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**Governor** Name:    K. Young    Signature:           K. Young          

## King's Stanley Church of England Primary School Attendance Policy

At King's Stanley Church of England Primary School we want to ensure that our pupils are able to take the fullest possible advantages of all that we have to offer. To do that we want every pupil to attend school every day that they can. This attendance policy sets out what is expected so that this may be achieved.

### **RESPONSIBILITIES**

Parents/carers should:

- Make sure their child attends school regularly and on time, appropriately dressed and equipped and in a fit state to learn
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Let the school know before 9.30a.m, on the first day of absence from school, why their child is absent and when they are expected to return.
- Seek permission from school prior to any absence that is not medical.
- Avoid taking their child on holiday during term-time.
- Notify school if they intend to remove their child permanently from the school for any reason

School will:

- Make suitable arrangements for the safe, daily reception of children.
- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences.
- Notify parents/carers, at least annually, of their child's attendance level.
- Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing, or are excluded.
- Notify the LA and the Department of Education of absence figures for the school and, where necessary, individual pupils.

The Head teacher will:

- Ensure that everybody at school treats attendance as a priority.

- Promote the importance of good attendance to pupils and their parents/carers.
- Be available to discuss attendance concerns with pupils, parents, staff and governors.
- Remind parents at least annually of attendance procedures.
- Analyse attendance data.
- Oversee attendance procedures.

Governors will:

- With the Head Teacher, monitor, evaluate and review the attendance procedures annually.
- Set targets for attendance.
- Report on attendance statistics to parents.

### **SCHOOL TIMES**

We expect children to be at school by 9:00 am in time for the start of morning registration.

The children should not arrive before 8.45am

School finishes at 3.05 for the Infants and 3.15pm for the Juniors

Children should be collected promptly unless they are attending an after school activity. In the unlikely event that a child is not collected at the end of the school day we will care for the child, in school (at Kingfishers after 3.30pm) until the relevant people can be contacted.

### **REGISTRATION**

School must keep attendance registers for all pupils on the school roll. The class teacher will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

Registration will take place between 9.00a.m. and 9.20a.m. for the morning session and between 1p.m. and 1.20p.m. for the afternoon.

Pupils arriving during the registration period will be marked late. Pupils arriving after the registration period has closed will be marked absent.

The marking of registers will be in accordance with instructions set out at the front of the register.

Absence, legally, has to be recorded as either authorised or unauthorised and reported on to the DofE. Only school can decide whether an absence is authorised or not and does not have to accept the reasons given by a parent or carer.

### **AUTHORISED ABSENCE**

Is when a pupil:

- Is absent with the prior permission of the school;
- Is too unwell to attend school or is attending a medical or dental appointment;
- Is away for a day set aside by their parent's religion for religious observance;
- Has suffered a family bereavement;
- Has been excluded;
- Of Traveller parents and is travelling in connection with their work.

### **UNAUTHORISED ABSENCE**

Is when:

- A pupil is absent and no explanation or an unacceptable explanation is offered;
- A pupil is away from school on a family holiday for a period not previously agreed with the Head Teacher.

An approved educational activity is not recorded as an absence and will be marked when a pupil is on a school/educational visit, is attending an approved off-site activity or is receiving special off-site tuition.

### **HOLDAYS IN TERM TIME**

Approval for holidays taken in term time will not be granted unless the reasons are exceptional.

### **APPOINTMENTS**

If appointments have to be made during school hours, school should be pre-notified. Pupils leaving school mid-session should, for safety reasons, notify the office on departure and re-arrival. If present at registration no amendment to the register is necessary. If absent at registration the register should be marked with an authorised absence mark. Again for safety reasons, pupils should report to the office on arrival.

### **FREQUENT ABSENCES FOR MEDICAL REASONS**

When a pupil frequently misses school for medical reasons the school medical service may be consulted. Where necessary a referral will be made so that an evaluation of the pupil's health and educational needs can be made.

### **LONGER ABSENCES**

Pupils who have been absent for a long period of time will be positively welcomed back and will be helped to catch up with missed work. Friendship groups will be monitored for a period to ensure that the pupil is happily settled back into school life.

## **SCHOOL PROCEDURES**

After close of registration registers will be returned to the office and checked. Where the register shows an unexplained absence and there has been no message received at school by 9.45 a.m. a phone call will be made to the parent/carer to find out the reason for absence and the date of expected return. All telephone messages will be dated and recorded in writing by the Administrator or Administrator's Assistance and put into the Class register folder. If there is no response, then the Administrator will contact the other emergency contact names on the child's contact file. In the event of still not being able to confirm where the child is we will endeavour to make a home visit.

Where the register shows 10 separate late after registration marks or unauthorised absences over a 10 week period, the parents/ carers will be given a letter warning that a Penalty Notice will be issued if there are any further unauthorised absences in the rest of the academic year. (Appendix 1)

Any concerns about attendance or punctuality will be referred to the Head Teacher who will, if necessary, contact parents/carers to try to resolve any issues. If these issues cannot be resolved and there is further unauthorised absence the matter may be referred to our Family Support Worker. If there is no improvement in attendance the Head Teacher will call the parents to a meeting in school and set targets. If there is still no improvement, we will refer the matter to the LA who may start a legal process.

