

EVERTON HEATH PRIMARY SCHOOL

Attendance Policy

April 2019



Approved by LGB Policy Committee on:

Signed: **Andrew Simpson**

(Chair of Compliance Committee)

Approved by FGB on:

Signed..... **Nabeel Mardi** (Chair of Governors)

Signed: **Aileen Russell** (Headteacher)

Date to be reviewed: April 2019



Attendance Policy

Rationale

It is the right of every young person to receive full-time education. Young people who fail to attend school regularly cannot receive a coherent education programme as absence disturbs the continuity of the curriculum and also damages social relationships. Absence from lessons also causes difficulties for teachers who may have to respond by providing individual programmes of work.

It is our duty to strive consistently to achieve a goal of 100% attendance for all children.

Our minimum attendance target is 97% across the academic year through ensuring that all pupils regularly attend school.

Good attendance and punctuality are vital for success at Everton Heath Primary School and to establish positive life habits necessary for future success. Statistics show a direct link between educational achievement and absence levels. Regular attenders make better progress socially and academically and are less likely to conduct anti-social behaviour or become a victim/perpetrator of crime or abuse. Regular attendance encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing on life skills. They also find learning more satisfying and transition points easier to manage. Children who are regularly absent will inevitably miss out on essential learning and on events taking place such as school visits.

The School displays a positive and pro-active ethos that places high value on attendance and punctuality and values its partnership with parents/carers to promote good attendance. This policy advocates close working relationships with all stakeholders to provide a cohesive approach to tackling attendance.

Aims

- To share the responsibility for promoting school attendance amongst everyone at Everton Heath Primary School;
- To develop and implement an effective attendance policy that touches all aspects for the School's life, and relates directly to the School's values, ethos and curriculum;
- To 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.
- Staff particularly strive:
 - To encourage all pupils to reach their true potential and eventually become independent learners who value learning with and from others; to have positive attitude to life-long learning
 - To value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours
- This attendance policy and its implementations should encourage some pupils to attend school more regularly by the implementation of specific measures e.g.
 - Registering pupils accurately and efficiently using the correct attendance code

- Setting attendance targets for individual pupils, the school and specific year groups (where applicable)
- Contacting parents the same day when reasons for absence are unknown or unauthorised
- At least weekly monitoring of pupil attendance and punctuality
- Regularly reporting school attendance statistics to parents, School directors and DfE as appropriate.

Person(s) responsible for implementing and monitoring the policy- **Aileen Russell (Headteacher)**

Attendance and the Law

School attendance is subject to various education legislation and this school attendance policy is written to reflect both legislative requirements and the guidance produced by the Department for Education and Central Bedfordshire Council. This attendance policy is also consistent with the following school policies:

- admissions
- anti-bullying
- child protection

Schools should:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every child has access to full-time education
- Act early to address patterns of absence.
- Mark if every pupil is present
- Mark if a pupil is attending an off-site educational activity
- Mark if a pupil is absent
- Mark if unable to attend due to exceptional circumstances

Section 175 of the Education Act 2002

Places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

It is not statutory for schools to have an attendance policy.

The following pieces of legislation should be included in your attendance policy and referred to in your letters to parents

Section 7 of The Education Act 1996

Requires parents to secure the education of their children of compulsory school age.

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have, either by regular attendance at school or otherwise
<http://www.legislation.gov.uk/ukpga/1996/56/section/7>

Section 576 Education Act 1996

Meaning of “parent”.

(1) In this Act, unless the context otherwise requires, “parent”, in relation to a child or young person, includes any person—

(a) who is not a parent of his but who has parental responsibility for him, or

(b) who has care of him,

(3) In subsection (1) “parental responsibility” has the same meaning as in the Children Act 1989.

<http://www.legislation.gov.uk/ukpga/1996/56/section/576>

Section 23 Anti-Social Behaviour Act 2003

Penalty notices for parents in cases of truancy

(1) After section 444 of the Education Act 1996 (c. 56) (failure to secure regular attendance at school of registered pupil) insert— “444A Penalty notice in respect of failure to secure regular attendance at school of registered pupil

(1) Where an authorised officer has reason to believe—

(a) that a person has committed an offence under section 444(1), and

(b) that the school to which the offence relates is a relevant school in England, he may give the person a penalty notice in respect of the offence.

(2) A penalty notice is a notice offering a person the opportunity of discharging any liability to conviction for the offence under section 444(1) to which the notice relates by payment of a penalty in accordance with the notice.

