

Kates Hill Primary
School



**Believe
to Achieve**

ATTENDANCE POLICY

Date of last review: May 2021

Date of next review: May 2022

Attendance Policy

Introduction

At Kates Hill Primary School, we strongly believe that attendance and punctuality are vital for a child to maximise their potential and create a feeling of belonging in their class/school community. Establishing a policy which actively promotes attendance and punctuality amongst pupils, forms part of our commitment to respect the right of every child, under the UN Convention on the Rights of the Child, to a quality education. **(Article 28)**

In promoting the belief that attendance and punctuality are important values we will be helping to equip our children for life and potentially impacting upon their futures as employees and employers.

We believe that;

- Prolonged and consistent absence, in any year group, affects access to the curriculum and ultimately impacts on progress.
- Repeated and consistent lateness is an unsettling start to the school day for both the child and school.

For pupils with learning difficulties this factor is even more important, as poor retention skills are often an obstacle to pupil progress.

The intention of the school is for all pupils to achieve their maximum possible attendance.

As a school we aspire for all of our children to achieve the Department for Education, DfE, attendance figure of 96+% throughout the academic year.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary

What the Law says about attendance

Parents have a legal obligation to ensure their children receive a full-time education. This is achieved by regular attendance at school. Section 444 Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient full time education suitable to: -

- age, ability and aptitude and
- any special educational needs he/ she may have

either by regular attendance at school or otherwise.

Section 175 of the Education Act 2002 places a duty on local authorities and 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.

Roles and Responsibilities

The Headteacher will oversee and co-ordinate the school's work in promoting regular and good attendance. The school is responsible for the accurate recording and monitoring of attendance and that the policy is consistently used. The Headteacher will ensure that issues are identified as quickly as possible so that support can be offered and put in place prior to attendance becoming an issue.

a) Parents/Carer

The school always tries to work in partnership with parents. If pupils are not in school it is the parents' responsibility to inform the school on the first day of absence. If a pupil is absent, and no message has been received, the school will try to contact the parents to discover the reason as soon as possible. If your child is reluctant to attend, it is never better to cover up their absence or give in to pressure to excuse them from attending. This gives the impression that attendance is not important and usually makes matters worse.

If there is a specific problem with attendance caused by factors within school, this can usually be resolved quickly and informally between parents and school. If the problem is caused by domestic circumstances the school can assist parents by engaging the support of other agencies (e.g. Education Investigation Service or Social Care).

Parents will be informed, regularly, about their child's current attendance % and during parent/carers meetings. Children whose attendance is below 95% will be monitored weekly and a structured range of generic/individual support/intervention strategies will be applied as deemed necessary to any children falling below 90%.

In addition to this we ask parents to:

- ensure their child attends school regularly and is properly equipped and in a fit state to learn every day that school is open
- ensure that their children are punctual at the start of the school day
- notify the school of any absences by 9.30am. All absences will be recorded as 'O' unauthorised until an explanation or evidence is provided. The onus is on the parent to inform the school and provide appropriate evidence if required
- book medical and dental appointments outside of the school day whenever possible
- provide explanation of absences on the first day a pupil returns to school if this has not already been done
- provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. If contact details change then we must be informed of new details within 24 hours;

- complete a 'Leave of Absence' request form for any time required off school that is not due to illness or medical appointments i.e. exceptional circumstances. This must be made in writing (using the application form available from the school office) to the Headteacher 15 days in advance of the proposed start date of the absence. The circumstances you consider 'exceptional' must be detailed
- collect their children on time
- avoid taking holidays in term time
- avoid requesting non-urgent leave of absence
- work with the school to improve matters if attendance becomes a problem;
- keep school fully informed on all matters that might affect attendance and their child in school

b) Pupils

We ask pupils to:

- attend school regularly and promptly
- arrive at school on time (refer to individual class/bubble school timings)
- attend morning and afternoon registration promptly
- understand the value of good attendance

c) Teachers

Teachers will:

- set a good example of punctuality and good attendance
- ensure that registers are taken at the appropriate times, are accurate and up to date
- take appropriate action when pupils are late
- monitor class and individual attendance patterns
- inform SLT/ Headteacher of any concerns about attendance or where attendance is impacting on a pupils' achievements
- discuss individual pupil attendance at parent-teacher consultations
- praise pupils for good punctuality and good attendance

d) Senior Leadership Team

Senior Leaders will:

