



Charles Saer Community Primary School

Whole School Attendance Policy

Introduction:

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

Why Regular Attendance is so important:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Promote a culture across the school which identifies the importance of regular and punctual attendance;
- Give you details on attendance in our regular newsletter;
- Report to you termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.



- Carry out transition work with pupils moving between nursery and reception, and before leaving for high school;
- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school.
- Further develop positive and consistent communication between home and school
- Make attendance and punctuality a priority for everyone associated with school, including parents, pupils, staff and governors.
- Set targets to improve individual pupil and whole-school attendance.
- **Monitor and analyse attendance data using SIMS. We will look for patterns and trends of non-attendance to inform future action planning for both individual pupils and the school as a whole.**

Understanding types of absence:

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

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 Authority using 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 at school after the register has closed
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- days that exceed the amount of leave agreed by the Head teacher

Parents should be aware that the decision whether to authorise an absence or not rests with the school. Hence, if there is any ambiguity relating to an absence, school may request further evidence from parents before an absence may be authorised. This may be in the form of a prescription or appointment card or similar.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend school, it is better to



speak to school to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. This gives the impression that attendance does not matter and usually make things worse.

Persistent Absenteeism (PA):

A pupil becomes a 'persistent absentee' when they miss 10% or more of their schooling across the school year **for whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be given priority consideration, and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support from the Family Support Worker, use of circle time, individual incentive programmes, parenting contracts and participation in group activities around raising attendance. All PA cases are also automatically made known to the Local Authority School Attendance Team.

Absence Procedures:

If your child is absent you must:

- Contact us as soon as possible on the first day of absence, either by phone or you can call into school and report to reception or report via Parent App.
- Where the absence is for several days, the parent/carer is responsible for informing the school of the continued absence and upon the child's return to provide a letter explaining the reason for absence.

If your child is absent we will:

- Send a message to you on the first day of absence if we have not heard from you;
- Invite you in to discuss the situation with our in-school Attendance Lead and/or Head teacher if absences persist;
- Consider using parenting contracts or panel meetings in order to identify barriers to regular attendance and agree targets for improvement;



- Refer the matter to the Local Authority School Attendance Team where appropriate as per Local Authority protocol.
- Consider requesting that the local authority issue penalty notices or use other legal
- sanctions, as appropriate, in order to improve attendance

Telephone Numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

In-School Strategies to Improve Attendance/Punctuality (see appendix):

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. School may consider using the following strategies to help support parents in improving their child's attendance and/or punctuality. This includes:

- Meetings in school between parents, pupils, pastoral staff and the Head teacher;
- Parenting contracts;
- Use of the Common Assessment Framework (CAF) and/ or referral to outside agencies (including the Local Authority School Attendance Team)
- Attendance panels
- Penalty notices

The Local Authority school Attendance Team:

If difficulties cannot be sorted out using in-school strategies, the school may refer the child to the Pupil Attendance Support Team (PAST). They will try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, and unauthorised absences persist the case may be referred to the Court Officers, who can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

Use of Penalty Notice:

The school takes unauthorised absence seriously and, particularly in the case of repeated unauthorised absences, will undertake further liaison with the family, pupil, the School Attendance Consultant and the Pupil Attendance Support Team as appropriate. Furthermore, Charles Saer Community Primary School may request that the local authority issue penalty notices in respect of unauthorised absence. This includes leave which is taken without a prior request being made; and leave taken after a prior request has been made and parents have



been informed that the period of absence would be classed as unauthorised but the leave is taken regardless of this advice. Charles Saer Community Primary School may also request that the local authority issue a penalty notice for days taken in excess of the agreed period of leave; without good reason. Parents also risk losing their child's school place if they do not return from leave, as agreed, and readmission cannot be guaranteed.

The school office is responsible for recording leave requests in the electronic register and will retain copies of correspondence regarding requested leave of absence for 3 years. They will also be responsible for highlighting to the Head teacher if absence continues after the notified period. In this instance the Head teacher will undertake further liaison with the family, pupil, the School Attendance Consultant and the Pupil Attendance Support Team as appropriate and a Penalty Notice may be considered.

Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

How we manage lateness:

The school day starts at **8.55am** and we expect your child to be in class at that time.

Registers are marked by **9.10am** and your child will receive a late mark if they are not in by that time.

