



Attendance Policy

Sarah Walker
Spring 2023

The difference between try and triumph is UMPPHHH!

Attendance Policy

Original date approved	Spring 2023
Current date approved	Click or tap to enter a date.
Date of next review	Spring 2024
Policy owner	S.Walker@skeltonprimaryschool.co.uk
Policy type	Non statutory

Document History:			
Version	Date of review	Author	Note of revisions
2	13/02/2023	Chris Clements	Template Change

Table of Contents

Introduction	3
Safeguarding	4
Attendance	4
Compulsory School Age	4
Attendance Registers	4
Authorised absence	5
Unauthorised Absence	5
Punctuality	6
Attendance and Absence Codes	6
Monitoring Attendance	6
Illness (not medical appointment)	8
Persistent Absence.....	8
Children Missing from Education.....	8
Leave of Absence in Term Time	9
Travelling children.....	9
Alternative Provision.....	9
Encouraging Good Attendance & Punctuality	10
Every Day Counts	10

Introduction

Skelton Primary School (S.P.S.) Attendance Policy applies to all children between the age of 2 and 11 years. It recognises that high levels of school attendance are significant to raising standards in education and ensuring all pupils can fulfil their potential. Missing out on lessons leaves pupils vulnerable to falling behind and achieving less in both primary and secondary school.

The overall aim of the attendance policy is to:

- Keep children safe and ensure their welfare needs are met in accordance with safeguarding practice.
- Provide a stable environment in which our children can learn.
- Support parents to perform their legal duty by ensuring their children who are of compulsory school age, attend school regularly
- Maximise educational opportunities for all our pupils, ensuring there is a consistent and fair approach with equal opportunities for all.
- Encourage good habits of school attendance with a vision on early intervention by supporting families with children in the Early Years Foundation stage, reflecting our policy of early intervention.

We do this by:

- Applying a robust attendance process.
- Notifying parents at the earliest opportunity where attendance is below expected national standards.
- Ensuring pupils are punctual to their lessons and attend school on time.
- Working with parents to reduce illness and medical absence
- Working in collaboration with partner agencies, such as health visitors, school nurses, children's services and youth services across all levels of the needs assessment.
- Ensuring every pupil has access to full-time education to which they are entitled; which includes individual education plans.
- Identifying vulnerable children who may have a specific area of need to enable them to attend school
- Analysis of attendance data to highlight areas of concern, particularly amongst vulnerable groups, including the identification and tracking of persistent absence pupils
- Working with the families of children in the early years' foundation stage to ensure there is a readiness to learn.
- Highlighting the importance of attendance with pupils through achievement and rewards.

The legal powers and duties that govern school attendance and explains how they apply to local authorities, academies, head teachers, school staff, governing bodies, pupils and parents, are contained in:

- The Education Act 1996, sections 434(1)(3)(4) & (6) and 458(4) & (5)
- 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

Safeguarding

Absence from school is a safeguarding factor and this will be the foremost concern for the school when dealing with pupil absence. It is important that parents notify the school office with a reason for absence on each day of absence and that absences are kept to a minimum to avoid any unnecessary home visits or referrals to external agencies.

Attendance

As with all aspects of a child's life, it is the parents/carers who have the pivotal role in ensuring their child's best interests are taken into consideration at all times. The law in relation to the regular attendance of a child at school is strict in the application of this responsibility. We want to support our parents in carrying out this responsibility but at the same time we will tender challenges where a child's level of attendance falls behind expectations. To this end, the policy is robust in its early identification of attendance concerns and structured to ensure the appropriate level of support is put in place. The policy is relevant to every child on roll at S.P.S. A robust monitoring process ensures a parent is aware of their child's attendance at the earliest opportunity with intervention at the appropriate threshold within the continuum of need.

A child's learning journey starts at the very beginning of their Early Years education, this being an important time for parents to embed good habits of attendance with their child, which will follow them through their school life. The parent is expected to have good routines in place to ensure their child is prepared for school each day and is ready to learn by attending regularly and being in school on time. Once established, we believe the child will easily become accustomed to all school routines and will grow through their education to become an independent learner.