- have an identified member of SLT responsible for attendance – headteacher
- set clear and challenging attendance targets as part of school self-review
- ensure that all school personnel, pupils and parents are aware of this policy
- monitor trends and arrange for letters to be sent when required
- provide target intervention and support for families whose children have been highlighted as having poor attendance
- utilise the support of available specialists in relation to attendance if required
- have a system in place for parents to report a child's absence

- report to the Governing Board attendance figures and trends
- promote the importance of good attendance through assemblies
- celebrate and reward good attendance during assemblies both at individual and class level
- be responsible for making a referral to Dudley Council, Education Investigation Service (EIS) when/if required
- monitor individual, class and year group attendance

e) Attendance Officer

The Attendance Officer will:

- make first day calling for children absent without explanation
- call all numbers on the contact list in order until receive an answer
- leave a voice message, if there is a voicemail option
- notify SLT if an overseas ring tone is noted and no leave of absence has been requested. This may result in EIS being contacted in line with Children Missing in Education procedures.
- call the contact list at least twice
- issue first day contact methods i.e. letter if there is no other response
- monitor late entrants into school and adjust our Information System accordingly along with the time of arrival
- forward phone messages to class teachers regarding absences and record reasons on our Information System
- contact parents when school has not been provided with a reason for absence
- record medical appointments on our Information System and state whether medical evidence has been seen if required
- monitor register coding and alert staff of inconsistencies
- produce reports as requested by EIS
- produce attendance figures for end of year reports
- update/notify SLT of any concerns

Education Investigation Service (EIS):

The school uses the statutory EIS provision to respond to significant 'Unauthorised' absence concerns. There is a 'tiered' system of interventions, leading up to legal proceedings, to protect the pupil's educational development.

The school also makes use of additional Education Investigation Officer time to support cases where attendance becomes a serious concern but may not have reached the criteria for statutory Local Authority intervention, particularly in cases where children are deemed missing in education.

Attendance below 90% may result in a referral to the Education Investigation Service and an Education Investigation Officer may make a home visit.

Attendance Celebrations/Rewards

Excellent attendance is celebrated in a range of ways. The class who achieve the best attendance are awarded the Attendance Trophy, which is kept in their

classroom for the duration of the following week.

A range of prizes and incentives are available for those children and classes, who achieve great attendance percentages. These include;

- Vouchers
- DoJo's
- Badges and stickers
- Certificates
- Extra playtime or PE time.

Sanctions:

Sanctions for non-attendance are not deemed appropriate within school unless the pupil has been persistently absent for no known / unacceptable reason. This is because the school's first priority is to be motivating, and this would be totally undermined if the first thing that happened to an absentee pupil or their parents was punishment on return to school. In the case of unauthorised persistent absence, sanctions would be applied judiciously based upon individual merit.

Registration:

We expect your child to be in school at the start time they have been allocated.

Pupils are marked late if they arrive more than 15 minutes after these times (L). Registers are officially closed half an hour after these times and pupils are then marked as 'Unauthorised absence' (U) if they arrive later during the session, unless an acceptable authorised reason is given. A 'U' code registers that your child is on site, but does **not** count as a present mark and an unauthorised absence will be logged.

(Please refer to DfE Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year for up to date details regarding registration.)

Late arrivals report to the office.

If you child has a persistent late record, you will be asked to meet with a member of staff and/or the Attendance Officer to resolve the issue. Please contact the school if you are having regular issues getting your child to school on time.

Attendance Targets:

The school's aim is to get full attendance from all pupils. Attendance of individuals and classes will, however, be monitored in an attempt to provide

information useful in monitoring the consistent application of this policy and improving levels of attendance.

Average primary school attendance in England is 96% and the figure OFSTED expects for your child is 96% or above. If your child's attendance falls below 95% where there are no known reasons, we may raise this as a concern and work in partnership with parents/carers and other agencies to resolve problems and improve attendance. Your child cannot make their best progress at school if they do not attend punctually and regularly.

If a child's attendance falls below 90% this is classed as 'Persistent Absence' and has serious consequences.

The class teachers are initially responsible for monitoring the attendance of the pupils in their class. They inform the Headteacher or a member of SLT if there is any cause for concern. These may include:

- regular periods of unexplained non-attendance
- patterns of non-attendance (e.g. every Monday morning)
- regular late arrival in the mornings
- attendance falling below that deemed acceptable
- anecdotal evidence from the pupil or other pupils
- absences coinciding with known domestic disruptions

Raw data, the overall figures for the school without identifying individual pupils, are passed on to the Local Authority (LA) and the DfE termly for statistical analysis.

Parents and pupils can have access to their own child's attendance data whenever requested.