(3) Where a person is given a penalty notice, proceedings for the offence to which the notice relates (or an offence under section 444(1A) arising out of the same circumstances) may not be instituted before the end of such period as may be prescribed.

(4) Where a person is given a penalty notice, he cannot be convicted of the offence to which the notice relates (or an offence under section 444(1A) arising out of the same circumstances) if he pays a penalty in accordance with the notice.

(5) Penalties under this section shall be payable to local education authorities in England.

(6) Sums received by a local education authority under this section may be used by the authority for the purposes of any of its functions which may be specified in regulations.

<http://www.legislation.gov.uk/ukpga/2003/38/contents>

Section 444(1) Education Act 1996

Offence: failure to secure regular attendance at school of registered pupil.

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.

<http://www.legislation.gov.uk/ukpga/1996/56/section/444>

Section 444 (1A) Education Act 1996

(1A) If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence

<http://www.legislation.gov.uk/ukpga/1996/56/section/444>

Legal Measures for failing to ensure regular school attendance (including penalty notices)

Section 7 of The Education Act 1996 requires parents to secure the education of their children of compulsory school age.

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have, either by regular attendance at school or otherwise

Legal measures for tackling persistent absence or lateness

The following legal measures may be used for pupils of compulsory school age who are registered at a school and are not attending regularly:

Penalty Notices: The Anti-Social Behaviour Act 2003

Magistrates Court Action under Sec 444 (1) and (1a) of the Education Act 1996

Penalty Notices

Central Bedfordshire Council's Code of Conduct for Penalty Notices states that where a child has had 10 unauthorised absences in a 12 school week period, the school may request a penalty notice be issued. The code of conduct is a statutory document that ensures that the powers for this legal sanction are applied consistently and fairly across all schools and their families within the authority.

Penalty Notices can be issued when

- a pupil has taken holiday during term-time and the absence has not been authorised by the school, providing the school has taken into account DfE guidance to inform its decision-making

- where the school believes that the sanction will lead to an improvement in attendance, e.g. persistent late arrival at school; parents failure to attend/co-operate at a parenting contract meeting

Parents and carers will be warned about the possibility of a penalty notice being requested for unauthorised absence, via the school's newsletter, through the leave of absence request form, or through the school's attendance policy and website.

If more than one parent has parental responsibility, both parents will receive a Penalty Notice. In situations where there is more than one pupil in a family with irregular school attendance, multiple penalty notices can be issued to the same parents during the year. However, this action must be subject to careful consideration and co-ordination.

Legal Action taken under Section 444 (1) and (1a) Education Act 1996

Where the school has tried to address a pupil's unauthorised absences but the measures taken have been unsuccessful, it can then refer on to the Local Authority School Attendance Officer. If there is either no improvement in the attendance nor satisfactory evidence provided for the absences following their intervention, then it is likely legal action at Magistrates Court will be initiated.

Sanctions available to the court are as follows;

- a fine of up to £2,500
- a conditional discharge – you will be given a set amount of time in which to improve your child's attendance. Should you fail the Council may bring a further prosecution against you and, if found guilty, you will be sentenced for both offences
- an absolute discharge – the case is proved but you will not be subject to a penalty, although you will receive a conviction
- a community order such as unpaid work, curfew or tagging
- imprisonment - for up to three months

The Education and Inspections Act 2006 The Education (Pupil Registration) (England) (Amendment) Regulations 2006

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) 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

Responsibilities

Parents

To help fulfil parents/carers important role in their child's education, and to be as informed as possible in any communication or discussions with teachers, parents/carers are requested and encouraged, to the extent feasible:

- To ensure their child attends school regularly and punctually
- To notify the School if their child cannot attend for any reason – this is for the child's safety as well as administrative reasons
- Provide written confirmation for the reason for an absence on their child's return to school
- To request authorisation for all 'leave of absence' including holidays and appointments in school time
- To provide evidence of medical or other appointments in school hours
- To work with the School and Attendance Officer to resolve/alleviate any attendance problems or protracted absence
- To attend meeting as required in relation to their child's attendance

Pupils

- Pupils are expected to attend school regularly and to arrive punctually at school and to the start of lessons
- If late pupils must notify the office
- If pupils are required to leave to premises during the school day they must be signed out and in at the office
- Pupils should use their best endeavours to pass on any correspondence from school to parents and vice versa
- Pupils and parents should understand that only 'real' illnesses can be a reason for absence

