

Attendance Policy



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1. AIMS

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. LEGISLATION & GUIDANCE

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

Every child should aim to achieve an overall attendance of 97%+ each academic year. Studies have shown that poor attendance is linked to poor attainment. At Beever Primary we want all our children to Enjoy and Achieve. It is a parents' legal responsibility to ensure the regular full-time attendance of their children.

3. SCHOOL PROCEDURES

3.1 PUNCTUALITY

School starts at 8.55am and the register taken at 9.05am. Children arriving after this time will have to sign in at reception and will receive a late mark. **Children arriving after 9.30am will receive an unauthorised mark for the morning session. If you are 5 minutes late every day that adds up to over 3 days lost each year.**

If your child is 20 minutes late a day they lose:				
1 hour 40 minutes a week	6 hrs 40 minutes a month. This is equivalent to over 1 full day.	10 hours a half term. This is equivalent to over 2 full days.	20 hours a half term. This is equivalent to 4 full days.	65 hours a school year This is equivalent to over 13 full days

Last year (2018-19), **1827** late marks were recorded; **161** of these were children arriving more than **30** minutes late.

3.2. ABSENCES

All absences must be reported by 9.30am on the first day of absence. If we receive no contact from yourself, we will endeavour to contact you via the school texting system or telephone you direct. If we are unable to make contact with you by telephone, a letter informing you of the absence will be sent out and a reply slip included for you to complete and return to school. **Consequently, all absences without reason will be marked as unauthorised on your child's attendance record. School and the School Health Advisor are able to offer advice and/or leaflets on exclusions due to illness e.g:**

1. **Chicken pox (child can return once the spots are healed over)**
2. **Diarrhoea and Vomiting (24 hours after last episode)**
3. **Coughs and colds (no absence required)**
4. **Head lice (no exclusion, treatment should be completed without absence)**

Furthermore, if your child is absent for two or more days there may be occasions when school requires parents to provide proof of illness; this can be in the form of a doctor's letter, copy of prescription and or medication, which clearly show the dates corresponding with the absence. Certain circumstances may result in a home visit, where possible contact you prior to this to agree a convenient time.

Please ensure that school has your most up to date contact details, including current mobile number and Email address.

Pupils are required to attend school for 190 days each year

Schools absences and attendance figures:

'PUPIL' Final Attendance for the year	Equal to days absent	Equal to weeks absent
95%	9 days	2 weeks
90%	19 days	4 weeks
85%	29 days	6 weeks
80%	38 days	8 weeks
75%	48 days	10 weeks
70%	57 days	11.5 weeks
65%	67 days	13.5 weeks

3.3 MEDICALS

Where possible, please make medical appointments outside of school hours. However, we understand at times this is sometimes difficult, on these occasions please provide school with a medical card or letter. A medical appointment **DOES** reduce your child's percentage attendance.

Please also be aware we are not able to authorise siblings being taken out of school when they do not have an appointment. These absences will be unauthorised.

3.4 SPORTING ACTIVITIES

School acknowledge that there are occasions when children will be required to attend sporting tournaments, competitions or sporting exams during term time. Proof of this must be provided to school. School are unable to authorise competitions that are held over the weekend but where parents choose to travel to the venue on a school day.

3.5 RELIGIOUS OBSERVANCE

School encourage and support our children and their families to celebrate religious events, however children are expected to be in school every day leading up to religious festivals and back in school immediately after. If parents keep their children off school for longer than is entitled these days will not be authorised. School will only authorise the date of the festival, a maximum of 2 days per academic year.

3.6 HOLIDAYS IN TERM TIME

Holidays **MUST NOT** be booked prior to requesting permission from school, the application must be made at least **6 weeks** before the intended departure. Forms are available from the school office.

The amendment to regulations is still in place making it clear that the Head Teacher 'may not grant any leave of absence during term time unless there are exceptional circumstances.' *This includes visits to countries of origin.*

Penalty notices may be requested by school. Research shows that breaks of one week or more from school often leads to children falling behind in their work and that some children never catch up.

This year (2018-19) 368 days were lost due to holidays taken in term time.

4. LEGAL SANCTIONS

4.1 PENALTY NOTICES

School may at times request that a Penalty Notice, through the Education Attendance Service, is issued to a parent/carer, this will only be used when parent/carers have been informed of our concerns, offered support but do not work with us and/or show continued and sustained improvement. Penalty Notices will be requested for the following reasons;

1. Persistent unauthorised late arrival to school (after 9.30am)
2. Unauthorised absences where no reasons have been provided by the parent/carer or the reason is not accepted by school
3. Holidays during term time

Parents must from the 1st September 2013, pay £60 within 21 days or £120 within 28 days, this is per parent, per child'.

4.2 FAST TRACK TO ATTENDANCE

Fast Track to Attendance is a time focused approach to improve attendance. The aim of Fast Track is to promote early intervention by school and where necessary by the Local Authority. The aim is to ensure that rapid and appropriate action is taken to tackle absence problems as soon as they become apparent. Failure to make and sustain changes will result in the Local Authority prosecuting through the courts.

5. CHILDREN MISSING EDUCATION

At Beever Primary we believe all students, regardless of their circumstances or background are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs.

Pupil absence will be followed up on a daily basis as a matter of priority. Every child who has a continuous period of absence of three days or more will be required to provide proof of absence; home visits will also be undertaken. School will follow the Education Attendance Service process when a child has been absent for three or more days without reason, contact will initially be via telephone, followed by a home visit and a letter. If after 10 school days no contact has been made, school will complete the Child Missing Education (CME) form and forward the school's investigation to the Local Authority, who will then follow their procedures. After a period of 20 days and on completion of all safeguarding checks, a child will be removed from school roll.

School follow Department for Education Statutory guidance, which can be found on the link below:

<https://www.gov.uk/government/publications/children-missing-education>

6. STRATEGIES FOR IMPROVING ATTENDANCE

Children's attendance is celebrated and rewarded at the end of each term via Attendance Certificates and at the end of the year via 100% attendance awards.

We have also recently launched our Attendance HERO (HERE-EVERYDAY-READY-ON TIME) initiative aimed at improving attendance and punctuality.

Weekly awards are given to the classes with the best attendance and best punctuality in the week. In addition to this classes with the best attendance and punctuality are rewarded at the end of each half term.

Individual rewards are also offered- children with 100% weekly attendance will go into a draw each half term to win further prizes.

7. ATTENDANCE MONITORING

The attendance officer monitors pupil absence on a weekly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above 2 days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continue to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

8. ROLES AND RESPONSIBILITIES

8.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

8.2 The headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

8.3 The attendance officer

The attendance officer:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

8.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

8.5 Office staff

Office staff are expected to take calls from parents about absence and record it on the school system.

9. MONITORING ARRANGEMENTS

This policy will be reviewed every two years by the Headteacher. At every review, the policy will be shared with the governing board.

10. LINKS WITH OTHER POLICIES

This policy is linked to our Safeguarding and Child Protection policy