doctors/Hospital or Dental appointments known in advance, although parents are asked to make appointments out of school hours where at all possible
- Religious observance (in accordance with Kirklees LA guidance)

Unauthorised Absence

Unauthorised absences may be unauthorised for a number of reasons at the Head Teacher's discretion. These include:

- Medical reasons that are not accompanied with an explanation, or with a note on return to school
- Shopping or haircut
- Sleeping in (on a regular basis)
- Visiting relations or trips to the airport
- Extended leave (holidays) which has not been authorised

Unauthorised absence can lead to the authority using sanctions and or legal proceedings.

Extended leave/Visits abroad

The LA, school and governors view is that children should not be absent from school for the purposes of a holiday/ extended leave. Therefore, term time leave will be unauthorised.

Taking holidays/ extended leave in term time will affect a child's schooling as much as any other absence and we expect parents not to take children away in term time. There is no automatic entitlement in law to time off in school time to extended leave. Guidance issued by the DFE in

September 2013 has strengthened the view that children should not be taken out of school for the purposes of a holiday.

The guidance states that:

- Time off school for family holidays **is not a right**. Schools have discretion and may agree leave in special circumstances which must be discussed with the Head teacher.
- It is for Head teachers to determine if the request is reasonable. Each request will be judged on a case by case basis and will make an assessment of each application on its individual merits. The head teacher may consult with the Chair of Governors if appropriate.

We do not consider the following as exceptional circumstances; these are not an exhaustive list:

- Family reunions or gatherings
- A family holiday at a lower cost
- Family events including weddings and funerals
- Parent's work / holiday rota
- Holidays booked by a family member without parent's knowledge

Where family holidays or extended holidays are taken without proper authorisation, the school will respond as follows:

- Parents can be given a Penalty Notice or prosecuted for periods of unauthorised holidays after 5 days. *(Currently this is £60 per parent per child. If the penalty notice is not paid with 21 days the amount increases to £120 per parent per child). If this fine remains unpaid a fine of up to £2,500 or 3 months imprisonment for non-payment of a penalty notice could be issued should the case go to court.*
- Pupils who fail to return to school on the date they were expected back from extended leave may be reported to the LA department Children Missing in Education (CME). They will make reasonable enquiries to locate the pupil. However, if all enquiries fail, after a ten day period the pupil/s may be deleted from the school register/s.
- The parents could be prosecuted under Section 444 of the Education Act 1996 for repeat offences of unauthorised leave of absence.

If a member of staff is made aware that a parent is considering taking their child/children out of school for an extended holiday they should:

- Ask the parent to speak to the Head teacher
- Inform the Head teacher.

Prior to leave of absence a form will be filled in and returned to the Head teacher. The Head teacher will sign the form and this application will be kept in the child's records.

Where it is decided that authorisation cannot be given but the absence occurs, consideration will be given to the issuing of a Penalty Notice or deletion from the school's register in line with Kirklees Code of Conduct.

Safeguarding children's welfare. In a small number of cases schools could have concerns about a pupil's welfare whilst abroad. In such cases, the school should seek support from their Local Authority. For more information and guidance on this, please refer to section 5 of the online Safeguarding Children Boards Procedures Manual

<http://www.kirkleessafeguardingchildren.co.uk/procedures-guidance.html>

Positive Reinforcement and rewards for good attendance

A variety of strategies are used to promote good attendance:

- Staff noticing and commenting on regular attendance
- School trophy for attendance – awarded weekly
- Termly attendance rewards
- End of year rewards

Monitoring and Evaluation

The current trends relating to attendance within Staincliffe CE (C) Junior School are monitored and evaluated termly and reported to Governors and DfE. This will be in order to monitor and evaluate the:

- percentage of attendance
- percentages of authorised and unauthorised attendance
- trends within specific year groups
- breakdown of types of absence e.g. medical, holiday etc.

The deputy head teacher meets regularly with the school's attendance officer to review pupil attendance and identify individual pupils / families with poor attendance. Pupil's with less than 90% will be classed as Persistent Absentees and parents will be invited in to school to discuss strategies for improvement in their child's attendance.

Procedure for requesting a Penalty Notice

The school will follow the guidelines set by Kirklees for the issuing of penalty notices.

J Bennett October 2017

Appendix 1– Attendance Codes

Title	Code	Information
Present at School	/\	Should not be used for pupils who were not in school during registration.
Late before register is closed	L	The normal code used for lateness. A pupil arriving after the register has closed should be marked with code U, or with another absence code if that is more appropriate

Off-site educational activity	B	Should be used when pupils are present at an off-site educational activity that has been approved by the school
Dual Registered - at another educational establishment	D	This code is not counted as a possible attendance in the School Census. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.
Attending an Interview	J	Should be used to record time spent in interviews with prospective employers or another educational establishment
Participating in a supervised sporting activity	P	Should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.
Educational visit or trip	V	Should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.
Work experience	W	Should only be used for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils.
Leave of absence authorised by the school	C	For exceptional circumstances only. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.
Excluded but no alternative provision made	E	If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance

		register using Code E. Where alternative provision is made they should be marked using the appropriate attendance code e.g. D (dual registered)
Holiday authorised by the school	H	Head teachers should not grant leave of absence unless there are exceptional circumstances. A leave of absence is granted entirely at the head teacher's discretion
Illness (not medical or dental appointments)	I	For recording student non attendance due to illness. For absence due to Medical appointments use M code
Medical or dental appointments	M	For a medical or dental appointment. This is counted as an authorised absence
Religious observance	R	Treated as authorised absence. The day must be exclusively set apart for religious observance by the religious body to which the parents belong
Study Leave	S	Study leave is classed as an authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations
Gypsy, Roma and Traveller absence	T	This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision
Holiday not authorised by the school or in excess of the period determined by the head teacher.	G	If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised and this code should be used

Reason for absence not yet provided	N	If no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation)
Absent from school without authorisation	O	Used for unauthorised absences
Arrived in school after registration closed	U	Used if a pupil arrived after registration is closed. If the pupil arrives before registration is closed then use the L Code
Not required to be in school	X	This code is used to record sessions that non-compulsory school age children are not expected to attend.
Unable to attend due to exceptional circumstances	Y	Used where a pupil is unable to attend because of exceptional circumstances such as snow, flood in school, issues with provided transport
Pupil not on admission register	Z	Used when a pupil has not yet started at the school
Planned whole or partial school closure	#	This code should be used for whole or partial school closures that are known or planned in advance such as half terms.