Classroom Staff

- Ensure that all students are registered accurately
- Promote and reward good attendance with students at all appropriate opportunities
- Liaise with the attendance lead on matters of absence and punctuality
- Communicate any concerns or underlying problems that may account for a child's absence
- Support pupils with absence to engage with their learning once they are back in school

The School

The School governing body is legally responsible for many aspects of School management including the attendance register. It is therefore registered with the Data Protection Registrar under the Data Protection Act 1998. However, the Headteacher manages the day-to-day running for the school and in doing so takes responsibility for the implementation of this policy. The Headteacher will regularly update the Governors about attendance data and issues and they review this policy annually.

The School will:

- The school maintains a manual and electronic attendance register for the school roll, and a manual one for non compulsory school age children.

- Contact parents/carers if a call is not received by 10.00a.m.on the first day of absence. This will be followed by an arranged meeting with parents if required.
- Monitor attendance and punctuality on a weekly basis
- Submit the details of the level of absence within the School through the School Census
- Report attendance data to parents/carers and all other appropriate bodies such as the Governors and School Attendance Improvement Officer
- Ensure all staff are aware of, and how to implement care, guidance and support policies in order to recognise where there may be issues affecting pupil attendance and to be proactive in dealing with issues in the appropriate way
- Implement strategies to support pupils and their families who have difficulties in attending school regularly and do not reach the attendance targets set
- Ensure class teachers are aware of their class's attendance percentage and are pro-active in addressing issues
- Reward good attendance
- Ensure class teachers contribute to the reduction of absences by delivering interesting and engaging lessons and insist on good attendance and punctuality for themselves, colleagues and pupils
- Follow the procedures regarding attendance and absence, as outlined in this policy (*Appendix i*)

Taking the register

Registers are treated as legal documents – indeed they may be used as evidence in court cases. Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.

- The Legal register is held on our MIS (Management Information System)
- The register will be taken twice a day, once at the start of the morning session and again during the afternoon session
- Once the School has been officially notified of the reason for the absence, the appropriate registration code will be inserted by the class teacher or School office
- The register must clearly differentiate between whether the absence is authorised or unauthorised by the School.
- Every amendment made to the admission register and the attendance register must include the original entry, the amended entry, the reason for the amendment, the date on which the amendment was made, and the name and position of the person who made the amendment
- It is the policy of the School that no absences are unaccounted for Keep all registration in the attendance register for a minimum of three years

Understanding Types of Absence

Authorised Absence

- Authorised absence is when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence. If no explanation is received, absences cannot be authorised.
- Even when pupils are engaged in Approved Educational Activity off-site they must not be marked as present, as good Health and Safety practice requires that the School needs to know who is on the premises in the case of a fire drill or real emergency
- The School may authorise absence in the following circumstances:
 - Personal illness (excessive or extended absences will require medical evidence)
 - Medical Appointment (Copy of appointment to be seen)
 - Family Bereavement
 - Conditions rendering attendance impossible or hazardous to a child's health and safety
 - Involvement in a Public or Sporting performance
 - Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
 - Entrance exams
- For periods of extended absence because of illness, the School will seek the advice of the school nurse and HPA (Health Protection Agency) and will only authorise the number of days that have been advised by the Health Authority for the illness
- A school can, if needed, change an authorised absence to an unauthorised absence and vice versa if new information is presented. Any changes will be communicated to parents/carers. An example of this would be where a parent states that a child is unwell but, on return to school, there is evidence they have been on holiday.

Absence through child participation in public performances, including theatre, film or television work and modelling

A parent can seek leave of absence from a school for their child to take part in a performance. They must however contact the Headteacher to discuss the nature and frequency of this, the impact that this may have on their child's education, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. It is however, down to the Headteacher's discretion as to whether to authorise this. Any absence recorded as part of a child's participation in a public performance is recorded as C, an authorised absence.

Absence through competing at regional, county, or national level for sport.

A parent can seek leave of absence from a school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the Headteacher's discretion as to whether to authorise this. They will wish to discuss with the parent the nature and frequency of the absence and how learning will continue if absence occurs. Permission for your child to leave early or arrive late to attend coaching and training sessions is also at the discretion of the headteacher and is not likely to be approved if it is a regular event, unless the sports club or association is providing an education tutor as part of the coaching. The regulations related to children participating in public performances are separate to those around authorising leave of

absence. Headteacher's can authorise this absence. For further advice and guidance on Child Employment and Performance Licences contact Central Bedfordshire Council on 0300300 4953.

