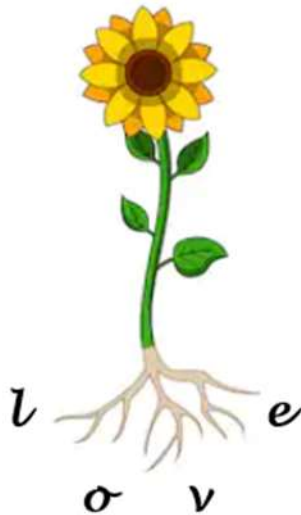


# North Stainley CE Primary School

*We are our school, we have our roots and foundation in love*



*Our school is us, we will grow, blossom and flourish.*

## Attendance Policy

Policy agreed: (14/10/20) reviewed: 20.10.21

Headteacher: *LE Wallen* Louise Wallen

Chair of Governors: *Nathaniel Potts* Nat Potts

Policy to be reviewed: 20/10/2024

Policy to be reviewed:

Policy to be reviewed:

## INTRODUCTION

Good attendance and punctuality at school is important and ensures continuous learning.

School encourages good attendance through making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school to nurture learning in all pupils.

Children need to feel that their contribution in school is valued and all staff care about them as individuals.

## EXPECTATIONS

<b>School</b>	<b>Parents</b>	<b>Pupils</b>
Regular, efficient and accurate recording of attendance	Ensure their son/daughter attend school regularly and punctually	To attend school regularly and punctually
First day contact with parents when a student is absent from school	Ensure they contact the school on the first morning of absence to inform school of reason for absence	To be well prepared for the school day
Identify students where attendance is a barrier to learning and intervene early to reduce absence	Ensure students arrive well prepared for the school day.	To inform a member of staff of any problems that may prevent them from attending school.
Identify students vulnerable to high levels of absence and provided targeted support	Work in partnership with school to address current or possible attendance issues	To remain in school at all times unless permission has been agreed to leave the premises
Celebrate good attendance	Communicating with son/daughter the value of education in future life chances	Routinely celebrate and reward good attendance of individuals and as a class.

## GUIDANCE

### Attendance at School

Parents are legally obliged that unless there is illness or some other acceptable reason for absence, children should attend school for each session during the prescribed school days of the academic year. Children are welcome to arrive on site from **8.45am** each morning. ***(Please note children should not be on site prior to this time there is no supervision available)*** The official school day begins at 8.50am.

### Reporting of Absences

#### **Illness**

**Parents are asked to inform the school office before 8.45am each day a child is unwell and will not be attending school.**

- A child who has been given antibiotics should be kept away from school for the first 48 hours of treatment.
- A child who has been sick or who has diarrhoea should also be kept away from school until the child has been clear of the problem for 48 hours.
- Medical/dental appointments should be made out of school hours, however where this is not possible the school will require notification prior to the absence. When a child is absent for a medical appointment it is expected that they will return to school immediately following the appointment.

Please contact the office for further guidance on specific illnesses & required length of absence.

It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

### **Long term Absences**

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, agreeing procedures for re-integrating these pupils with each family as the need arises. Please contact the Headteacher if your child would benefit from such an arrangement.

### **Registration and Lateness Procedures**

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and L.A. guidelines.

- School's official starting time is **8.50am**.
- Any child arriving after these times will therefore be registered with a late mark.
- Pupils arriving after this time should report to the class teacher/school office as they will be required to sign in and provide a reason for the lateness.
- If a child arrives after registration closes (9.15am for all pupils) they will be marked as an unauthorised absence for the whole morning session. **Note – this is based on the Education (Pupil Registration)(England) Regulations 2006 and could be used as evidence against parents if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.**

### **Procedure for Arrival at Start of School Day**

- Pupils are expected to enter school independently through pre-designated doors with for their class by 8.50am (Reception children may be accompanied by an adult but independence will be encouraged as they become comfortable and confident with coming to school)
- Members of staff will monitor entry into school

- Gates to the playground will be closed and locked at 9.00am
- Any child arriving after this time will need to report to the school office with their parent/guardian completing the sign in book in the entrance hall and follow lateness procedures.

**It is important that pupils are punctual and arrive prepared for the day's learning.**

### **Recording and use of Absence Data**

When a child fails to attend school for one or more sessions this will be recorded as an absence. Unless informed of the absence previously by a parent/guardian, the School Administrator will phone home from 9am on the morning that a child is not in school. Absences will be shown as authorised or unauthorised, following authority guidelines. The school determines whether an absence is authorised or unauthorised using these guidelines.

When absences are unaccounted for, school will telephone as soon as the absence is recorded.

If there is no response to the above call and if school have not been informed of a reason for absence by a parent or guardian, the school will visit the home of the absent pupil to establish why they are not in school.