At **9.30am** the registers will be closed. **Any child arriving after 9:30am will have to sign themselves in electronically via the front office and they will be asked for a reason as to why they have arrived late. This will be recorded on the register as a 'U'. A 'U' is classed as an unauthorised absence. School office staff monitor the registers and attendance on a daily basis.**

In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists. **The threshold for a penalty notice is met when a child has 10 U codes in one term or 14 U codes in two consecutive terms. At this stage an application to the courts for a penalty notice will be sent.**

If your child has a persistent late record you will be asked to meet with the Head teacher and/or a member of the pastoral support team to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.



Leave in Term Time

Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to take leave during school time.

All applications for leave must be made, in advance, before any holiday is booked by the parent of residence using the 'Request for leave of absence' **which can be found on the Parent App. Requests should be made at least a month prior to the proposed leave. This will allow the Attendance panel adequate time to consider your application and for you to provide any additional evidence should it be requested. Please note that office staff cannot comment on your application or likelihood of it being or not being approved. You will receive a decision in writing once your application has been processed.** Requests will only be authorised if the circumstances surrounding the request are considered to be exceptional.

Full details of our policy and procedures are available from the school, but it is important that you understand that leave in term time will **not** be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional.

In considering the request, we will also look at various factors such as:

- The timing of the request:

When a pupil is just starting the school, absences should be avoided as this is a very important transition period as your child needs to settle into their new environment as quickly as possible.

Pupils should not be absent where possible both immediately before and during assessment periods e.g. SATs, or any other public examinations.

- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already a cause for concern, or could become one, as a result of taking leave.
- other periods of leave which the pupil may have had, either during the current or previous academic year

If work commitments are stated as supporting evidence towards an exceptional reason for requesting leave, parents will be asked to provide employer details and any additional evidence which shows leave cannot be taken during the school holidays.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.



In certain circumstances, parents risk losing their child's place on the school roll if the pupil does not return to school on the agreed return date. Readmission cannot be guaranteed. The specific circumstances which outline when a pupil can be removed from roll are laid out in Regulation 8 (1) (f) (i-iii) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2010 and 2013)

Religious Absence:

The school will authorise one day of absence per religious festival, e.g. Eid, (i.e. the day set aside by the Religious Body of which the parent is a member) and this will be marked as 'R' in the register.

Parents must request any additional leave in advance and this can only be authorised if it is felt that exceptional circumstances apply (this would be marked in the register as 'C').

Alternative provision and use of directions:

There are a range of reasons why pupils might be required to access educational provision at a venue other than their main school. The main reasons are listed below:

Pupils who have been excluded, either for a fixed period (for more than 5 days) or permanently,

When a pupil is unable to access provision at their main school for medical reasons
When a pupil is required to attend another venue for the purpose of improving behaviour; either on a temporary basis or with a view to making a permanent move to the alternative provision (managed move)

When a pupil is required to attend alternative provision, the governors of the main school must issue a written 'direction' informing all parents of the alternative provision which their child is required to attend.

Pupils who are unable to attend school for medical reasons:

The introduction of new statutory guidance on 1st September 2014 places much more emphasis on the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils; whether their condition is short or long term. The school will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be as a result of specific practices or resources used within school or by sourcing more appropriate provision at another establishment. When education is to be provided at an alternative location, this will always be done via the use of a direction (please see the relevant section of this policy).

Authorised and Unauthorised Absence

The head teacher and member of the attendance panel are responsible for determining what is classed as authorised and unauthorised absence:



Examples of authorised absence:

- Medical or dental appointments, which relate directly to the pupil and unavoidably fall during the school day (evidence may be required prior to authorization)
- Illness of a pupil (evidence may be required prior to authorization)
- Leave that has been authorised by the head teacher due to exceptional circumstances.

Examples of unauthorised absence:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never properly been explained
- Children who arrive at school after the register closed
- Shopping, looking after children or birthdays
- Day trips and leave in term time which have not been agreed
- Days that exceed the amount of leave agreed by the head teacher

Signing Out

Any child leaving school during the school day must do so with a parent or authorised carer/family member . They will be required to sign out via the electronic system at the school office, recording a reason as to why they are leaving, i.e., Illness, medical appointment, etc.

When a child leaves the school site after the morning or afternoon register has been taken the original mark must remain on the register.

Notifications to the Local Authority

Admissions

All schools must notify the local authority within 5 days of adding a pupil's name to the admission register and must provide the local authority with all the information held within the admission register about the pupil. The duty does not apply to pupils who are added to the admission register at the start of the school's youngest year unless the authority also requests such information to be provided (Lancashire currently does not).