Authorised and Unauthorised Absence:

Information about the cause of any absence is always required so that every half-day absence can be classified, by the school, as either AUTHORISED or UNAUTHORISED. Authorised absences are mornings or afternoons away from school for a good reason such as;

- Genuine illness
- Medical/Dental appointments which cannot be attended outside of school hours (evidence will be required)
- Emergencies or other unavoidable cause.

If children have a medical/dental/specialist appointment they are normally expected to attend school on the morning or afternoon not affected by the appointment.

Many absences are authorised retrospectively when a pupil returns to school after illness, although the school is not obliged to give authorisation if there are doubts about the nature of the absence. **It is the decision of the school whether or not to authorise an absence.**

We may ask you to provide some form of evidence (e.g. an appointment card or letter, Doctor's note, copy of a prescription, copy of the label from a prescription medicine etc.) before we are prepared to authorise absences.

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 Local Authority using sanctions and/or legal proceedings.

Unauthorised absences include;

- Parents/Carers keeping children away from school unnecessarily
- Truancy before or during the school day
- Absences which are not properly explained
- Children who arrive too late to get a mark
- Shopping, looking after other children or birthdays
- Unauthorised leave of absence/holiday or day trips in school time.

Leave of Absence Request

It is necessary, for all parents to seek 'Leave of Absence' at least 15 school days before you are intending to take your child out of school. This can be done by completing a 'Leave of absence' form. A leave of absence request must be made by the parent/primary carer with whom the child normally resides and given to the Headteacher.

Taking holidays in term time will affect your child's schooling and we expect parents to work with us by not taking children away in term time.

There is no automatic entitlement, in law, to time off, during the school term to go on holiday. It is a rule of this school that a leave of absence shall not be granted in term time unless there are exceptional (and proven) reasons. Where a parent takes a leave of absence to which the application was refused or takes a leave of absence where no application was made to the school, the issue of a penalty fine (upon return from such leave) by the Local authority may be requested.

Other reasons for extended absence and requests for leave in term time

a) Female Genital Mutilation (FGM)

All staff are trained and made aware about possible reasons for extended absence from school. One of these could be Female genital mutilation (FGM), which is a form of child abuse common to some African, Asian and Middle Eastern communities in the UK. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. Victims are usually aged between four and ten, primary school age. It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003.

Any information or concern that a child is at immediate risk of or has undergone FGM or forced marriage will result in a child protection referral under school procedures to the Designated Senior Person in the first instance and then to Children's Social Care Services and/or the Child Protection Team, West Midlands Police Service. Records of all incidents will be kept following the same procedure as for all other child protection concerns in school in line with current

policy.

Please note that teachers and members of staff with teaching responsibilities have a specific legal duty to act with regards to concerns about female genital mutilation and must personally report to the police a disclosure that FGM has been carried out, in addition to liaising with the DSL/Children's social care.

b) Children Missing in Education (CME)

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about others safeguarding issues, including the criminal exploitation of children. This is why we will always follow up with parents/carers when pupils are not at school.

In response to the guidance in Keeping Children Safe in Education (2020) the school has:

- Staff who understand what to do when children do not attend regularly
- Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions).
- Procedures to inform the local authority when we plan to take pupils off-roll when they:
 - leave school to be home educated
 - move away from the school's location
 - are permanently excluded

We will ensure that pupils who are expected to attend the school, but fail to take up the place will be referred to the local authority. When a pupil leaves the school, we will record the name of the pupil's new school and their start date, once their new school has confirmed their attendance.

Where children have poor attendance or are regularly missing then the school works in close liaison with the Local Authority CME officer, admissions team and DSPP.

Further information can be found in 'Children missing education: statutory guidance for local authorities' – September 2016

Religious Observance

'Religious Observance' requests will usually be granted for a maximum of three days during a year for, "a day exclusively set apart for religious observance by the religious body to which the parent belongs" (Pupil Registration Regulations 2006). These days should relate to significant festivals in the relevant faith calendar.

Again, the school will decide whether or not to authorise requests and cases will be considered on their individual merits. Parents/Carers will be informed of the school's decision as soon as possible.

Poor attendance

When concerns have been raised the school's first course of action is to contact

the parents to see if there are specific problems, either at home or in school, that can be easily remedied. The attendance rate is then monitored by the school and if attendance improves significantly no further action is taken.

If the problems persist then the Headteacher and the Education Investigation Service will consider other strategies, dependent on the individual case. These may include a specific contract system within school, the issuing of a fixed penalty notice, notification of concern regarding the pupil's welfare to Social Services or even, in extreme cases, legal action.

