

Jubilee Park Academy



reaching and believing

Attendance Policy

October 2016

Policy will be reviewed: October 2017.

Signed by Chair of Governors: _____

Date: _____

PRINCIPLES:

Good attendance and punctuality are vital for success at Jubilee Park and to establish positive life habits necessary for future success. They also minimise the risks of pupils conducting anti-social behaviour or becoming victims or perpetrators of crime or abuse. Regular attendance encourages children to build friendships and develop social groups, working together as a whole team, sharing ideas and developing on life skills. Children's social skills are similarly enhanced by regular attendance. Non-attendees will also inevitably not only miss out on essential learning but also other social events taking place such as school plays.

The school has a positive and proactive ethos that places high value on attendance and punctuality. In addition, it values its partnership with parents/carers to promote good attendance and advocates close working with all local schools/academies. It is these partnerships that aim to provide a cohesive approach to tackling attendance within **Jubilee Park** ensuring that every child matters.

AIMS:

- To share the responsibility for promoting school attendance amongst everyone at **Jubilee Park** and the broader school community;
- To develop and implement an effective attendance policy that touches all aspects of a school's life, and relates directly to the school's values, ethos and curriculum – staff at **Jubilee Park** particularly strive:
 - i. To encourage all pupils to reach their true potential and eventually become independent learners who value learning with and from others, i.e. have a positive attitude to life-long learning;*
 - ii. To value application, perseverance, initiative and independence of thought and action, as well as co-operative endeavours.*
- This attendance policy and its implementation should encourage some pupils to attend school more regularly by the implementation of specific measures, e.g.
 - i. Registering pupils accurately and efficiently*
 - ii. Setting attendance targets for individual pupils, the school and specific year groups (where applicable)*
 - iii. Contacting parents the same day when reasons for absence are unknown or unauthorised;*
 - iv. At least weekly monitoring pupil attendance and punctuality*
 - v. Regularly reporting school attendance statistics to parents, LA and DFE as appropriate.*
- To monitor and evaluate this policy and its implementation by, amongst other means, rigorously collecting and analysing data about attendance to check our progress against measurable outcomes, e.g. National and LA-level.

ATTENDANCE AND THE LAW:

It is a legal obligation of all parents/guardians/carers to ensure their child attends regularly, by law all children of compulsory school age must get a proper full time education.

The 1996 Education Act states:

“The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable —

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have, either by regular attendance at school or otherwise“

SECTION 1 - ROLES & RESPONSIBILITIES

PARENTS

All children of compulsory school age (5-16) should receive suitable education, either by regular attendance at school or otherwise. If a child is registered at school, parents have the legal responsibility for ensuring that their child attends regularly. They should also ensure that they are fully aware of the schools attendance policy and adhere to it. **In addition to statutory obligations, parents are encouraged to sign the Home-School Agreement.**

THE PARENTS' RESPONSIBILITIES

To help fulfil parents' important role in their child's education, and to be as informed as possible in any communications or discussions with teachers, parents are requested and encouraged, to the extent feasible:

- To ensure their child attends school regularly and punctually.
- To notify the School if their child cannot attend for any reason – this is for the child's security as well as administrative reasons.
- To work with the School and Attendance Officer to resolve/alleviate any attendance problems or protracted absence.
- To attend meetings as required in relation of their child's attendance.
- To ensure they obtain an authorised 'leave of absence' for their child for all term time holiday requests and attend the follow up meeting with the school and Governor for Attendance in all instances.
- *All parents to sign, as a statement of commitment to the school, an Early Years Attendance Agreement at the child's point of entry to the school.*

To discharge their agreed responsibilities parents should always:

- *Encourage good attendance making sure that their child goes to school regularly and arrives on time.*
- *Take an interest in their child's schoolwork.*
- *Make sure their child understands that the parents do not approve of absence from school*
- *Support the school in its efforts to control inappropriate behaviour*
- *Inform the school on the first day of non-attendance*
- *Co-operate with the school staff to make sure their child overcomes his or her attendance problems and gets a proper education*

- *Discuss planned absences with the school and apply for permission well in advance. Parents should **not** normally:*

- i. Expect the school to agree to shopping trips during school hours*

- ii. Take their own family holidays outside of the school holidays*

- iii. Take their own family holidays during test time*

- iv. Expect the school to agree to their child missing for any family holidays, or submit two leave of absence requests in any one school year.*

PUPILS

- i. Pupils are actively encouraged to **attend school regularly and to arrive punctually** at school and at the start of lessons after break.