Unauthorised Absence

Unauthorised absence is when the school has not yet received a reason for absence or has not approved a child's leave of absence from school after a parent's request.

- The School will not authorise absence in the following circumstances:
 - No explanation is offered by the parent/carer
 - The explanation offered is unsatisfactory (e.g. shopping)
 - Leave of absence which are taken without the School's prior consent or knowledge and /or are in excess of the time agreed by the School
 - Special occasions such as birthdays
 - Parent/carer or sibling illness
 - Treatment of head lice
 - Family holidays in term time
 - Where an excluded pupil is found in a public place during school hours without a justifiable reason
- Unauthorised absence from school is considered truancy. This can take the form of absence from school for complete days, lateness and absenteeism from individual lessons. Each of these is as serious as the other, but the strategies for effecting change may need to be different
- Unfortunately, there may be occasions when truancy is condoned by parents. If such collusion occurs it is the duty of the School to work with the pupil and family to change their attitudes towards school, thus encouraging full attendance

Persistent Absenteeism

- Persistent Absentees are pupils whose attendance falls below 90%
- While discretion may be deployed (e.g. in cases of long term illness) Everton Heath Primary School will refer any individual child whose attendance is 90% or below to the School Attendance Improvement Officer. At this point legal proceedings could follow (Appendix i)
- No absence below 85% will be authorised unless in extenuating circumstances such as long term illness.
- All Persistent Absentisms are tracked and reported to the School Governors
- All Persistent Absentee pupils and their parents are subject to an Attendance Plan or Home School Contract.

Punctuality and Lateness

Everton Heath Primary School actively discourages late arrival by challenging it whenever it occurs;

- A child will be registered as late if they arrive more than 30 minutes later than the scheduled start of the day
- Our level of contact will be increased if lateness continues until after 10 'lates' when the School Attendance Improvement Officer will be informed
- All lateness is recorded daily. This information will be required by the courts should a prosecution for non-attendance or lateness be necessary

- For full details see Appendix ii (Punctuality Protocol)

Punctuality at school is vital and registers should not be kept open for an extended period of time. Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Ongoing and repeated absent lates are unauthorised absences and maybe be subject to legal action. Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 12 week period, the school may ask Central Bedfordshire Council to issue parents with a Penalty Notice.

Temporary School Closure

Where a school has to close due to severe weather conditions, problems with amenities such as water or heating, fire, structural damage or in-service training, no attendance registers are needed. This will be coded appropriately.

Reporting Absence

First Day Response

- It is the policy of the school that no absence should be unaccounted for
- On the first day of absence Parents/Carers are expected to contact the School, preferably by telephone before 10.00a.m.
- The Parent/Carer reporting the absence should give the reason for the absence and the expected date of return
- If the date of the return is unknown, regular contact on a daily basis should be kept with the School
- If the School receives no contact a member of the school will:
 - Telephone the parent/carer
 - If contact cannot be made, the School has a duty of care to ensure the child is safe and therefore a meeting with the parents will be arranged
 - If contact is still not possible, it may be necessary for the School to contact the Police to alert them that the child is missing

Third day absence

- **Please note:** If your child is not seen and contact has not been established with any of the named parents/carers, after three days of absence the school is required to consider implementing the *child missing in education* procedures as set down by Central Bedfordshire Council. We will make all reasonable enquiries to establish contact with parents/carers and the child, including making enquiries to known friends, wider family.

Ten days absence

- We have a legal duty to report the absence of any pupil who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the local authority is notified that the Child is Missing Education. Staff from the Access and Inclusion Service will visit the last known

address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up-to-date contact number and home address. There will be regular checks on telephone numbers throughout the year.

Continued or ongoing absence

- If your child misses 39 or more sessions of absence across the school year, for whatever reason, they are defined as a *persistent absentee*. Absence for whatever reason disadvantages a child, by creating gaps in his or her learning. Research shows that these gaps at whatever level affects attainment. We monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education.

Leave of Absence

External Appointments within School hours

The School recognises that there are occasions when pupils need to go out of school for an appointment (e.g. doctor, dentist, optician etc). If at all possible all appointments should be made outside of School hours or during the lunch break.