Data is collected and subsequently collated. Attendance figures are published for individual pupils in their school report and/or at the end of each term. Where pupils' attendance causes concern the parameters and procedures as shown in the Pupils Punctuality and Attendance Policy Statement will be followed (Appendix A) and shared with Educational Social Workers. Attendance information is passed on when pupils transfer to other schools.

### **Leave of Absence from School during Term Time**

The Department for Education requires Local Authorities to implement government regulations regarding the taking of Leave of Absence in term-time, which came into force on the 1st September 2013. The new law gives no entitlement to parents to take their child on holiday during term time.

**Headteachers would not be expected to class any term time holiday as exceptional. Therefore, Head teachers may only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher.**

**No parent/carer can demand leave of absence as of right.**

The Education Regulations state that applications must be made **in advance** by a parent/carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Each leave application is considered individually by the school taking into account any factors presented by the family. Application forms are available from your child's school and on the school website. Headteachers will also welcome early discussion with you around potential applications.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment

- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Leave is only acceptable against exceptional circumstances and should not be granted on the basis of attendance record, academic performance or the 'experience' offered by being out of school.

Where a headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is, however, final.

**Please note that the ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.**

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court.

Amendments to 2007 Penalty Notice regulations have reduced the timescales for paying a penalty notice. Parents must, from 1st September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices in line with other types of penalty notices and allows local authorities to act faster on prosecution if the fine is not paid.

**It must be noted that taking a pupil on leave during term time interrupts teaching and learning and can disrupt your child's educational progress.**

### **Absences for part of the day**

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks parents to ensure we have up to date contact names and telephone numbers for this purpose.

Parents are informed that they should not send children to school who seem unwell. Pupils who are ill are often very distressed and illnesses are quickly spread.

Guidelines for the return of recovering pupils are detailed in the school's Access to Education for Primary age Pupils with Medical Needs policy.

### **In the event of School Closure**

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. If this closure takes place at the start of the day it will be broadcast on **Stray fm** and parents will be notified by text message. A closure notice will also be displayed on our website. If the weather or other conditions mean

that a decision is taken to close school during the school day parents and guardians will be contacted by text or telephone and asked to collect their children as soon as possible. The school staff will remain on the premises until all children have been collected.

**APPENDIX A**

**North Stainley C E Primary School**

**Policy statement – Pupils’ Punctuality and Attendance**

(To be read in conjunction with DfE and NYCC policy statements)

**The highest standards of attendance and punctuality are encouraged for all pupils at all times.**

**School will endeavour to work with all parents/carers to assist them in carrying out their duties as required by the DfE.**

**Where a child’s attendance causes concern, the following parameters and actions will be considered by the Headteacher:**

**(Each case will be considered individually based on circumstances)**

Cause for concern	Action(s) to be considered
97% -95% attendance at any point within an academic year	<ul style="list-style-type: none"> <li>• Attendance will be monitored by the School and attendance history considered</li> <li>• Contact with parents/carers if deemed necessary</li> </ul>
94.9%-90% attendance at any point within an academic year	<ul style="list-style-type: none"> <li>• Letter to parents/carers asking them to work with school to improve attendance</li> </ul>

	<ul style="list-style-type: none"> <li>• Discussion with parents/carers to develop a plan of action</li> <li>• Possible referral to Healthy Child Team</li> </ul>
89.9% -85% attendance or below at any point within an academic year	<ul style="list-style-type: none"> <li>• Discussion with ESW service re possible referral for consideration within NYCC policy and practice guidance</li> <li>• Further consultation with parents and pupil.</li> </ul>
Repeated incidences of illness-related absence	<ul style="list-style-type: none"> <li>• Discussion with parents/carers</li> <li>• Referral to school nurse</li> <li>• Request that parents/carers provide proof of doctor's involvement (appointment card with child's name on / letter / copy of prescription etc)</li> <li>• Work for the pupil might be sent home to be completed</li> <li>• Care plan in place</li> </ul>
Repeated arrival at school after 8.50am/8.55am	<p>This will be marked in the class register as a LATE.</p> <ul style="list-style-type: none"> <li>• Letter to parents/carers requesting that the matter is addressed and offering support</li> <li>• An action plan to be established</li> <li>• Consideration of request from outside agencies through the Common Assessment Framework</li> </ul>
Repeated arrival at school after 9.20am	<p>This will be marked in the class register as an UNAUTHORISED ABSENCE for the session.</p> <ul style="list-style-type: none"> <li>• An action plan to be established</li> <li>• Consideration of request from outside agencies through the Common Assessment Framework</li> <li>• Referral to the Education Social Worker for consideration within NYCC policy and practice guidelines</li> </ul>