Leavers

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under the grounds of prescribed regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the grounds for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests such information to be provided (Lancashire does not currently).



Notifications of Pupils Who Fail to Attend

All schools (including academies) must agree with the relevant local authority, the regular interval that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. In Lancashire primary schools, this can be done via referral to the Pupil Attendance Support Team (P.A.S.T) or request a Penalty Notice. Any other notifications not to be covered can be submitted on an individual basis to the local authority.

Children at Risk of Missing Education

Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving suitable education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting a pupil's name from the register if the whereabouts of the child are unknown. In these cases, school will undertake a home visit from PAST prior to a referral being made to the local authority Children Missing Education Team.

Alternative Provision and Use of Directions

There are a range of reasons why pupils might be required to access educational provision at a venue other than their main school. The main reasons are listed below:

- Pupils who have been excluded, either for a fixed period (for more than 5 days) or permanently
- When a pupil is unable to access provision at their main school for medical reasons
- When a pupil is required to attend another venue for the purpose of improving their behaviour; either on a temporary basis or with a view to making a permanent move to the alternative provision (managed move)

When a pupil is required to attend alternative provision, the governors of the main school must issue a written 'direction' or 'notice' informing all parents of the alternative provision which their child is required to attend.

Pupils Who Are Unable to Attend School for Medical Reasons

The introduction of the statutory guidance on 1st September 2014 places much more emphasis on the role of the governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. School might refer the pupil to the PAST team, School Nursing Team and liaise with the child's clinicians to meet this goal. A key element of this responsibility is reducing the amount of time missed by these pupils; whether their condition is short or long term. The school will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be as a result of specific practices or resources used within school or by sourcing more appropriate provision at another establishment. When education is to be provided at an alternative location, this will always be done via the use of a direction or notice.



School System for Reintegrating Pupils Who Have Had Long Term Absence

When a pupil has been absent from school for an extended period, the head teacher, the class teacher and other support services will liaise with the family to ensure that a smooth reintegration is achieved.

Communication of Attendance Policy and Procedure:

It is important that the school's policy on attendance is communicated to all the stakeholders and that parents, pupils and staff know the procedures and systems that are in place to implement it.

The governors have determined that:

- The attendance policy will be placed on the school website
- Details of the policy and the procedure for requesting absence in term time, and signing in and out of school will be disseminated as part of the new parent induction process e.g. induction package, talks to new parents
- Reference to the school attendance policy regarding leave during term time is to be made clear when the school calendar of dates is sent out each year
- Summary of responsibilities under the attendance policy will be contained in the home/school agreement
- Staff responsibilities will be contained in the staff handbook
- The head teacher will ensure that staff receive training regarding their responsibilities in relation to the attendance policy and procedures
- The head teacher will provide a summary of attendance and causes for concern to the governors during termly meetings
- Details of the absence record of the school will be communicated as part of the school profile/prospectus

Roles and Responsibilities for Attendance matters in this School:

Parents:

- Ensure children attend regularly and punctually
- Contact school on 1st day of absence
- Avoid any leave in term time and apply in advance using form if the reason for leave is unavoidable/exceptional
- Attendance at meetings in school
- Participation in Parenting Contracts and Common Assessment Framework, and cooperate in support and interventions offered by school or other agencies

Pupils:

- Acknowledge behaviour needed out of school, e.g. early bedtime
- Attend school/registration punctually
- Speak to parents/teacher if issues arise that may have an effect on school attendance
- Cooperate and participate in interventions and support offered by school or other



agencies

Headteacher:

- Take the lead in ensuring attendance has a high profile within the school
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance
- Consider each request for leave against the school's criteria, decide whether some or all of the leave will be authorised and notify parents of this decision
- Where there may be ambiguity regarding an absence, make the decision whether or not to authorise an absence or to request further evidence to support the decision making process

Designated Staff:

- First day response: Contact parents if a reason for absence has not been provided and log this information accordingly
- Input and update the attendance registers
- Regularly identify and monitor pupil, class and whole school attendance and punctuality levels, particularly that of vulnerable groups
- Regularly communicate pupil attendance and punctuality levels to parents
- Work with children and parents to remove barriers to regular and punctual attendance, following Absence Flowcharts 1, 2 and 3 (see appendix), and using Parenting Contracts where appropriate

All School Staff:

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupils' concerns
- To be aware of factors that can contribute to non-attendance
- To see pupils' attendance as the responsibility of **all** school staff
- Participate in training regarding school systems and procedures

Governors:

- Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended
- Adopt the whole-school policy and review regularly
- Monitor the consistent implementation of the attendance policy
- Set aspirational targets for improving the school's attendance figures
- Authorise the Head teacher (or other designated person) to consider and make decisions regarding leave of absence requests.
- Work with the Head teacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent.



