

St Anne (Stanley) C of E Primary School

Attendance and Punctuality Policy



September 2021



St Anne (Stanley) C of E Primary School Attendance and Punctuality Policy

1.0 - Introduction

St Anne (Stanley) C of E Primary School recognises the clear link between the attendance and achievement of pupils. The aim of this policy, is to encourage the highest possible levels of attendance and punctuality for pupils within St Anne (Stanley) C of E Primary School to support both learning and development.

The importance of attendance and punctuality is underpinned by an awareness of safeguarding issues. It is important to see our pupils every day and provide them with a safe and secure environment.

To gain the greatest benefit from their education it is vital that all pupils attend school regularly and on time. Pupils should aim to attend every day that the school is open. We set a target for all pupils to aim for 100% attendance with the expectation that all pupils achieve at least 97%. **As a school, we define regular attendance as 97% or above.**

St Anne (Stanley) C of E Primary School believes that Governors, Staff, Parents/Carers, Pupils and all members of St Anne's School community have an important contribution in improving attendance and punctuality ensuring pupils attend to achieve their full potential. This policy sets out how we will achieve this together and should be read in conjunction with the Attendance Roles and Responsibilities Guidance attached to this document.

2.0 - Aims

- Maximise the overall percentage of pupil attendance and punctuality at St Anne (Stanley) C of E Primary School.
- Reduce the number of pupils who are persistently absent and raise the profile of attendance and punctuality amongst the whole school community.
- Provide support advice and guidance for parents, pupils and staff.
- Develop clear procedures for the maintenance of accurate registration for pupils.
- Ensure a systematic approach to gathering, analysing and acting upon attendance data.
- Ensure a whole school approach to ensure consistency of intervention strategies.
- Continue to promote effective partnerships with the Local Authority, Children's Services, Health and other partner agencies.

2.1 - Promoting Regular Attendance at St Anne (Stanley) C of E Primary School

Promoting regular attendance and good punctuality is everyone's responsibility, Governors, Staff, Parent/Carers and Pupils.

To help us all focus on this, St Anne (Stanley) C of E Primary School will ensure:

- Appropriate interventions are in place to improve attendance and punctuality.
- An appropriate curriculum is provided which will be reviewed regularly.
- The need for high quality teaching and learning throughout the school is recognised as being essential to the promotion of attendance.
- Pupils are provided with appropriate support to minimise absence from school. This includes both St Anne (Stanley) C of E Primary School and multi-agency provision as appropriate.
- The attendance and punctuality of Disadvantaged Pupils, SEND Pupils, Looked After Children and other vulnerable groups are closely monitored and appropriate support put in place if required.
- Effective partnerships with Parent/Carers are encouraged through regular contact and support provided.
- Parents/Carers are kept informed of pupil attendance and punctuality through telephone contact, termly attendance reports, individual letters and attendance meetings when required.



- Good attendance and punctuality is rewarded through regular school based incentives.
- Attendance and punctuality is regularly discussed with pupils in class and during assemblies.
- Staff attendance roles and responsibilities are clearly defined and all staff ensure these are followed.

3.0 - Attendance Expectations and Absence Procedures

A child not attending school is considered to be a safeguarding matter. This is why information about the cause of any absence is required.

3.1 - Expectations of Parent/Carers

Ensuring your child has regular attendance at school is a Parent/Carer's legal responsibility (Section 444 of the 1996 Education Act) and permitting absence from school that is not authorised creates an offence in law.

Therefore, **all** Parents and Carers are expected to:

- Ensure their child/children have excellent attendance and arrive for school on time.
- Contact school by telephone if their child is going to be late or absent.
- Ensure routine non-emergency medical and dental appointments are made outside school hours.
- Contact school, preferably by 9.00 am on the first day of absence, if your child is unable to attend through illness, giving an indication of the expected duration and return date to school.
- Respond to any text message/phone call received from the school, as a result of your child's absence. This is to ensure your child is appropriately safeguarded.
- Contact the Headteacher or Deputy Headteacher if the reason for absence requires a more personal contact.
- **Inform the school of any changes to emergency contact numbers so we are able to contact you in an emergency.** As a school, we request that a minimum of four emergency contact details are provided.
- Request a leave of absence for **exceptional circumstances** in writing. This request must be addressed to the Headteacher and can only be authorised by the Headteacher. Reasons such as a very close family bereavement or taking part in a significant religious event may be acceptable for short absences. Unacceptable reasons for missing school, include holidays, weddings, shopping, concerts, birthdays, recreational activities, hobbies and interests.