## **APPENDIX B**

### **PROCEDURES TABLE**

<b>Procedures and Practice</b>	<b>Individual school systems – evidence of procedures</b>	<b>Intended impact of procedures –monitoring and evaluation</b>
<b>Recording attendance</b> Class teacher enters attendance codes into RM integris attendance at am and pm register.	Accurate recording of the register for am and pm sessions.	School Administrator checks that up to date record of attendance is

<p>Registers to close at 9.15 am School Administrator enters Attendance Codes as information is received from parent/carer.</p> <p>All records relating to pupil absence will be kept securely through centrally held electronic systems.</p>		<p>available at the end of each session.</p> <p>Head teacher monitor students attendance records each term to ensure accuracy and procedures followed</p>
<p><b>Procedures for absence</b> The School Administrator should contact home on the first day of absence</p> <p>Class Teachers should review attendance rate for each student every two weeks. If absence rate continues teacher to contact parents.</p> <p>Headteacher maintains record of interventions with each family</p> <p>Students should be well informed of the procedures for attendance and consulted over these procedures through the Student Council.</p> <p>School communicates school policy on term time holiday absence through annual letter, the Prospectus and Newsletter items.</p> <p>Prospectus includes section about expectations relating to attendance, relationship between attendance and achievement and policy on in-term absence.</p>	<p>Parents should phone school on the morning of first day of absence</p> <p>Parents should send a letter into school on return of the child</p> <p>Record of intervention held in student file.</p> <p>Communications with parents</p>	<p>Records monitored by Headteacher and School Administrator.</p> <p>Headteacher to monitor record of interventions and communications with parents each term.</p>



<p><b>Data</b></p> <p>Staff receive appropriate training to use available data to record attendance, identify patterns and trends, vulnerable and targeted groups and monitor the impact of interventions.</p> <p>.</p> <p>Attendance is a regular item on Staff Meeting meeting agendas.</p> <p>Individual student attendance rates should be discussed with pupils and recorded for each pupil termly during the pupil assertive mentoring meetings. These mentoring forms are sent home to parents. Pupils placed into one of 4 colour coded groups:  Green above 97%,  Amber 95% to 96.9% ,  Yellow 90-94.9 %  Red 89.9-85%.</p> <p>Students in danger of becoming persistently absent should be monitored individually.</p> <p>Data should be shared with parents through monitoring reports, newsletters, prospectus and regular individual pupil level absence data where appropriate.</p> <p>Attendance rate and number of unauthorized absences should be</p>	<p>Staff Achievement meeting minutes</p> <p>Records of the analysis and evaluation of attendance data.</p> <p>Up to date data is in place throughout the year.</p> <p>Monitoring reports, newsletters and prospectus.</p> <p>Governor Meeting minutes show regular items on attendance.</p>	
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<p>included on monitoring report with a comment relating attendance with achievement.</p> <p>Governors review progress with attendance regularly throughout the year and a designated governor will liaise with the school on all issues related to attendance.</p>		
<p><b>Rewards</b> The school celebrates good and improving attendance with their students. Each term certificates for 100% attendance.</p> <p>Evaluation of the impact of rewards with different groups of pupils i.e year groups , boys/girls and vulnerable groups.</p> <p>Students are to be consulted over the types of rewards for improving and good attendance</p>	<p>Presentations of certificates in Assembly. Stickers in students Achievement Record.</p> <p>Student council should review the impact of rewards on various groups.</p>	<p>Class Teacher monitors the award of attendance certificates.</p> <p>Student Council Teacher monitors effectiveness of rewards using Student Council Minutes.</p>
<p><b>Lateness</b> Class Teachers should actively discourage late arrival and be alert to patterns of late arrival. Lateness should be monitored, recorded on RM integris and followed up promptly. 3 late marks in a week result in contact with home by class teacher.</p> <p>There should be consistent application of the closure of register but this may be amended during period of</p>	<p>Sims. Record of correspondence to parents..</p>	<p>Head teacher monitors the rate of lateness and the actions taken through Sims, record of correspondence to parents.</p>

<p>significantly poor weather.</p> <p>Students arriving after 9.15 am should sign in at the Office .Persistent lateness should be followed up with home contact by letter..</p> <p>.</p>		
<p><b>Other Agencies</b>  Specified levels of absence at or below 90% should trigger referral to the ESW/ healthy child team,  In partnership with ESW's/ healthy child team the school should develop levels of support to improve student attendance.  Strong partnerships should be established and maintained with all agencies that work with C&amp;YP and where appropriate to use the CAF (team around the child) to address issues that may prevent students from attending school and impacting on the students life chances  The school should work in partnership with ESW's when proceeding with /penalty notices.  Student voice is included in multi agency meetings</p>	<p>ESW records.</p> <p>Minutes of CAF(team around the child)</p> <p>Intervention record of identified students.</p>	

Signed: Headteacher; Louise Wallen

Signed: Chair of Governors

Policy Agreed:

Review Date: Autumn 2020