School targets, projects and special initiatives:

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is 96% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares. Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in the area.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided in newsletter and we ask for your full support.

Summary:

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils, as this is the best way to ensure as high a level of attendance as possible.

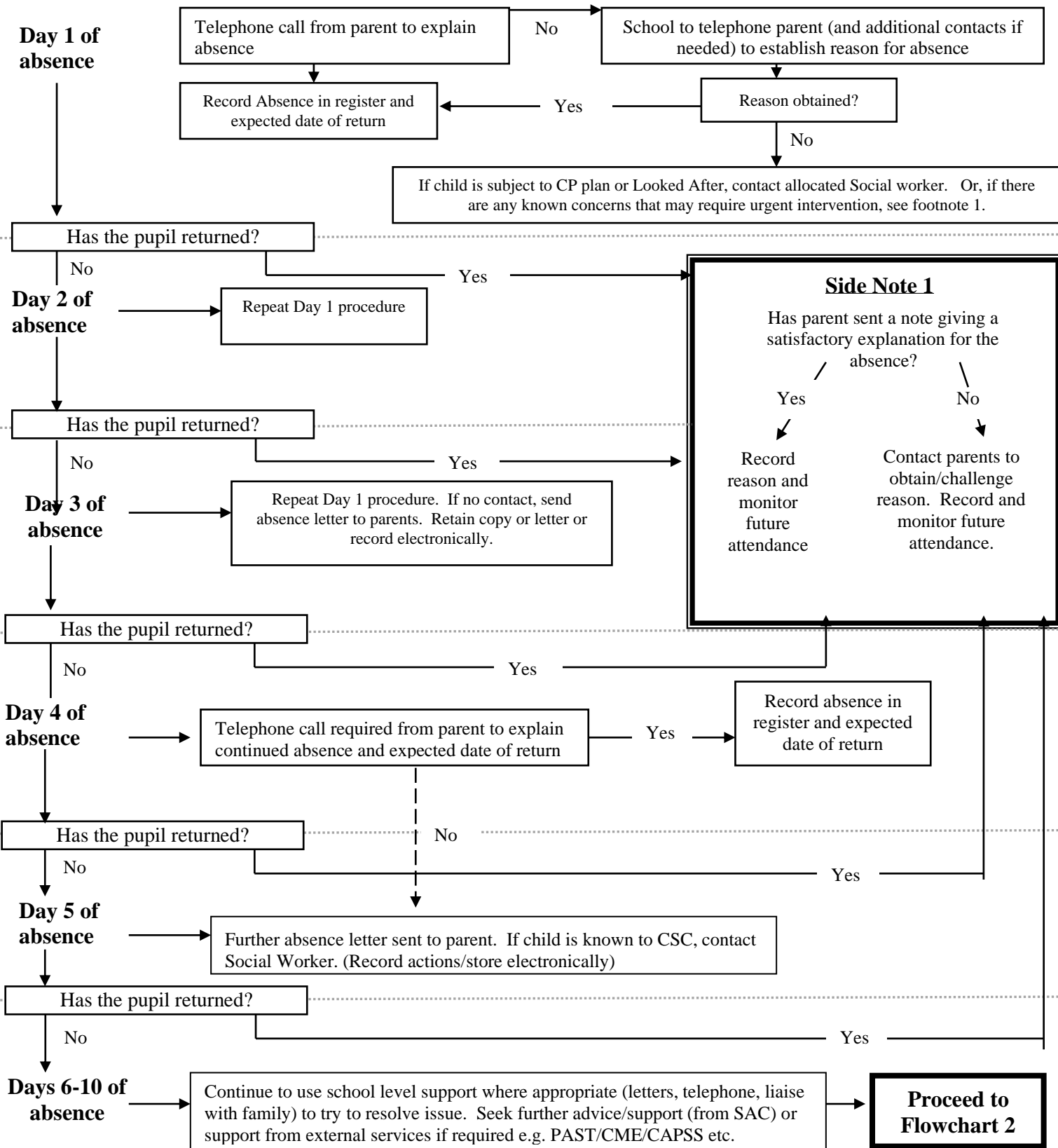
Date of Policy: July 2017

Reviewed: July 2018

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Reviewed : January 2020

FLOWCHART 1: PRIMARY SCHOOL PATHWAYS FOR ATTENDANCE ISSUES – DAYS 1-10

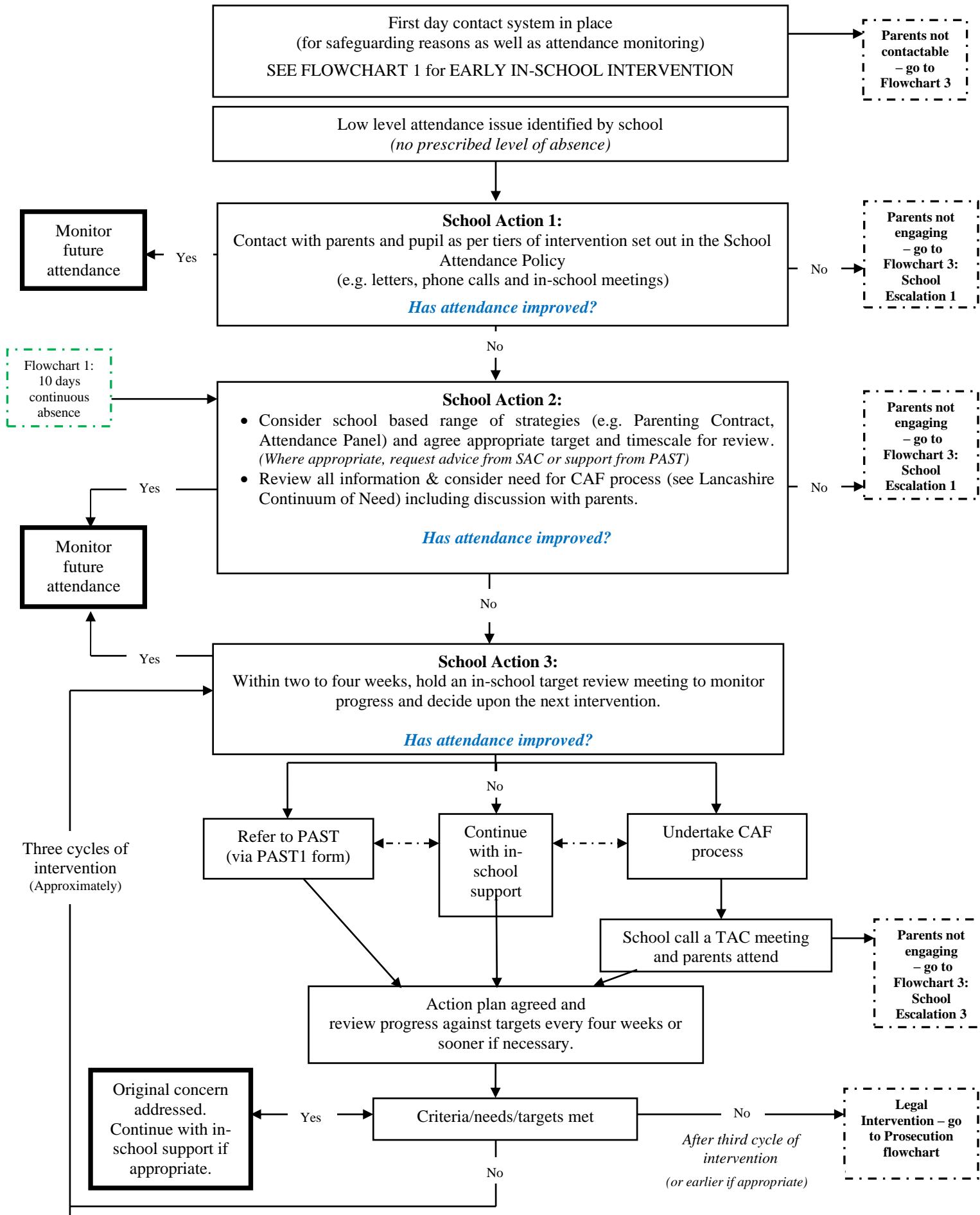


If at any point there are concerns about the safety or welfare of the pupil, follow safeguarding procedures immediately.