- If an appointment is during the school day, if possible a request should be made 24 hours ahead, although we appreciate this is not always possible in the case of an emergency
- The request can be made verbally or in writing through the office or class teacher
- The time of departure and return needs to be written in the 'appointments' book held in the office
- If a child has a lot of appointments during school hours you may be asked to provide written evidence of the appointments

Holidays within Term Time

These latest amendments to education law September 2013, make it clear that Head teachers may not grant **any** leave of absence during term time unless there are **exceptional circumstances**. The purpose of this change in the regulations is doubtless to highlight the crucial link between pupil's attendance and their success within school and to ensure Head teachers take a firmer approach towards parents who remove their children from school during term time in order to go on holiday. The school will therefore consider every absence application individually although **our policy will be NOT to grant leave of absence other than in the most exceptional circumstances**.

- Holidays in term time can only be agreed by the Headteacher
- The Headteacher will use discretion to grant authorised absence in a school year **if both the following apply:**
 - The parent/carer the child normally lives with, applies to the School in writing, with appropriate evidence, at least 4 weeks advance of the intended holiday
 - There are '**exceptional circumstances**' for the holiday
- Special reasons or exceptional circumstances that may be agreed to are:
 - A dying relative in a different country
 - A family funeral in another country or part of the country
 - Holidays for fostering or adoption purposes
 - Religious observance

- Service personnel and other employees who are prevented from taking holidays during normal school holiday times (evidence must be provided to this effect)
- When a family needs to spend time together to support each other during or after a crisis
- The School is therefore unable to authorise absence because of :
 - Availability of cheap holidays
 - Availability of desired accommodation
 - Poor weather experienced in school holiday periods
 - Overlap with the beginning or end of term
 - Another sibling in another school where the holidays do not coincide
 - A special treat for the child
- Authorisation will not be considered during assessment times for KS1 and KS2. This may also include during the preparation period leading up to the exams.
- When deciding on the authorisation the following will also be taken into account:
 - If the child's attendance is above the School's target of 97%
 - If there have been any other holiday requests during the same school year (there must be only one request per academic year)
- Should the application not be authorised and the holiday is taken **the Education Welfare Service in consultation with the School may issue a Fixed Penalty Notice.**

Procedure in School

On receipt of a written absence request, the following will occur:

- The request will be considered according to the above criteria
- If insufficient information is received further details will be requested from the parent/carer
- If appropriate the parent/carer may be requested to attend a meeting to discuss the circumstances
- If special circumstances are identified authorisation of the holiday may be granted by the School
- Parents will be notified of the outcome in writing

Education of Pupils with Medical Needs

In response to the guidance – Access to Education for Children and Young People with Medical Needs, DfES 0732/2001 – Everton Heath Primary School recognises its responsibilities for all 'pupils unable to attend school for medical reasons. Young persons should be able to access education without stigma or exclusion'. The School's aim is to ensure pupils have access to as much education as their medical condition allows.

Pupils covered by this may:

- Be recovering from an illness or injury, keeping the pupil away from school during recovery
- Have a long term or recurring illness
- Have an illness or clinically defined mental health disorder which cause them to be absent from for a period in excess of 15 days, where medical opinion states they are still unable to access mainstream school

The Headteacher in partnership with the relevant Teacher will be responsible for:

- Ensuring that Medical Needs Referral Forms (Request for Involvement and Request for Medical Information Forms) are completed and passed to the relevant agencies as quickly as possible
- Ensuring that the pupil is transferred to School Action Plus of the Inclusion Register, and that working with the relevant Teacher, a Personal Education Plan is drawn up
- Ensure that SEND Support Plans are written, in conjunction with the Inclusion Manager
- Arrange for the relevant member of staff to meet with the Medical Needs Team to plan appropriate work and a programme of action and review
- Ensure details of whole school events and parents evenings are communicated to parents
- Ensure that all pupils covered by this policy have access to SATs and guidance on appropriate coursework
- The School will also be responsible for requesting special arrangements where necessary

Parents/Carers

- Parents/Carers are expected to be full collaborative partners in the process of ensuring all pupils maximise their attendance. Where difficulties arise parents/carers must be able to access information, advice and support during a pupil's illness. Opportunities to allow the pupil to be involved in decision making and choices will also be arranged.