3.2 - If a Pupil is Absent St Anne (Stanley) C of E Primary School will:

- Telephone and text the Parent/Carer on the first day of absence if we have not heard from them or received an explanation for their child's absence.
- If no response is received, a member of school staff will conduct a home visit. If there are safeguarding concerns contact will be made with the family as soon as possible.
- If a pupil's absences are increasing and we are not aware of a good reason, the Parent/Carer will be invited to meet with the Deputy Headteacher and Education Welfare Officer (EWO) in school.
- If the Parent/Carer does not attend the meeting and the pupil has been absent for 10 sessions (5 days) of unauthorised absence, St Anne (Stanley) C of E Primary School and the EWO, will issue the Parents/Carers with a Penalty Notice warning letter, in accordance with the Local Code of Conduct.
- If unauthorised absences persist, the Deputy Headteacher will discuss further actions with the EWO.

4.0 - Understanding Types of Absence

St Anne (Stanley) C of E Primary School has to legally record every absence that a pupil has from school. This is why it is important that Parents/Carers advise school about the cause of any absence, preferably by phoning the school on the first day of absence and in writing on the pupil's return.



4.1 - Authorised Absence

Authorised absence is when the school **has accepted** the explanation offered as a satisfactory justification for the absence or has **given approval in advance** for such an absence. If no explanation is received, absences cannot be authorised. It is only the Headteacher who makes the decision to authorise absence from school, not a child's Parents/Carers.

4.2 - Unauthorised Absence

Unauthorised absence is when the school has not received a reason for absence or has not approved a child's leave of absence from school following a parent's request. This includes but is not exclusive to:

- Parents giving their children permission to be off school unnecessarily, such as for shopping, birthdays, weddings, concerts or for term time holidays.
- Absences that have not been explained or supported by medical evidence.
- Pupils who arrive at school too late to get their attendance mark.

This type of absence may lead to the use of Penalty Notices or other sanctions from the Local Authority. Since September 2018, St Anne (Stanley) C of E Primary School can issue warning letters (in accordance with the Local Authority Code of Conduct) to parents where their child has accrued **10 sessions (5 days) of unauthorised absence in any one term**. The warning period will cover a period of 20 schools days. If the child has any unauthorised absence during this time the school will refer to case to the local authority requesting a Penalty Notice be issued.

4.3 - Persistent Absence

The Department for Education (DfE) defines pupils as persistent absentees (PA) if their attendance falls **below 90%**. This is for any absence **whether authorised or unauthorised**. The DfE expects schools to intervene well before pupils reach a level of persistent absence.

Whilst we understand that pupils can be absent from school because they are ill, sometimes they can be reluctant to attend school. If a pupil is reluctant to attend or a Parent/Carer has concerns, it is important that contact is made with the school as soon as possible so we can work together to gain a resolution and provide appropriate support.

Parent/Carers are asked to contact the Deputy Headteacher/Designated Safeguarding Lead in the first instance.

5.0 - Why Regular Attendance is *Extremely* Important:

Any absence affects a child's education and regular absence will seriously affect a pupils' learning and achievements. Pupils who have time off school will often find it difficult to catch up and as a result may not reach their full academic potential. Relationships with their friendship groups and year group peers can also be affected.

- **90% attendance is equivalent to a pupil missing one half day per week or approximately 118 lessons per year.**

Ensuring your child's regular attendance at school is **your legal responsibility** and permitting your child to have any absence from school without a good reason, is an offence in law (The Education Act 1996) and may result in legal action.

6.0 - The Education Welfare Officer (EWO)

The Education Welfare Officer (EWO) - provides support and advice for Parents/Carers on problems relating to school attendance and encourages good communications between home and school.



The EWO will always try to resolve the situation by agreement with the family. However, if a resolution cannot be achieved to improve a pupil's attendance and where unauthorised absence persists, the EWO will be required to give consideration to the instigation of legal proceedings which include; Penalty Notices, Parental Prosecution and Education Supervision Orders. Details regarding attendance law, penalty fines and legal interventions are available from the Local Authority.

7.0 - Leave of Absence in Term Time

The Law does not give any entitlement to Parents/Carers to take their child on holiday during term time. Any application for leave must be in truly exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents/Carers will receive a Penalty Notice for taking their child on holiday during term time without **prior** consent from school. Consent cannot be given retrospectively. The Headteacher will determine the number of school days a child can be away from school **if** the leave is granted.

