

Attendance Policy

Annesley Primary and Nursery School



Date policy adopted: Autumn 2022

Next review date: Autumn 2024

Introduction

At Annesley Primary and Nursery School we expect good attendance and punctuality from all our pupils, in order for them to make the most of the opportunities that the school has to offer.

We believe that regular attendance is extremely important and have a target of 96% throughout school. This target promotes successful learning as well as development of the habits needed for the responsibilities of adult life, especially in the workplace.

All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

The school has an established and effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping. We will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

We have established an effective and efficient system of communication with parents and appropriate agencies to provide mutual information, advice and support. We will also keep the profile of attendance high across school to emphasise the importance of good attendance for all pupils.

Key Aims

1. To improve the overall attendance of all pupils in school to 96%.
2. To ensure everyone associated with the school recognises the importance of good attendance and punctuality.
3. To develop a clear framework of roles and responsibilities ensuring all actions to promote good attendance are completed.
4. To promote a positive attitude towards attendance and punctuality amongst pupils and families providing support and advice where needed.
5. To ensure safeguarding systems are in place in relation to attendance and punctuality.

Parents' Responsibilities

Under section 7 of the 1996 Education Act, a parent is responsible for ensuring a child of compulsory school age receives an efficient full-time education that is suitable to the child's age, aptitude, and ability, and any special educational

needs that a child might have.

School's Responsibilities

It is the school's responsibility to check and monitor school attendance regularly and effectively, and to inform parents of their child(ren)'s attendance. It is also a responsibility to report to governors on the overall attendance of pupils and that of particular groups of pupils.

School Procedures

Registration

Our school day starts at 9am. Pupils will line up on the playground and will be collected by a member of staff. We expect pupils to arrive on time, but no earlier than 8.45am. **Pupils who arrive after 9.10 must enter through the main reception and report to the school office.** Registers are marked between 9.05am and 9.10am using the Scholar Pack online register system which is sent immediately to the Department for Education (DFE). Pupils who are not present for registration will be marked as absent. Pupils who arrive after the register has been submitted, will be marked as 'L' and the number of minutes late will also be added to the register. Arrival after 9:30 will be marked as a half day's absence, indicated by a 'U' in the register. Registers can only be amended in exceptional circumstances.

Pupil Absence

We ask parents to help the school by notifying us of all absences on the first day by telephone (01623 468806) leaving a message of the **child's name, class and reason for absence** on our dedicated absence line. If you have not complied with the reporting absence procedures, Mr Eccleston, or a member of the office team will contact the parent or carer by school text messaging to seek a reason for absence. If no reason is obtained, then an **N code (no reason given)** will be entered on the register until a reason is obtained. If a reason is not given within 5 days, then a **O code (unauthorised) will be submitted on the register.**

If contact is not made on day 1, contact will be attempted again on day 2. On day 3 phone calls will be made, emergency contacts will be contacted, and the school may feel a home visit is required.

When a child's absence has not been explained, then the following procedures are put in place:

- A letter will be sent to the parents or carers of the child requesting a reason for the absence. A response is expected either verbally or by correspondence within 5 days.
- If a response is not received within 5 days a second letter will be sent to parents or carers. This letter will be an invitation to parents or carers to attend a meeting with Mr Slater and/or Mr Eccleston to discuss the absence.

If school do not receive an adequate explanation within two weeks, the absence will be unauthorised and outside agencies may be contacted.

Appointments during the School Day

We encourage parents and carers to make medical and dental appointments out of school hours. We recognise that this is not always possible with some appointments especially with specialist services such as paediatricians, Speech and Language Therapy, CAMHS etc. For children who have appointments during school hours, parents or carers must provide a record of their appointment for it to be authorised. When children are removed from school for any other reason, this should be agreed by the Head Teacher.

Appointments for haircuts or to buy items of clothing etc. are not authorised.

To maintain an accurate record of numbers in school in case of an emergency, children who leave school with a parent or carer during the school day for an authorised appointment, will be signed out and sign back in upon their return that day by a member of the office team.