Monitoring and Protocols for dealing with Absences

- The Secretary with responsibility for attendance will monitor absences via electronic registers on a week to week basis
- If a child's attendance falls below our 97% 'Trigger Point 1' will be activated as per our System Protocol
- If the attendance rate continues to deteriorate, the School will begin to follow the protocol for subsequent trigger points
- All actions will be recorded electronically by the appropriate person depending on the level of trigger point
- At the start of the academic year, any pupil whose attendance was between 90% and 85% in the previous academic year will be expected to attend an attendance meeting with their parents/carers, teacher, Headteacher and EWO. If attendance becomes an issue they will be contacted further by the Welfare Officer.

Non-Compulsory Age Attendance

Early Year attendance is a vital foundation for a child's learning, but to get the most benefit a child must attend regularly and promptly. These also provide good habits for the future. Nevertheless, parents of non-compulsory school age (below the age of 5) children do not have a legal duty to ensure their children receive suitable education, either by regular attendance at school or otherwise than at a school (this includes home education). However, if a child is registered at a school, parents do have a responsibility for ensuring that their child attends regularly.

The school census now collects absence data in relation to pupils whom are aged 4, hence the need to ensure good attendance habits with non-compulsory aged pupils is now heightened for all schools.

All non-compulsory age pupils are therefore treated exactly the same as compulsory age pupils and the same protocol will be followed

Reward System

- Rewards for good attendance are given to individuals
- Where appropriate attendance awards are publicised on the school website and in the newsletters

School Attendance System Protocol

Appendix i

School Attendance Target – 97%

First day calling for all absences by 10.00 a.m.

The parent/carer should give details of the cause and indicate how long the absence is likely to last. If the absence goes beyond this, a subsequent call should be made.

If there is not call a member of the school will ring home.

The absence will be an immediate unauthorised absence

If a pupil is to be absent for more than five consecutive school days and the pupil is not hospitalised, medical proof (ie Doctor's note) will be requested. If this is not provided (non-engagement with the school policy) then refer to trigger points.

If a child is hospitalised for an extended period of time, hospitals often provide supervised educational activities. Evidence may be available for this.

At the start of the academic Year any pupil whose attendance was below 90% in the previous Academic Year, will attend an attendance meeting with their parents/carers, Headteacher and class teacher. An attendance contract is to be completed. This will be reviewed after 4 weeks. If the family fails to attend or attendance becomes an issue they will be fast tracked to Trigger Point 3

At the start of the Academic Year, any pupil who had been referred to the Educational Welfare Officer in the previous Academic Year, to attend an attendance meeting with their parents/carers, Headteacher and EWO. If attendance becomes an issue they will be further contacted by the Welfare Officer

School Attendance system Protocol

Trigger Point 1 – 97% or below

First Point of Contact

Class teacher to be informed of the pupil's attendance rate, by a member of office staff, responsible for the weekly monitoring of attendance.

The teacher will evaluate the cause of absences and determine how to inform parents/carers. This will either be through a note in Home/School book or through discussion. (This could be at a Parents' Evening if one is imminent)

After all absences, pupils will complete a return to school form and have a discussion with their class teacher.

An attendance File to be opened and data inputted onto a spreadsheet set up by member of the office staff. Actions recorded on this by the teacher.

If after a 4 week period there is no improvement, an official letter must be sent.

Trigger Point 2 – 93% or below

Second Point of Contact

Class teacher and Headteacher to be informed of the pupil's attendance rate, by a member of office staff, responsible for the weekly monitoring of attendance.

The teacher will evaluate the cause of absences and determine how to inform parents/carers. This will be either through a discussion or formal letter.

We will request medical proof for all future absences. Where this is not available, absences will be deemed as unauthorised.

After all absences, pupil to complete a return to school form and have a discussion with Headteacher.

If after a 4 week period there is no improvement, teacher to arrange a face to face discussion. If there is improvement but then a subsequent decline, refer to Headteacher.

School Attendance system Protocol

Trigger Point 3 – 91% or below

Third Point of Contact

Class teacher and Headteacher to be informed of the pupil's attendance rate, by a member of office staff, responsible for the weekly monitoring of attendance.

The teacher will evaluate the cause of absences and will inform parents/carers with a formal letter.
Face to face meeting to be held.

We will request medical proof for all future absences. Where this is not available, absences will be deemed as unauthorised.

After all absences, pupil to complete a return to school form and have a discussion with Headteacher.

If attendance improves but then a subsequent decline, the Attendance Officer must be contacted

Appendix ii

Trigger Letter 1

Dear

Pupils Name

DOB

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX%. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school's minimum attendance target is 97% and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

If there is anything we can do to support you to help improve XXX's school attendance or if you would like to discuss this matter, please do contact me.