### **Missing from Education**

Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life, (in line with statutory guidance). In order to protect our children from these risks we have in place the 'Missing from Education Procedures.' Where concerns arise about a missing child, and after the school has followed the procedures set out above in the attendance policy, the following steps should be taken from our Missing from Education procedure Appendix 2

### **THE LAW**

The law says that:

- Parents of children of compulsory school age are required to ensure that their children receive suitable full time education;
- That Local Authorities must ensure that parents fulfil their legal obligations regarding their children's education;
- Gloucestershire Penalty Notice protocol allows schools to notify the LA of any pupil having more than 5 days (10 sessions) of unauthorised absence in a ten week period particularly when this absence is on account of:
  - (a) Lateness after registration;
  - (b) Term time holidays without permission

In these instances the LA will consider issuing a fixed penalty notice after only one warning has been issued by the school.

Unauthorised absence may lead to the LA taking full court action if attendance issues cannot be resolved.

### **STRATEGIES**

To support our attendance policy we:

- Will treat attendance as a priority
- Promote good attendance at every opportunity –by publishing attendance figures in newsletters and on notice boards etc...
- Always use first day telephone contact
- Set attendance targets for the school
- Keep parents/carers informed of their child's attendance level
- Make good use of attendance data by specific analysis
- Notify Governors annually of attendance levels
- Liaise fully with the Education, Entitlement & Inclusion Team when necessary
- Provide a safe, happy, stimulating environment for children where they feel valued and welcomed and that their presence in school is important

### **SUCCESS CRITERIA**

- We are meeting or exceeding our attendance targets
- Our attendance is in line with, or exceeds that of local comparator schools
- We have positive feedback from outside agencies such as Ofsted
- Everybody is clear about what to do if a child is absent from school

### **Reference Material**

- Gloucestershire County Council 'Advice on School Attendance'
  - Gloucestershire County Council 'The Penalty Notice Code of Conduct'
- (G Drive/Primary Attendance)

## Appendix 1

### Warning Letter Template

Dear,

#### **The Education (Penalty Notices) (England) Regulations 2007 Warning of Penalty Notice**

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Practice the Local Authority can issue Penalty Notices to parents or carers where a child has missed 10 or more sessions over the previous 10 weeks without permission from the school.

\*\*\*\*\* has been absent from school for ten or more sessions in the previous ten weeks without prior authorisation or an acceptable reason being given to the Head Teacher (please note there are normally two sessions in each school day). This absence has therefore been recorded as unauthorised in the school register.

**I need to inform you that the level of \*\*\*\*\*'s unauthorised absence places you at risk of a Penalty Notice and / or Court Action by the Local Authority.**

Providing there are no further unauthorised absences within the next 15 school days of the receipt of this letter a Penalty Notice will not be issued on this occasion.

I must draw your attention to the fact that should \*\*\*\*\* have more unauthorised absences within the rest of the academic year, you may receive a Penalty Notice without further warning.

Yours sincerely,

## **King's Stanley Primary School**

### **Children missing from Education Procedure**

#### **Notifications and Actions**

##### **Day one**

Where concerns arise about a missing child, after the school has followed the procedures set out in the attendance policy, the following steps should be taken.

##### **Step one:**

- Contact the local police station (24 hour response);
- Any suspicion/evidence of crime must be clearly stated;
- The circumstances and all available information regarding the child and family will be required.

##### **Step two:**

- The missing person report will be risk assessed and the local police response team will carry out immediate actions;
- The investigation will be progressed by the police response team, in conjunction with either the local Missing Persons Unit and/or the CID.

##### **Step three:**

- The missing person report will generate a notification to the police;
- The police will work with, and refer information to, the LA children's social care;
- LA children's social care, who must be contacted as soon as possible in these circumstances, will also liaise with the relevant bodies in order to identify, and act upon, any suspicion of child abuse or child related crime.

##### **Step four:**

The school should work in collaboration with Children's social care and the police and a safeguarding education representative should participate in any strategy discussions, s47 enquiries and Child Protection Conferences which may arise.

##### **Reasonable enquiry:**

If the judgement reached on day one is that there is no reason to believe that the child is suffering, or likely to suffer, significant harm, then the school may

delay making a referral. The process of 'reasonable enquiry' has not been identified in regulations, however this includes school staff checking with all members of staff whom the child may have had contact with, and with the pupil's friends and their parents, siblings and known relatives at this school and others.

School staff should also make telephone calls to any numbers held on record or identified, sending a letter to the last known address, home visits by some school based staff and consultation with local authority staff.

#### **Days two to twenty-eight**

If the above response was unsuccessful, the school should contact their local authority CME Officer. The local authority should make enquiries by visiting the child's home and asking for information from the family's neighbours and their local community - as appropriate.

The LA CME team should also check databases within the local authority, use agreed protocols to check local databases, e.g. LA housing, health and the police; check with agencies known to be involved with the family, with the local authority the child moved from originally, and with any local authority to which the child may have moved.

The child's circumstances and vulnerability should be reviewed and reassessed regularly jointly by the school's nominated safeguarding advisor and the CME Officer in consultation with children's social care and the police as appropriate.

#### **Child missing from school for more than four weeks**

Where a pupil is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

#### **Transfer of information when a pupil changes school**

[The Education \(Pupil Information\) \(England\) Regulations 2000 \(SI 2000/297\)](#) (as amended by SI 2001/1212 and SI 2002/1680) governs the transfer of information between schools.

- Regulation 10(3) states that 'The head teacher of the pupil's old school shall send the information within fifteen school days of the pupil's ceasing to be registered at the school'.

*However:*

- Regulation 10 (4) states that 'This regulation does not apply where it is not reasonably practicable for the head teacher of the old school to ascertain the pupil's new school or where the pupil was registered at his old school for less than four weeks'.

If the CME team or any other agency becomes aware the child has moved to another school the service should ensure all relevant agencies are informed so that arrangements can be made to forward records from the previous school.