Holidays during Term Time are generally not permitted.

Amendments to the Education (Pupil Registration England) Regulations 2006 came into force on September 1st 2013. The amendments make it clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances (criteria set by the individual school's governing body). To satisfy your obligations to school, you must complete and submit to school a leave of absence request form at least **4 weeks** prior to the first day of leave for all absences.

Exceptional circumstances which **may** be agreed by the attendance team are:

- For those parents or carers who work in the Services or Police Force

- For family funerals or a significant bereavement
- For a family wedding day, not a holiday after the wedding
- For religious observance
- For visits back to a child's country of origin depending on the circumstances

If the reason for absence falls into the exceptional circumstances and is granted, the head teachers will determine the number of school days a child can be away from school and confirmed by letter.

If the reason for absence does not fall into the exceptional circumstances, the absence will to be unauthorised and confirmed by letter.

Authorised Absence

An authorised absence is:

Illness and illness with risk of infection to others.

Please note that we operate a 48 hour 'stay at home' policy if your child has had a case of sickness or diarrhoea.

Unauthorised Absence

Unauthorised absences will be given where no reason for absence is obtained from parents or carers and for the following reasons:

- truancy
- staying at home to look after younger children or sick relatives
- overlaying
- shopping trips
- birthdays
- hair appointments
- family holidays that do not meet the exceptional circumstances criteria
- regular illness where no medical evidence is forthcoming
- patterns of non-attendance e.g. every Friday

The Local Authority may pursue cases of poor attendance through the courts. They consider 6 sessions (half days) unauthorised absences within any given 6 week period as persistent absence.

Attendance Monitoring

Every Monday attendance figures are managed by Mr Eccleston. Children whose attendance has been allowed to fall under 90% will be monitored initially for 2 weeks and their parents or carers notified of this by letter, with helpful advice. If parents or carers do not take active steps to improve their child's attendance and/or act on advice from the school, then the attendance team will send out a letter requesting an attendance panel meeting. This will be an invite to parents and carers to allow them the opportunity to discuss their child's attendance. Following this meeting a further letter will be sent out to parents/carers detailing the outcome of the meeting. Failure to attend the meeting may result in a referral to The Early Help Team.

The Local Authority Enforcement Officer may also be contacted to request a penalty notice. Parents will be informed of this by letter. If the Enforcement Officer is contacted, they will then consider the request including any additional information sent by the school and decide on an outcome which may be a fine or a court appearance. The Local Authority views persistent absenteeism as educational neglect.

Concerns about punctuality will also be dealt with in the same way as above. Where pupils have both poor attendance and punctuality the number of minutes lost will be included in the concern letters.

This relates to persistent low attendance, we appreciate that some children will require the help of specialist services, including medical. For these children and families action will be considered on an individual basis and school will always accommodate this when possible.

Children Missing Education

A child going missing from education can be an indication of abuse or neglect. School staff should follow the school's procedures for dealing with children who are missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation and to help prevent the risks of them going missing in the future. Schools are required to

make the Local Authority aware of any pupil who fails to attend school regularly and why children who have been absent from school, where the absence has been treated as unauthorised for a continuous period of not less than 10 school days. The schools Designated Safeguarding Lead and Deputy Leads work closely with all school staff to manage risks to pupils. They make sure the appropriate agencies are involved so that pupils receive the appropriate level of early help or statutory intervention to ensure they attend school regularly.

Reward Systems

We promote regular attendance and punctuality across school in the following ways:

- Weekly attendance figures, shared on the Website.
- Highest class attendance award trophy presented in assembly and shared on the Website.
- Termly 100% attendance award celebrated in assembly

100% attendance across the year

For all children who attain 100% attendance across the year, their commitment to their education and school will be acknowledged and rewarded with an age appropriate 'special treat', certificate and prize.

Child who attain 96% attendance across the year will also be acknowledged with a certificate and prize.