

Appleshaw St Peter's CE Primary School



Attendance Policy

September 2015

Introduction

School attendance is subject to various education laws and our school's Attendance Policy is written to reflect these laws and the guidance produced by the Department for Education and Hampshire County Council. This Attendance Policy is also consistent with the following school policies:

- admissions
- anti-bullying
- child protection
- exclusion
- safeguarding
- special educational needs
- Teaching & Learning
- Behaviour & Rewards

The level of attendance & punctuality expected from all our pupils is included in our school's Home-School Agreement which parents must sign following their child's admission to school.

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. This Policy will be publicised in writing for all staff, parents and pupils via the school website.

We can make this document available in other languages on request.

Section 1

Rationale

Good attendance at school is necessary in order to secure consistent progress in your child's learning.

In order to achieve this, the school will:

- promote a welcoming and positive atmosphere in school, where children feel safe and that their presence is valued;
- enable parents to feel their support of this policy is recognised by the school as a vital contribution towards their child's education;
- create attitudes towards high standards of attendance and punctuality, which pupils should retain throughout life;
- ensure attendance is maintained effectively and absences or arrival after registers close are followed up promptly;
- meet legal requirements, with particular reference to identifying unauthorised absence;
- check registers regularly, to note unexplained absences and identify patterns of absence and lateness, if they are occurring;
- use strategies, (if absence/punctuality become a matter for concern), devised in order to raise parental awareness of the importance of attendance and punctuality, so that they will make more effort to ensure their child attends school punctually and regularly;
- involve other agencies when difficulties arise, and the school needs extra support or help as appropriate – including the Education Psychology Service, Social Services, Police and Legal Intervention Teams;

- ensure all staff are aware of school policy and deal consistently with absence and punctuality;
- ensure information on attendance and punctuality is available for governors as required;
- ensure good liaison when a change of school occurs.

Section 2:

Operating the Policy

1. Promoting Good Attendance

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home-School Agreement contains details of how we work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

2. Roles and Responsibilities:

Responsibilities of the School's Attendance Leader

The Headteacher will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. (S)he will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parent/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school.**

Responsibilities of Office Staff:

- Collate all absence messages from parents, which have been sent to the office, both written and by telephone and update the coding on a daily basis;
- Record late arrivals, if any, at the start of each day; Monitor where absences are frequent, with particular regard for unauthorised absence and bring this to the attention of the Headteacher;
- Assist in the communication between school and home.

Responsibilities of Classroom Staff:

- Ensure that all students are registered accurately
- Promote & reward good attendance at all appropriate opportunities.
- Liaise with the Attendance Leader on matters of attendance and punctuality and
- Communicate any concerns or underlying problems that may account for a child's absence.

Responsibilities of Students:

- Help at home by getting things for school ready for the next day
- Get ready for school in plenty of time each morning

Responsibilities of Parents and Carers:

Ensuring your child's regular attendance at school is a parent/carers legal responsibility (section of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- Inform the school on the first day of absence.
- Discuss with the tutor/class teacher any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by phone or text on the first and subsequent days of absence, or by letter if a phone is unavailable.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request for leave of absence if it is for an exceptional circumstance

Section 3

3.1. Recording Attendance

Legally the register must be marked twice daily. This is once at the start of the school day 8.55am and again for the afternoon session at 1.15pm.

3.2. Lateness /Punctuality

It is important to be on time at the start of the morning and afternoon school sessions. The start of the school day is used to settle the children in to the day and to set the tone for learning. If your child is late they can miss work, time with their class teacher getting vital information, cause disruption to the lesson for others, and can be embarrassing leading to possible further absence.

- The gate is opened at 8.40 am to allow a 15 minute window for pupils to be dropped off at school in a safe and calm manner.
- The school day begins at 8.55am and **all pupils are expected to be in school by this time**. Morning registration closes at 9.05am
- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary
- Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.
- Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to share concerns as necessary with other agencies.

On-going and repeated lateness is considered as **unauthorised absence and may be subject to legal action** (see section 6 for further detail).

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 10 week period (this does not have to be consecutive) the school or Hampshire County Council will be required to issue

parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance (See section 6 of this policy for further detail).

3.3. What to do if my child is absent?

First Day Absence

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

If your child is absent you must:

- Contact us as soon as possible on the first day of absence by telephone (01264 772210) or email (adminoffice@appleshaw.hants.sch.uk). A voicemail message is acceptable;

Or, you can call into school and report to reception directly.

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you; *This is because we have a duty to ensure your child's safety as well as their regular school attendance*
- Invite you in to discuss the situation with our SENCo or Heateacher if absences persist;
- **Refer the matter to the Hampshire's Attendance Legal Panels if absence is unauthorised and falls below 90%.**

If you are struggling to get your child to school for whatever reason please contact us for support at the earliest opportunity.