We also recognise that at times difficulties may arise within a family, which can impact upon a child's learning and school attendance. In such cases, it is important for a pupil or parent to speak to our Family Support Worker Mrs Smith, who in confidence, will listen and discuss the best way forward. We believe in working closely with the pupils and parents to ensure a child's education is not interrupted and they can continue to attend school regularly.

Compulsory School Age

A parent is responsible for ensuring their child being of compulsory school age receives a suitable full-time education and attends school regularly. This is a legal requirement. A child reaches compulsory school age on or after their fifth birthday. If they turn five between 1 January and 31 March, they are of compulsory school age on 31 March; if they turn five between 1 April and 31 August they are of compulsory school age on 31 August. If they turn five between 1 September and 31 December, they are of compulsory school age on 31st December. A child continues to be of compulsory school age until the last Friday of June in the school year that they reach sixteen.

(School Attendance November 2016)

Attendance Registers

The law requires all schools to have an attendance register. All pupils (regardless of their age) must be placed on the register. The attendance register is taken twice daily. On each occasion a record is made as to whether a pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or
- Unable to attend due to exceptional circumstances.

The school will follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken if necessary;
- Identify whether the absence is approved or not; and
- Identify the correct code to use before entering it on to the electronic register which is used to download data to the School Census.

All attendance information is kept in accordance with confidentiality and data protection practice. The main attendance register is compiled electronically using the School Information Management System (SIMS).

Morning registration will take place at the start of the school day. Afternoon registration will take place immediately after lunch. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes. In such cases, to ensure effective safeguarding practice is in place, pupil's details are recorded as being signed out by a member of staff and an appropriate adult collecting the child. Accordingly, where the pupil returns to the school, they should be signed back in. Reasons for signing a child out of school, in every case must be confirmed by the parent. Evidence will be requested to support the reason.

Authorised absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if a child has been unwell, the parent telephones the school or writes a note to explain the absence.

Only the Headteacher can authorise an absence. Parents do not have this authority. Consequently, not all absences supported by parents/ carers will be classified as authorised. For example, if a parent takes a child out of school for a birthday treat, this will not mean it is an authorised absence.

Medical appointments Missing registration for a medical or dental appointment is counted as an authorised absence. Parents are therefore encouraged to make appointments out of school hours. Where this is not possible, a child should only be out of school for the minimum amount of time necessary for the appointment, returning to school immediately after the appointment. It is important to ensure effective safeguarding practice is in place. A pupil arriving at school after being at a medical appointment, who has not been marked present for that session, must be signed into the school at the office. Evidence of the medical appointment will need to be produced, otherwise a child arriving into school will be recorded as late, which may be an unauthorised lateness, depending on the time of arrival. S.P.S. seek to work flexibly with families in managing medical absence, so as not to penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments. Where evidence is produced or the school are satisfied to the authenticity of the absence, on returning to school the child will be recorded as late for that session. In such cases, the minutes late will not be recorded.

Unauthorised Absence

Absence without a valid reason or explanation is recorded as unauthorised. Examples are: - shopping trips, birthdays, allowing a whole day for a medical/dental appointment, helping parents, holidays. In addition, a pupil whose attendance is a cause for concern will not have any absence authorised without medical evidence.

The school has a responsibility to follow up all unexplained and unexpected absence. Unauthorised absence is recorded where the school is not satisfied with the reasons given for the absence. Parents/carers are expected to notify the school of their child's absence on the first day of the absence and every day thereafter. All unexplained and unexpected absences will be followed up in a timely manner on the same day of absence. Every effort will be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the school will amend the register if satisfied as to the authenticity of the absence. If this is not satisfied, the school may require further evidence to support the absence. In

accordance with safeguarding practice, where a child has been absent for 3 days, a home visit will be made. It is therefore important that absences are managed effectively, and a child is returned to school as soon as possible.

Punctuality

Lateness to school can be a very upsetting

- Before the beginning of the school day, it is important for the child to have contact with their peers as they arrive and settle down. This is one of the times during the school day where they can share quality time with their peers and are able to forge friendships. Children who are late to school miss this opportunity and can quickly become anxious and lacking in self-esteem, feeling left out.
- Children who are late to school readily become identified amongst their peer group as a person who is unprepared for school and who disrupts the learning of others. This can leave the child feeling confused and unsettled, having to play catch up with their work without having had the appropriate instruction from the teacher. In turn, this may lead to the child becoming unhappy and disaffected with their learning and not wanting to come to school.
- All the business of the school day is generally given to the pupils at registration. When a child is late, they miss out on vital information. In addition, the social time of sharing a book and a bagel (between 8.30-8.40) is a valuable settling in time together.