- ii. Pupils should inform staff if there is a problem that may lead to their absence, e.g. bullying, racism, etc.

- iii. Pupils should use their best endeavours to pass on absence notes from parents to their class teacher and to pass school correspondence to their parents.

- iv. Pupils must be encouraged to understand the importance of attending school and know that it is compulsory to attend school regularly.

- v. Pupils should all understand that only 'real' illnesses could be a reason for authorised absences.

- vi. Understand, contribute and adhere to the school's Attendance Policy.

ATTENDANCE IMPROVEMENT CONSULTANT

The **Attendance Improvement Consultant** works collaboratively across school settings to implement the common policy and procedures. Early warning of attendance problems should be referred directly to the **Attendance Improvement Consultant** following the **three** points of school contact with parents/ carers. Legal action will be a last resort and will only ensue following advice and preventative action from the **Attendance Improvement Consultant** in conjunction with the school.

Following referral to the **Attendance Improvement Consultant**, a decision will be made in relation to possible course of action depending on the circumstances and family.

- **Parent Contract** – If a pupil fails to attend school regularly, normally the school may consider whether it would be appropriate to offer a **parenting contract** to the parent/carer as a means to formalise support in putting together an action plan to address school attendance problems. The purpose of this contracting process is to improve the pupil's attendance at school and to address any underlying issues such as the pupil's behaviour, or other reasons behind non- attendance. Contracts are also a useful tool in developing a productive relationship with parents to address these issues.

- **Home Visit** – a visit to the family by the **Attendance Improvement Consultant** to discuss issues surrounding non-attendance and/or lateness in an attempt to solve the problem. This discussion will also involve advice to

parents around the legal obligations of parents to ensure good school attendance and possible consequences for non-compliance.

- **Prosecution** may be considered for further periods of poor attendance (again for reasons stated above) All referrals to the Local Authority will be made via the **Attendance Improvement Consultant**.
- **15-Day Notifications** – to improve attendance, to be issued directly from academy settings. *These will be under the guidance of the Attendance Consultant as required.*

The Attendance Improvement Consultant will support the School Attendance Lead with referrals to and with liaising directly with Education Welfare in relation to any legal action cases.

The **Attendance Improvement Consultant** will be responsible for the attendance, in conjunction with the school leads, of all the pupils in the settings.

The **Attendance Improvement Consultant** will work with the leads to check school registers regularly (at least twice every half term) to ensure that they are being completed in accordance with the schools/ policy and to identify any patterns of absence, which have not already been notified. The **Attendance Improvement Consultant** promptly follows up incidents where the School Attendance Officer and/or SLT have identified a possible attendance problem (pupils whose attendance is 93% or less even after school intervention)

The **Attendance Improvement Consultant** works closely with the school and also the families to resolve attendance issues, arranging home visits where necessary. The key to success is an effective working relationship between our school and the learning community:

Ensuring shared policies and operational practices between the **Attendance Improvement Consultant** and our school (see below)

- *Clearly defined roles of school staff and the **Attendance Improvement Consultant**.*
- *How much time the **Attendance Improvement Consultant** will devote to the school.*
- *Clear lines and methods of communication and contact established at the outset.*
- *The expectation of the quality of **Attendance Improvement Consultant** service.*
- *Arrangements for referral, regular review, monitoring and evaluation in place.*
- *Effective procedures for resolving enquiries.*

The **Attendance Improvement Consultant** will work with the attendance lead to monitor school attendance and to help parents meet their responsibilities.

THE EDUCATION WELFARE OFFICER

LAs are responsible, by law, for making sure that registered pupils of compulsory school age attend their school regularly. The **EWO** will work with the school Attendance Lead, and Attendance Improvement Consultant, to monitor school attendance and to help parents meet their responsibilities.

Possible Legal Action Routes include:

- **School Attendance Orders**– these enforce the parents' responsibility for ensuring that children of compulsory school age receive suitable education and to ensure that the parent takes responsibility for making sure that their child attends regularly;
- **Parenting Orders (as a result of court action)** - a legal requirement for a parent to undertake specific measures in order to improve the situation.
- **Education Supervision Orders (as a result of court action)** - this means that the court appoints a supervisor to help and give advice to the Parents and the child.
- Request from Local Authority for the parents/careers to be issued with a **Fixed Penalty Notice** (initial £60 fine for each adult per child, this will increase to £120 if not paid within 21 days) this will be issued where irregular attendance includes unauthorised leave of absence.