8.0 - Lateness

Poor punctuality is not acceptable. If a pupil misses the start of the school day, they miss learning and disrupt lessons for other pupils. In addition, it can feel extremely embarrassing for a pupil to arrive late for school, which can encourage future absences.

8.1 - How we Manage Lateness

The school day starts between 8:40am and 8:55am dependent on a child's year group. Registers are taken daily by the Class Teacher. Pupils receive a late mark if they are not in their class by the time the registers are taken. School recommends that pupils arrive in their line early, to ensure good punctuality.

Late arrival to school following the close of registers is classified as an absence. If a pupil is persistently late after the official close of the register, the school may request the local authority issue a Penalty Notice. If a Parent/Carer has any problem getting their child to attend school on time, they should contact the Deputy Headteacher who will offer support to resolve the problem.

9.0 - People Responsible for Attendance at St Anne (Stanley) C of E Primary School

All Governors, Staff, Parents/Carers and Pupils need to work as a team to support the attendance, punctuality and achievement of all our pupils. This continued support is vital in making every pupil's journey through the school a success. We have a home/school agreement that promotes good school attendance and punctuality, which is agreed and signed by Pupils, Parents/Carers and Class Teachers, on an annual basis.

10.0 - Removal from Roll

Since the 1st September 2016, changes were introduced to the Pupil Registration Regulations (2016). These amendments affect all non-standard transitions; this is whenever a child of compulsory school age leaves a school before completing the school's final year.

As a school, we are required to:

- Inform the LA in **every** circumstance when deleting a pupil's name from the admission register.
- Inform the LA of the pupil's destination school and home address if the pupil is moving to a new school.
- Provide information to the LA when registering new pupils, including the pupil's address and previous school.

If your child is leaving our school parents are required to:

- Give the school comprehensive information about their plans, including the date



of a move and your new address and telephone numbers, your child's new school and the start date when known. This should be submitted to school in writing.

- If pupils leave and we do not have the above information, then your child is considered to be a **Child Missing in Education (CME)**. This requires schools and local authorities to then carry out investigations to try and locate your child, which includes liaising with Children's Services, the Police and other agencies. By giving us the above information, these investigations can be avoided.

Policy Review Date: September 2022



Appendices - Working towards Best Practice

Attendance and Punctuality Roles and Responsibilities Guidance - Whole School Approach

When	Whom	Actions Expected
DAILY	Pupils	<ul style="list-style-type: none"> • Arrive in their class line on time. Breakfast Club is available from 7.45 am if required. • Be in class on time for registration.
	Class Teacher	<ul style="list-style-type: none"> • Registers are completed on SIMS each day on time • Ensure attendance has a high profile in class • Discuss absence with pupils returning to school • Welcoming long-term absentees back into the class
	Admin Staff	<ul style="list-style-type: none"> • Ensuring staff have completed AM/PM registers • Ensuring input of accurate attendance marks in the register via SIMs • Identify pupils who are absent from school without reason • Log on SIMS, parental voicemails, face to face messages, e-mails regarding absences • Ensure all late arriving pupils are spoken to and their attendance is entered on SIMS • Messages sent to parent/carers who have failed to contact school regarding their child's absence and pupils who arrive late. • First day absence phone contact with parents/carers, following up unexplained absences where no phone call has been returned. • SLT and class teachers contacted with specific attendance queries and necessary follow ups required • Supporting staff with registration queries, support the interventions of the class teachers. • Logging attendance of all pupils going out /in school for medical, dental or visits • Daily liaison with other settings for pupils educated off site to ensure AM and PM registers are provided within set time parameters and pupils who fail to attend with reasons unknown are followed up through the First Day contact systems. • Daily late process, log and send actions for relevant staff. • Daily Attendance/ PA report sent to senior leader with responsibility for attendance. • Complete home visits if necessary.
	Curriculum Leaders	<ul style="list-style-type: none"> • Informal discussions with identified pupils to follow up attendance issues and agree any future actions required. • Curriculum leaders discuss with class teachers when required, identified pupils of concern regarding specific attendance queries and the necessary follow ups.
	EWO	<ul style="list-style-type: none"> • Safeguarding home visits as required. • Focused casework interventions with persistent absence pupils and families. • Phone call contact with pupils/parent/carers. • Home visits. • Instigation of legal proceedings. • Tracking of actions, interventions, and feedback to pastoral staff.
	Senior Leader	<ul style="list-style-type: none"> • Monitoring and tracking of staff not completing registers in line with Safeguarding requirements. • Liaison with EWO, Pastoral staff and Curriculum Leaders regarding support work with identified pupils.