Lateness is a safeguarding factor. Three or more lates in one half term triggers the opening of a punctuality case with minutes late being accumulated. Each half term the parents are notified in writing of the amount of time which their child has missed from their learning, by arriving late to school. Following receipt of a letter, the expectation is for lateness to improve.

Class registers close at 9am, home phone calls begin at 9.05am. Arrival to school after 9.30am is recorded as an unauthorised absence and will be subject to formal attendance processes. Afternoon registration closes after the register is taken; afternoon nursery absence is followed up in the same way. As part of a parent's responsibility to ensure their child attends regularly at school, it is important for parents to make sure that their child is arriving on time to school. Repeated lateness is not acceptable and reasons will be contested. Staff strive to ensure each pupil within their care is taught to good and outstanding national curriculum requirements. This cannot be achieved where a child is late to school and is not ready to learn. It is important that a child arrives to school on time. Once the school entrance is closed, the pupil and/or parent as appropriate will be required to sign in at the office, where the reason for lateness will be recorded.

The expectation is for the parent (or person bringing the child to school) to accompany the child into the school office, to record the reason for lateness.

Attendance and Absence Codes

A list of all the codes and their meanings are contained in the Pupil Registration (England) Regulations 2006. The codes enable the school to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps the school, local authority and Ofsted to gain a greater understanding of the level and the reasons for pupil absence. Absence from school is a safeguarding factor and is monitored to identify pupils who may be vulnerable for welfare reasons or identified as not making progress in their learning.

Monitoring Attendance

The office staff and Family Support Worker ensure that the attendance policy is applied consistently and fairly. S.P.S expects at any one time throughout the school year to be attaining at least 97% attendance. This equates to no more than 5 days (10 sessions) absence within the school year.

It is the responsibility of the Governors to monitor overall attendance. The Head Teacher reports to the Governing Body on attendance issues in the termly Head Teacher’s Report. The Governing Body has the responsibility for this policy, and for seeing that it is carried out. The Governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

Class teachers, the office and the Family Support Worker collectively monitor attendance. If the class teacher is concerned about a child's absence, they contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Head Teacher.

A detailed report on each child’s attendance is included with their annual report in order to keep their parent or carer fully informed.

THRESHOLD OF INTERVENTION

<i>Universal monitoring</i>	<i>Concerns emerging</i>	<i>Concerns continuing</i>	<i>No improvement</i>
Good & better 97-100%	Satisfactory 94- 96.9%	Inadequate 93.9-91%	Cause for concern 86-90.9% Serious concerns below 86%
	Letter 1/2 or fast track to formal process with improving attendance plan.	Formal process with legal intervention & improving attendance plan.	Formal process with legal intervention or legal proceedings with improving attendance plan.

The monitoring of attendance for pupils in the Early Years Foundation Stage (FS1) follows this process but without recourse to formal or legal proceedings.

The monitoring of attendance for pupils in the Early Years Foundation Stage (FS2) follows this process, including the formal attendance process but without recourse to legal intervention where the child is not of school age.

S.P.S. will notify a parent in writing, as early as possible, where their child’s attendance has fallen below expectations. To comply with legal requirements, each parent is notified in writing separately.

Where there are continuing concerns and decline in attendance, the second attendance letter highlights the need for the parent to provide proof of illness/medical absence to be provided to enable the authenticity of an absence to be satisfied. In such cases, a prescription notice, medical letter, appointment card, or similar, will suffice. The school does not require the parent to provide a G.P. sick note, and do not expect the parent to make an additional payment, subject to prescription charges, to satisfy this requirement. The attendance process is subject to fast tracking and where appropriate, S.P.S. will initiate measures without recourse to the staged approach. This is generally applied where unauthorised absence has been determined, is frequent and further delay will be detrimental to the welfare and educational progress of the pupil.