The Local Authority requests that schools ensure that parents are made aware of both the definition of who is a parent and also what the law says parents must do with regards to their child's education. Please see our attendance policy.

Yours sincerely,

Headteacher

Appendix iii

Trigger Letter 2

Dear

Pupils Name

DOB

I am writing to you with reference to the attendance of your son/daughter. The attendance register (copy enclosed) shows that his/her attendance currently stands at XX% with XX unauthorised absences. I am concerned that this attendance level may seriously impact upon his/her ability to fully access the curriculum.

The school's minimum attendance target is 97% and we would appreciate your support in ensuring that your son/daughter's attendance improves to at least our minimum school target.

Unfortunately we will be unable to authorise any further absences as illness from the date of this letter onwards unless satisfactory medical evidence is provided to support these absences. Medical evidence can take the form of copies of prescriptions, appointment cards, or sight of medication. In certain cases a letter from a GP or Consultant would be required so that extra support to help a child access their education because of a medical need can be arranged.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

Should XXXX's level of attendance fail to improve, or the school does not receive satisfactory evidence to support the absences, the school may need to consider requesting that you attend a joint meeting with the Headteacher and the Local Authority School Attendance Officer or may request that a Penalty Notice is issued in line with Central Bedfordshire Council's Code of Conduct.

<http://www.centralbedfordshire.gov.uk/schools-portal/administration/inclusion/referrals.aspx>

Yours sincerely,

Headteacher

Appendix iii

Trigger Point 3

Dear

Pupils Name

DOB

I am writing to inform you that due to YOUR CHILDs irregular school attendance I have requested that the Local Authority issues you with a Penalty Notice

OR have made a formal referral to the Local Authority School Attendance Officer who will be in contact with you in the near future.

Should you have further information that would support XXXX's level of absence then I would ask that this is shared with either myself or the School Attendance Officer.

Yours sincerely,

Headteacher

Pupil/Parent Attendance Contract

Everton Heath Primary School has developed a set of procedures that are designed to improve pupil attendance. School attendance is vital if a pupil is to realise his or her full potential. This contract is designed to formulise support and action plan to address school attendance problems.

Forename	Surname	Date of Birth	Class
Current Attendance	Unauthorised	Attendance in Previous Academic Year	
Reasons for Previous Poor Attendance/Issues Raised			
Agreed Actions/Targets			
1) 2?) 3)			
Signed (Parent) _____ Date _____ Signed (Pupil) _____ Date _____ Signed (Teacher) _____ Date _____ Review Date (4 weeks from Initial Date) _____			

Appendix v

Punctuality (Lateness) Protocol

Registers close at 9.20 am. All lates to be recorded as 'L' if arrival is 10 minutes after this time. The following is a guide per half term.

Up to 3 lates

Note to be put in Register and recorded in RM attendance reported termly to DfE

4 – 6 lates

Office to inform class teacher.
Class teacher to discuss with parent/carer
Discussion recorded on RM with any issues to be put on pupils file

7–10 lates

Office to inform class teacher.
Letter to be sent to parent/carer. Formal face to face meeting will be held.
Discussion recorded on RM with any issues to be put on pupils file

10+ lates

Office to inform Headteacher, who will contact the Local Authority Attendance Officer
Headteacher to discuss with parent/carer
Discussion recorded on RM with any issues to be put on pupils file

Appendix vi

Lates

Dear

Pupils Name
DOB

Re: Persistent Lateness

I am writing to inform you that your child _____ is persistently late for school. Between *date* and *date* he/she was late on ____ occasions and missed ____ hours of education.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone’s education is compromised.

5 minutes late every day = 3 DAYS OF SCHOOL LOST A YEAR
10 minutes late every day = 6.5 DAYS OF SCHOOL LOST A YEAR
15 minutes late every day = 10 DAYS OF SCHOOL LOST A YEAR
20 minutes late every day = 13 DAYS OF SCHOOL LOST A YEAR
30 minutes late every day = 19 DAYS OF SCHOOL LOST A YEAR

Further lateness may result in you being served with a Penalty Notice. Parents have a duty to ensure their child’s regular attendance at school and failure to do so is an offence under Section 444(1) of the Education Act 1996. .

Meanwhile, if anything can be done to support XXXXX getting to school on time, please do not hesitate to contact me.

Yours sincerely

Headteacher