THE GOVERNING BODY

The Governing Body is legally responsible for many aspects of school management including the attendance register and so it is registered with the Data Protection Registrar under the Data Protection Act 1998. However, the Head teacher manages the day-to-day running of the school and in so doing takes responsibility for the day-to-day implementation of this policy.

To discharge their agreed responsibilities, it is suggested that Governors should:

- Meet to discuss whole school attendance termly.*
- Be kept updated on all attendance related issues and monitor termly School Attendance Data (Local Authority Data) and external RAISE Data.*
- Ensure that a designated governor is able to assist with attendance reviews/parent contracts and meetings where required. **The named school Governor for Attendance is Derek Rowley.***
- Decide clearly on the policy towards poor attendance for non-compulsory school age children (nursery) – e.g. removal from roll at an agreed point (following intervention and a further decrease in attendance levels)*
- Monitor the school's annual attendance target (if applicable – but is not statutory) and its progress towards this on termly basis. This may focus on the reduction of PA if applicable.*
- Provide training for all Attendance Leads on at least a termly basis. (The SLA will provide a termly training programme for all schools)*

THE HEADTEACHER

The Head teacher may delegate his/her duties to an Attendance Officer or Lead in school.

The Head teacher is required to inform the **Attendance Improvement Consultant** if a pupil fails to attend regularly or has been absent for a continuous period of **three days** and the absence is treated as unauthorised (***in addition where deemed appropriate a 'Safe and well Check' can be arranged.***).

Head teachers can, of course, notify the **Attendance Improvement Consultant** earlier if there are areas of concern, however normally the school itself will have made and recorded efforts to address the non-attendance through the three points of contact prior to any **Attendance Improvement Consultant** intervention:

- Action by the class teacher as part of their day-to-day duties.
- Action by the **Attendance Officer** as part of their day-to-day duties.
- Involvement of others within the school, e.g. Head teacher or Deputy Head.
- Contact with parents and parent/ child interviews.
- Records of invites to meetings etc.

Referral to the **Attendance Improvement Consultant** would normally take place if:

- A pattern of irregular attendance or lateness is either continuing or worsening.
- Parents do not accept their responsibilities for ensuring the child attends school, and are refusing to discuss ways of improving attendance with the school.
- Condoned, unjustified absence is increasingly a problem.
- The parents ask for excessive authorised absence.
- **Pupil overall attendance remains at 90% or less.**

The Head teacher is also required to maintain **two** registers:

- An admission register (known as the school roll) which contains a list of all pupils at the school.
- An attendance register for all pupils of compulsory school age on the admission register. This must be taken **twice** a day, once at the start of the morning session and once during the afternoon session. Similarly, the school keeps a register of pupils present on the school site during lunchtime, which is needed in the event of an emergency to show which pupils need to be accounted for.

The Head teacher ensures that a clear policy on attendance is in place, which is known to staff, pupils and parents. The positive link with parents can be strengthened if the arrangements for notifying absence and the contents of the school's policy towards absence (authorised and unauthorised) is regularly publicised. Each term, the school is required to submit to the details of the level of absence within the school via the school census.

CLASS TEACHER

Class teachers must enforce this policy strictly. If a pupil is absent without explanation when the register is called and electronically submitted, the school will contact the parents the same day wherever possible. The absence will also be followed up (if no contact has been made) with the parent to ensure that a written note or verbal acceptable explanation is received explaining the absence. **Where no reply is received this will be recorded as unauthorised. Attendance Leads/ School Officers will complete attendance coding for all pupils on a weekly basis.**

When a pupil is missing from class for no apparent reason, the class teacher will immediately inform the school office so that the pupil's absence can be further investigated. Class teachers can also contribute to the reduction of

unauthorised absence by delivering interesting and engaging lessons and insisting on punctuality for themselves, colleagues and pupils.

The attendance register at this school will open daily at 08.40 and close at 08.50 in morning registration session and at 13.00 and 13.05 respectively in the afternoon. Class teachers should ensure that the register is completed promptly and accurately during these times and immediately submitted to the Attendance Lead.