The following sequence illustrates the monitoring and intervention procedures followed by the school:

1. Morning and afternoon register entries by class teacher
2. Received absence messages noted on absence log
3. Daily register check for uninformed absences
4. 1st day of absence if no message: Phone parent/carer (and leave message if no reply)
5. 2nd day of absence if no message: Phone again, and try emergency contacts if no reply; post standard absence information request letter
6. If a message is received, enter it into log and *update register code
7. If no message is received after 3 days, school to carry out a home visit / refer to MASH
8. If no message is received after a week, refer to EIS
9. If 12 'Unauthorised' sessions in the last 6 school weeks, or 10 consecutive days absence without contact from Parent/Carer, a referral will be made to the EIS for statutory involvement
10. Regular contact with parent/carer during prolonged absences.

Prior to a referral to Education Investigation Services (EIS):

- School will inform parents of their concerns in relation to their child's attendance in writing, offering them to contact the school to discuss reasons impacting on their attendance.
- If there has been no improvement, the school will write to parents informing them that a referral to Dudley's EIS will be made and may result in a Fixed Penalty Fine or legal action if unauthorised absences continue to occur.

Long Term Sickness Absence

If a child needs to be hospitalised for 3 days or more we can make a referral to the Hospital Teaching Service so that they work with your child whilst they are not in school. This would be coded as 'B' which means that your child is being educated off site and would not affect their overall attendance percentage.

If a child leaves hospital and following this, is at home for 2 weeks, then we can contact Cherry Tree Pupil Referral Unit and they will support the child at home. This would use the 'D' code meaning the child is dual registered with ourselves

and Cherry Tree. It is school's responsibility to liaise with Cherry Tree and ensure that a suitable education is being provided.

Re-entry strategies for long term absentees:

When long-term non-attenders return to school the staff attempt to make them feel welcome back at school without drawing attention to the prolonged absence. The pupils are placed back in their class and given their individual programmes of work to continue.

If there are specific reasons where this is not felt to be appropriate, separate arrangements would be made. This would be considered on an individual needs' basis.

Attendance Codes

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late, before registers have closed
	Off-site educational activity	Pupil is participating in an off-site activity supervised and arranged by the school
D	Dual Registered	Pupil is undertaking their schooling at another educational setting, where they are also registered (hospital schooling)
J	Interview	Approved Educational Activity
P	Sporting Activity	Approved Sporting Activity
V	Educational trip or Visit	Pupil is participating in an off-site activity supervised and arranged by the school
W	Work Experience	Pupil is on a Work Experience Placement
C	Authorised Leave of Absence	Pupil has been granted a leave of absence due to proven exceptional circumstances
E	Excluded	Pupil has been excluded
H (not used at school level)	Holiday	Authorised Absence
I	Illness	School has been notified that a pupil will be

Kates Hill Primary
School

		absent due to illness.
M	Medical Appointment	Pupil is at a medical or dental appointment and proof has been provided.
R	Religious observance	Pupil is taking part in a day of Religious Observance
S	Study Leave	Year 11 pupil is on study leave during examinations.
T	Gypsy, Roma, Traveller	Pupil from Traveller community is travelling, as agreed with the school.
G	Unauthorised Holiday	Pupil is on a holiday that was not approved by the school
N	Reason Not Provided	Pupil is absent for an unknown reason (unauthorised)
O	Unauthorised Absence	School is not satisfied with the reason for pupils' absence
U	Arrival After Registration	Pupil arrived at school after the register had closed (unauthorised)
I02	Illness, Confirmed case of Coronavirus	Pupil tested positive and has to isolate at home
X02	Self-isolating with Covid symptoms	Pupil is isolating with Covid symptoms
X03	Self-Isolating	Pupil is self-isolating due to close contact with confirmed Covid case INSIDE school setting
X04	Self-Isolating	Pupil is self-isolating due to close contact with confirmed Covid case OUTSIDE school setting
X05	Self-Isolating	Pupil is required to self-isolate as part of quarantine requirement.
X06	Shielding (ended 1 st April)	Pupil not in school because they have been advised by Dr or Public Health that they are clinically extremely vulnerable.
X07	Pupil not attending due to local restrictions	Pupil advised not to attend school as part of restrictions to education

		set out in Government advise.
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Summary:

All school staff are committed to working with parents and pupils as the best way to guarantee as high a level of attendance as possible and that through good attendance ensures every child's welfare and life opportunities are promoted.

Policy Review

This policy will be reviewed by the Headteacher, Senior Leadership Team, class teachers and the Governing Board annually or earlier if deemed necessary.

Date of last review: May 2021

Date of next review: May 2022