S.P.S. initiates the formal attendance process, where there is a continued decline in attendance. In such cases, the S.P.S. will invite the parent to an Attendance Case Conference, to be held at the school, the purpose of which is to formulate a plan to work together to improve attendance. A legal intervention will be considered. A review conference will be held within 4 to 6 weeks. Family Support Worker will be assigned to support a parent and child to improve attendance. As a child’s regular attendance at school is a legal requirement, subject to section 444

of the Education Act 1996, legal intervention may be deemed to be necessary. This requires a referral to the local authority who has the delegated authority to arrange either the issue of a summons or penalty notice to the parent of a child who is not attending school regularly, where there is evidence to support the commission of the offence.

S.P.S. will initially consider using the Penalty Notice Regulations when considering a legal intervention. This must be preceded by a penalty notice warning letter, requiring the parent to ensure the child attends school every day for 15 consecutive school days, as stipulated in the letter, otherwise the parent may be issued with a penalty notice. By adopting this measure, it is hoped that good habits of attendance will be encouraged, and further intervention is not required. Where the penalty notice warning period has been achieved, it is important that improvements to attendance are sustained, otherwise a fine may still be issued. The issuing of a penalty notice is undertaken by the local authority acting on the recommendation of S.P.S. and subject to evidential requirements being satisfied. The penalty is £60 if paid within 21 days, rising to £120 to be paid within 28 days. Payment is made to the local authority. There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 28-day period, the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice. S.P.S. may consider the issue of a court warning letter to a parent, where on the acquisition of evidence, the matter will be referred to the local authority for a summons to be issued against the parent. Cases are heard in the Magistrates Court and triable on conviction to a fine up to and not exceeding £2500 and/or 3 months' imprisonment. Where the matter is referred for legal proceedings, S.P.S. may be minded to require the Magistrates to consider imposing a Parenting Order. This is not a punitive requirement but is aimed at supporting the parent in giving effect to their parenting responsibilities to enable school attendance to improve.

Illness (not medical appointment)

Parents/carers are advised to notify the school as soon as possible when a child is to be absent for illness. If the authenticity of illness is in doubt or illness absence is frequent, S.P.S. may require a parent to provide medical evidence to support illness absence. In such cases, a prescription notice, medical letter, appointment card, or similar, will suffice. The parent is not expected to request medical certificates from the GP, or any other information, which can incur a charge. S.P.S. ensure that pupils at school with medical conditions are supported to enable them to have full access to their education. In such cases an individual medical care plan may be initiated, in consultation with the parent and pupil and relevant healthcare professional. The plan will consider the management of absence from school.

Persistent Absence

A pupil who has 10% or more absence is classified as being a 'persistent absentee'. This is measured in sessions missed from school and could be owing to either authorised or unauthorised absence. These are pupils that are particularly vulnerable to missing education or not making efficient progress in their learning. In most cases pupils with this level of absence will be subject to an Improved Attendance Plan, to ensure they are supported to improve their school attendance. In collaboration with the Inclusion Lead, S.P.S. will write to a parent whose child is a persistent absent pupil.

Children Missing from Education

A pupil who is absent from school for 10 consecutive school days is regarded as a 'child missing from education'. In such cases, a referral will be made to the local authority. Before doing so, the school will have made all necessary enquiries to trace the pupil, through any additional contact numbers. This is regarded as a major safeguarding concern and may involve contact being made with the Police or the local authority children's services. It is important that all absences are notified to S.P.S. on each day of absence and a change to contact information is updated.

(Keeping Children Safe in Education, September 2016)

Leave of Absence in Term Time

The parent/carer who has responsibility to ensure the regular attendance of their child at school, should read the Leave of Absence booklet and submit a completed application form to the Head Teacher for any leave of absence in term time. Leave of absence in term time is not a parental right. The Head Teacher will not grant leave of absence in term time during September or times of testing in May and June, nor if a pupil's attendance is a cause for concern. However, there may be exceptional circumstances, for granting leave of absence in term time, which will be determined by the Head Teacher.

The exceptional circumstance criteria will focus on:

- a recent serious illness/bereavement of an immediate family member;
- a member of the Armed Forces whereby they need to undertake a tour of duty which conflicts with school holidays;
- restrictions on police leave, where a police officer has specific duties in relation to a national event which conflicts with school holidays.