School staff will all receive regular training in relation to the Attendance Policy, Protocol and Guidelines.

PARENT SUPPORT ADVISERS

The relationships that Parent Support Advisers (PSAs) have with parents, school colleagues and partners from other children's services contribute to the range of benefits that improve learning opportunities for pupils and their families.

The PSA will work with the school in engaging harder-to-reach families, both in supporting their children to participate in curriculum and out of school activities and their parents in taking a more active interest in school life.

The PSA will focus on early intervention with families and children to help prevent issues from escalating into crises and attempt to reduce the barriers that may exist in relation to attendance.

POLICE

Under the Crime and Disorder Act 1998 the police have powers to remove truants found in public places and to return them either to their schools or a place designated by the LA.

SECTION 2 - INITIATIVES TO IMPROVE ATTENDANCE RATES.

There are many reasons why pupils miss school without permission as such; there is no one solution to the problem of absenteeism - for example setting reward schemes, such as certificates, extra-curricular activities and prizes. Wherever possible the school works to support and implement attendance initiatives which:

- Help children develop the habit of regular attendance including through providing a number of regular initiatives.
- Show parents clearly that unjustified absence will be recorded and challenged.
- Visit all absentees, regardless of attendance levels.
- Minimise problems in KS1 by helping pupil's transition from the Foundation Stage and when pupils transfer from KS 2 to KS 3.

The school has considered initiatives that are most appropriate and always takes into account a pupil's individual circumstances, e.g. setting reward schemes such as certificates, for 100% attendance or effort to attend. Other helpful initiatives include:

- Implementing first day contact with parents of children who are absent from school without prior knowledge. It is hoped that this sends a clear signal to pupils and parents that absence is a matter of concern and will be followed up.

- Encouraging regular attendance checks, scheduled or unscheduled, which are effective particularly when pupils are not with the class teacher.
- Regular half termly register sweeps for pupils below 95% and follow up with the support of the **Attendance Improvement Consultant**.
- Having a member of the admin staff responsible for first day contact and the Head Teacher/ SLT responsible for attendance overall.
- Interviews for target families following half termly sweep and a further period of monitoring to ensure attendance improves.
- Parent contracting system.
- Class attendance displays (raising the profile of attendance in class).
- A weekly raffle for 100% attendance each week for pupils.
- A weekly Attendance Assembly (raising the profile of Attendance throughout school).
- 100% attendance certificates at the end of each term for pupils who have full attendance for that term.
- A Breakfast and After School Club provision for our pupils.
- The issue of half termly attendance reports to all parents so that they can actively monitor their own child's attendance.
- An Early Years Foundation Stage Attendance Agreement for Nursery pupils where the school reserves the right to remove any child from roll - should attendance continue to be an issue following intervention.
- The employment of a Learning Mentor. The Learning Mentor is a paid, school-based employee who helps to identify and support pupils by early intervention, and by helping them overcome problems inside and outside of school, leaving teachers more free time to teach.

The role of the Mentor includes:

- i. Working with the key stage managers to smooth the transition from pre-school to school and from KS 1 to KS 2/ KS3.
- ii. Contributing to the pupil attitude and self-esteem assessment of pupils entering or returning to school.
- iii. Drawing up and implementing action plans for children needing extra support.
- iv. Keeping in regular contact with families and carers of children needing support and encouraging families to be involved in children's learning.
- v. Working with the SENCo to act as a point of contact for specialist support and building up knowledge of support services available to children related to behaviour.
- vi. Implementing a 'buddy mentoring system' for pupils to promote inclusion and readiness to learn.

Store accessible pupil profiles containing a full range of information from both the existing electronic attendance system and the school management system. This school management system:

- i. *Is accessible to all staff with specific access rights for the SLT and Attendance Officer.*
- ii. *Enables staff to have access to a complete pupil profile in reviewing non-academic achievements as well as pupil's academic performance.*
- iii. *Enables staff to interrogate data and produce detailed ICT generated management information and attendance reports.*

The Head teacher will also make a concerted effort to encourage a good working relationship with parents by regularly publicising the arrangements for notifying absence (on an annual basis) and also the school's policy towards authorised absence in the school prospectus and regular communications to stakeholders.