Third Day Absence

If your child is not seen and contact has not been established with you any of the named parent/carers after three days of absence the school is required to start a child missing in education procedure as set down by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to known friends, wider family etc.

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 'at risk of missing'. Children's Services Staff 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.

Continued or Ongoing Absence

If your child misses 10% (roughly 7 days in a school term depending on its length and equivalent to 19 days across the school year) or more schooling across the school year for whatever reason they are defined as **persistent absentees**.

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education. If your child has had

absence and their attendance level is falling towards 90% we will contact you and depending on the reasons for the absence may consider implementing an attendance plan or similar to ensure that attendance improves.

Children at this school are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school, and whilst being encouraged to attend well and on time, will not carry blame and be made to feel unhappy if their parents are not supportive or effective in these areas.

Section 4:

Request for Leave of Absence:

Amendments to school attendance regulations were updated and enforced from September 2013: (Pupil registration) (England) regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. It is important to note that Headteachers can determine the length of the authorised absence as well as whether absence is authorised at all. The fundamental principles for defining 'exceptional' are rare, significant, or unavoidable which means the event could not reasonably be scheduled at another time. There are no rules on this as circumstances vary from school to school and family to family. There is however, no legal entitlement for time off in school time to go on holiday and in the majority of cases holiday will not be authorised. Parents/Carers wishing to apply for leave of absence need to fill in an application form available from the school office in advance and before making any travel arrangements.

If term time leave is taken without prior permission from the school, the absence will **be unauthorised** and if the number of sessions absent hits the thresholds set down in Hampshire's Code of Conduct parent/carers will be issued with a fixed-penalty fine, or other legal action in accordance the code (see section 6 for detail).

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children out during school time.

Section 5:

Understanding types of absence:

Pupils are expected to attend school every day for the entire duration of the academic year, unless there is an **exceptional reason** for the absence. There are two main categories of absences:

- **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.
- **Unauthorised Absence:** is when the school **has not received a reason for absence or has not approved a child's leave absence from school after a parent's request**. This includes:
 - parents giving their children permission to be off school unnecessarily such as for shopping, birthdays, to look after siblings
 - truancy before or during the school day
 - absences which have not been explained

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 a child is unwell but on return to school there is evidence they have been on holiday.

Section 6:

Penalty Notices for Non Attendance and other Legal Measures:

In Education Law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal Measures for tackling persistent absence or lateness

Hampshire Schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Hampshire's Attendance Legal Panels where:

1. **The child or family do not require the support from any agency to improve the attendance**
2. **The child has 10 or more sessions of unauthorised absence and parents are complicit in the child's absence.**

The following legal measures are for pupils of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

Legal Measures for absence taken when the Headteacher has declined parent/carers request for leave of absence

Where a pupil has unauthorised absence due to either:

1. Non-approval of a parent/carer's request for leave of absence or
2. A holiday that has been taken without permission and the unauthorised absence is for 10 or more sessions (5 days) in any 100 possible school sessions in which case a penalty notice for non-attendance will be issued

Where a child has **unauthorised absence** the school must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

The Code of Conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during **any 100 possible school sessions** – these do not need to be consecutive
- persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded *L*), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code *O*), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance (May and June for Primary Schools)

- absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

If a child's unauthorised absence meets any of the above criteria and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:

- 10 sessions of unauthorised absence or lateness in any 10 week school period**
- 1 or more sessions of unauthorised absence during a public exam, formal school assessment of testing where dates are published in advance.**

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the schools attendance policy and website. The penalty notice is a fine that is issued to each parent/carer who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parent/carers** for each child. **N.B** This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one PN for each child to each parent

Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid the Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Councils website at: <http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

Section 7:

7.1 Leavers

If your child is leaving our school (other than when transferring to a secondary school parents are asked to give the school information about their plans including any 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 our school in writing and will enable us to liaise with the receiving school and forward items to your new address if necessary.

If pupils leave and we do not have the above information, then your child is considered to be a 'Child Missing in Education'. 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.

7.2 Absence through child participation in Public Performances, including theatre, film or TV work & Modelling.

Parents of a child performer can seek leave of absence from school for their child to take part in a performance. They must contact the Headteacher to discuss the nature and frequency of the work, whether the child has a valid performance licence and whether education will be provided by the employer during any future leave of absence. Any absence recorded as part of a child's participation in a public performance is recorded as C an authorised absence.

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

Parents of able sportsmen and women can seek leave of absence from school for their child to take part in a regional, county, national and international events and competitions. It is however, down to the headteachers discretion whether to authorise this and they will wish to discuss with you 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 are also at the discretion of the Headteacher and are not likely to be approved if it is a regular event, unless the sports club or association are providing an education tutor as part of their coaching.

7.4 Gypsy Roma Traveller Showman and Showman families

Absence of a child from a traveller family that has left the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the 'T' code. Distance Learning packs for traveller children are not an alternative to attendance at school.

Section 8

Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups or microfiche copies