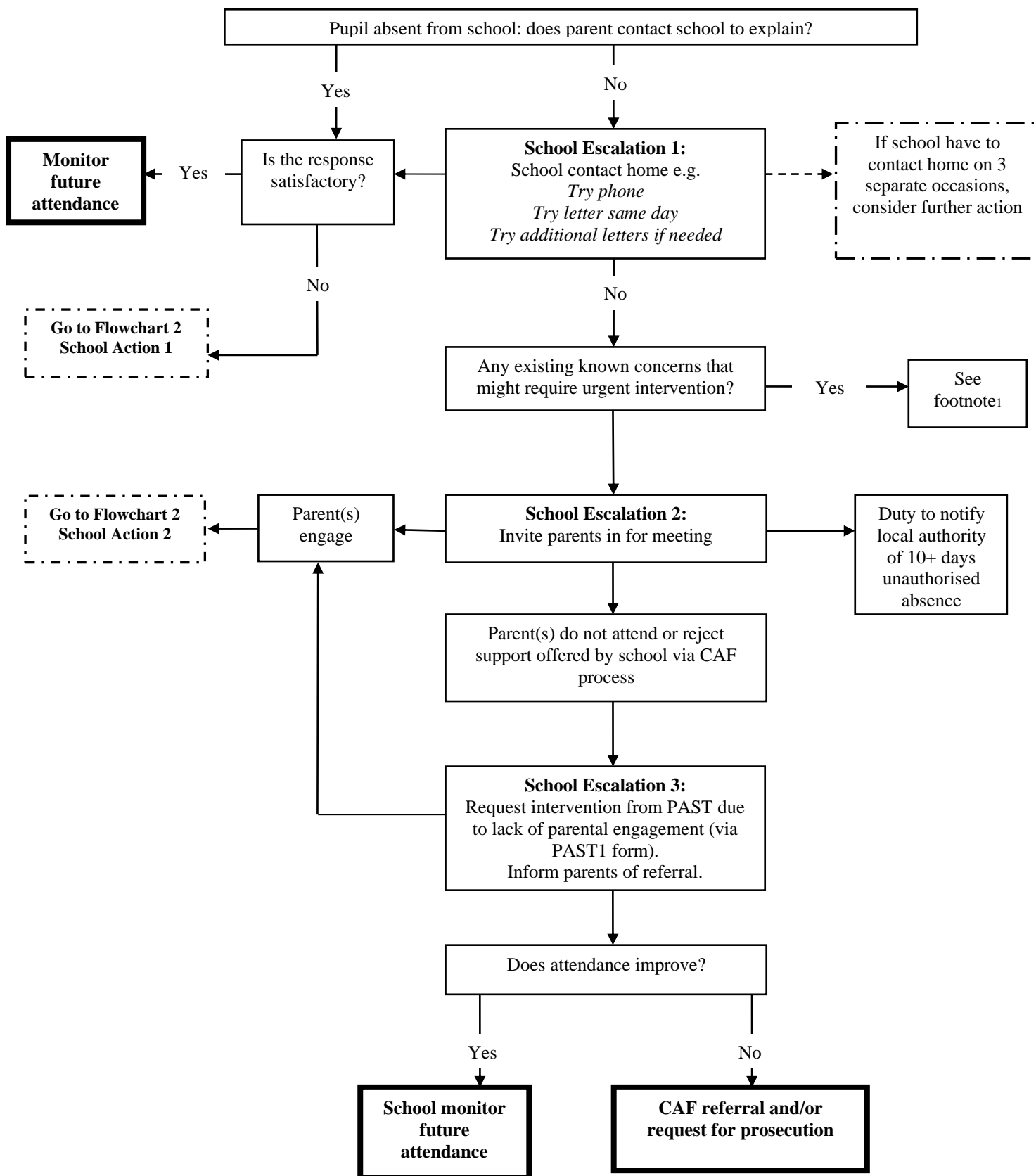
In some instances, more urgent notification to the local authority may be appropriate if contact with parents/carers is problematic e.g.

- Children Looked After – schools should notify the CLA Service Manager
- Children subject to a Child Protection plan – schools should notify the named social worker
- Children in situations of known domestic violence – schools should consider whether safeguarding/child protection procedures should be followed.
- Advice can be sought from the School Attendance Consultant at any time if this is required.

FLOWCHART 2: PRIMARY SCHOOL PATHWAYS FOR ATTENDANCE ISSUES



FLOWCHART 3: PRIMARY SCHOOL PATHWAYS FOR ATTENDANCE ISSUES HARD TO ENGAGE PARENTS



In some instances, more urgent notification to the local authority may be appropriate if contact with parents/carers is problematic e.g.

- Children Looked After – schools should notify the CLA Service Manager
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