When	Whom	Actions Expected
WEEKLY / FORTNIGHTLY	Class Teacher	<ul style="list-style-type: none"> • Ensure all members of the class know the school target and their current attendance. • Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate. • Organise help for pupils to catch up on missed work due to prolonged absence.
	Admin Staff	<ul style="list-style-type: none"> • Informing SLT and EWO of pupil patterns of absence. • Provide weekly pupil attendance figures for class teachers and pupil rewards. • Monitor/follow up identified pupil absence by making contact with parent/carers where appropriate.
	Senior Leader	<ul style="list-style-type: none"> • Informing EWO of pupil patterns of absence. • Provide weekly pupil attendance figures for class teachers and pupil rewards. • Discuss punctuality issues with identified pupils and parent/carers. • Pupils rewards. • Provide weekly Punctuality data for class teacher and pupil rewards. • Monitoring and Tracking of staff not completing registers in line with safeguarding requirements. • Liaison with Headteacher regarding support work with identified pupils and families. • Update information on attendance boards. • Maintain a high profile of attendance as a significant contributor to pupil achievement. • Use attendance data to identify and take action to improve the attendance of vulnerable pupils. • Ensure that all teaching staff focus on attendance in planning and pedagogy. • Ensure that attendance features in ALL parent’s evenings. • Monitor and track attendance/PA Action Plans. • Liaise with EWO to share information and agree joint actions re action plans or other pupils causing concern • The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision. • School Attendance Review alongside the EWO. • Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance. • Ensure that the attendance policy is implemented across the school and that systems are operating effectively. • Report to SLT on attendance matters. • Ensure school prospectus, Parent/Carers welcome booklet and school newsletters promote attendance.
HALF TERMILY	Senior Leader	<ul style="list-style-type: none"> • Maintain a high profile of attendance as a significant contributor to pupil achievement. • Use attendance data to identify and take action to improve the attendance of vulnerable pupils. • Ensure that all teaching staff focus on attendance in planning and pedagogy. • Monitor and track attendance/PA Action Plans. • Liaise with the EWO to share information and agree joint actions re action plans and other pupils causing concern



TERM 1	Senior Leader	<ul style="list-style-type: none"> • The importance of attendance is underpinned by awareness of safeguarding issues for all pupils both in school and those at off site provision. • School Attendance Review alongside the EWO • Ensure that attendance is given a high profile as a key driver of school improvement and provide support and guidance to SLT, for plans to raise attendance. • Ensure that the attendance policy is implemented across the school and that systems are operating effectively. • Report to SLT on attendance matters. • Ensure school prospectus, Parent/Carers welcome booklet and school newsletters promote attendance.
	Headteacher	<ul style="list-style-type: none"> • Ensure that attendance maintains a high profile as a key driver of school improvement through close monitoring and scrutiny of attendance data in conjunction with SLT and Governors.

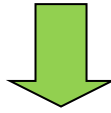
9.0 Table of Escalation of Interventions

Attendance %	RAG	Intervention	Lead Responsibility
100% Attendance is Excellent		Rewards and Praise	Class Teacher Senior Leader
99% - 97% Attendance is Good		Rewards and Encouragement	Class Teacher Senior Leader
96% - 90% Attendance is a Concern		<p>Talk to pupils & contact Parent/Carers.</p> <p>Attendance meetings with Parents/Carers.</p> <p>Safeguarding home visits.</p> <p>Early intervention from EWO.</p> <p>Persistent absence warning letters.</p>	<p>Class Teacher</p> <p>Senior Leader</p> <p>EWO</p>
Below 90% Attendance is a Serious Concern		<p>Regular Parent/Carer meetings</p> <p>Safe and well visits</p> <p>Intense EWO intervention</p> <p>Legal intervention</p>	<p>Senior Leaders</p> <p>Governors</p> <p>EWO</p>



Improving Student Attendance - Procedures

Attendance drops below 97%.
Warning letter sent out.
Attendance monitored by school.



If absences continue, school to contact home and arrange an attendance meeting.
EWO to be informed.
Penalty Notice Warning letter may be sent.
Improvement monitored by school and EWO.



If attendance drops to below 90% then a referral is made to the EWO for intervention.
Attendance Meeting held.
Penalty Notice Warning letter sent.
Legal proceedings implemented if necessary.
Improvement monitored by school and EWO