Each parent will be informed in writing within 10 school days of the application being received. Where the decision is made not to grant leave of absence in term time and the leave is taken without prior approval, or without application, each parent will be informed in writing of the decision to refer the matter to the local authority.

Where this is the case, the matter will be referred to the local authority for consideration of the issue of a penalty notice. In doing so, S.P.S. adheres to the local authority Penalty Notice Code of Practice in making the recommendation for the issue of penalty notices. A penalty notice may be issued to each parent/carer in respect of each child who has been absent. Further information on the code of practice can be found at [redcar-cleveland.gov.uk\Attendance & Welfare Service](http://redcar-cleveland.gov.uk/Attendance%20&%20Welfare%20Service).

The penalty is £60 if paid within 21 days, rising to £120 to be paid within 28 days. Payment is made to the local authority. There is no right of appeal by parents/carers against a penalty notice. If the penalty is not paid in full by the end of the 28-day period, the local authority must decide either to prosecute for the original offence to which the notice applies or withdraw the notice.

To enhance safeguarding practice, S.P.S. requires an application for any leave of absence in term time to be completed (with the exception of medical absences). This includes where a child is participating in a sporting activity, performance, or where the absence is for religious observance. In such cases, the academy will make enquiry as to the safeguarding arrangements of any external provider, before agreeing to the absence. Evidence will be requested to support an application.

Travelling children

Where a child is to be absent from school to travel in the course of a parent's business, a letter is required to be written to the Head Teacher by the parent, giving details of the duration of the period of absence and the expected date of return. With this information, for short periods of absence, the school will consider authorising the absence. Where this information is not provided and the period of absence is in excess of 20 school days, the academy will remove the child from the school roll.

Whilst travelling, ideally the child should be registered at another school. This will ensure that a child's learning continues. In such cases, the child will remain on the school roll as a dual registered pupil. If required, the school can help the parent/carer to identify a school in another area.

Alternative Provision

The school is responsible for the safeguarding and welfare of pupils educated off-site. Where this is the case, the school will have reciprocal arrangements in place with the alternative provider, to provide attendance information. Where possible, this should be provided daily, at the least weekly. All unexplained and unexpected absences are to be followed up in a timely manner. S.P.S is expected to make challenges to an external provider which is not providing attendance information or following up absences.

Pupils may be present at an off-site activity which has been approved by the school. The appropriate code (B) is used in such cases and in using this code the academy is certifying the education is supervised and measures have been taken to safeguard children. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work.

A pupil may be dual registered at more than one school. Where this is the case, the appropriate code (D) is used to indicate the pupil was not expected to attend the session as they were scheduled to attend the other school at which they are registered. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school.

Encouraging Good Attendance & Punctuality

S.P.S. will encourage good attendance and punctuality in the following ways: -

- Parents will be informed of the schools' procedures for monitoring and recording school attendance. Further information for parents can be found on the website.
- Attendance information is shared on the weekly 'Friday Flyer'.
- Classroom door signs display the class' weekly total.
- Parents are informed of individual data twice a year on school reports

Every Day Counts

As few as 19 missed days over the school year reduces a child's chances of success. Their SAT results could drop by one grade across all subjects. Education is important to all children regardless of ability. It builds a child's resilience and offers a safe and nurturing environment in which a child can learn lots of exciting new skills and knowledge every day, as well as learning to work with others and forging friendships which will support them through their childhood, with some friendships lasting well into adulthood.

Being organised the night before with appropriate bedtimes is an important and common-sense approach to ensuring a child attends school and is ready to learn. Once established, this is a habit which will follow them through life. Attendance in the latter years of a child's education can significantly impact on their opportunities when leaving school, with further education providers and prospective employers requiring references, for which the academy is legally bound to provide an honest and accurate account.

Any questions about this policy or further information and advice on school attendance matters or parenting support, can be obtained from the Family Support Worker.

Other useful contacts

Redcar & Cleveland Borough Council 01642 774 774

Attendance & Welfare Service School Admissions

School Nurses & Health Visitors

Families Information Services (FIS)

0800 073 8800