SECTION 3 - KEEPING THE REGISTER AND TYPES OF ABSENCE.

Registers should be treated as legal documents – indeed they may be used as evidence in court cases. For this reason they should be retained **for a minimum of three years**. For each pupil, the register must be marked either as present or absent. If the pupil is absent, the register must clearly differentiate between whether the absence is authorised or unauthorised by the school.

Understanding Types of Absence

Authorised Absence

Authorised absence is absence with permission from the Head Teacher or other authorised representative of the school - this includes instances of absences for which a satisfactory explanation has been provided, e.g. ill health. Parents reporting absence should give the reason and date of return for the child. If this is unknown, regular contact on a daily basis should be kept with the School Attendance Officer/Lead. For periods of extended absence, the school WILL seek the advice of the school nurse and PHE (Public Health England) and will only authorise the number of days that have been advised by the bodies for the illness and infectious disease.

NB- Reporting an absence does not guarantee authorisation. Authorisation will be considered in relation to the reason and the child's past attendance record is taken into consideration. Medical appointment cards and hospital letters WILL be required for all appointments, in order that an authorisation can be made. No absence below 90% will be authorised unless in extenuating circumstances.

Please note – Absences for Head lice will not be authorised.

Authorised absences are equivalent to 'present' for performance table purposes. Even when pupils are engaged in an Approved Educational Activity off-site must not be marked as present, as good Health and Safety practice requires that the school needs to know who is on the premises in the case of a fire drill or a real emergency. In the case of a pupil leaving school during a session and/or returning later, care must be taken to maintain the accuracy of who is known to be on site in the case of an emergency - for this reason an effective signing in and out system these purposes should also be maintained.

Jubilee Park may authorise absence in the following circumstances: -

- Personal illness (excessive or extended absences **will require medical evidence**).

- Medical appointment (copy of appointment card to be seen and retained).
- Family bereavement.
- Conditions rendering attendance impossible or hazardous to child's health and safety.
- Religious observance, necessitating absence from school (limitations apply).
- Involvement in a public performance.
- Approved sporting activity.

Unauthorised Absence

Unauthorised absence is absence without permission from a teacher or other authorised representative of the school - this includes all unexplained or unjustified absences.

NB – Please note that NO absences are authorised by the Head teacher unless the pupil's past attendance record is taken into consideration.

All registers must allow for the original entry and any subsequent correction to be clearly distinguishable and that, on retrieval, they appear in chronological order.

Jubilee Park will **not** authorise absence in the following circumstances: -

- No explanation is offered by the parent/carer.
- The explanation offered is unsatisfactory (e.g. shopping, minding the house etc.).
- Leave of absences (which have been taken without the school's prior consent or knowledge, and/or are in excess of the time agreed by the school)
- Lateness when the child arrives after the register has closed (20 minutes after school starts).
- Special occasions, birthdays (when the school does not agree that leave should be given).
- Looking after siblings.
- Head lice.
- Family holidays in term time.

Jubilee Park has the duty to consider the use of legal action in terms of court action to address incidences of poor attendance.

Persistent Absenteeism (PA)

The DfE defines persistent absentees as school-age pupils missing more than **10%** of sessions in a school year. The current persistent absence (PA) threshold means a pupil has to be absent from school for around **19 days or more to meet the classification**, running the risk of pupils with potentially troubling absence below this level not being systematically identified. The threshold for Persistent Absence was reduced **from 15% to 10%** (September 2015)

Jubilee Park will refer any individual child whose attendance is 90% or below to the **Education Welfare Service** at which point legal proceedings could follow. A variation may be considered on an individual school basis depending on numbers of PAs in the school and school overall attendance levels.

All PAs are tracked on a half termly basis by the school Attendance Lead and SLT. Decisive action is taken at an individual pupil, cohort, departmental and whole-school level where identified. The school uses Attendance action plans to address attendance issues in this case. PA levels are reported to the Governing Body on a termly basis.

Punctuality and Lateness

The school actively discourages late arrival by staff setting a good example and by challenging it whenever it occurs. Normal register entries do not usually indicate the severity or degree of lateness and the school therefore has systems to detect patterns of late arrival. Frequent lateness of pupils can provide grounds for prosecution of parents. The school allows the register to be kept open for up to **10** minutes from the beginning of registration, however all class teachers must ensure that registers are completed electronically by 8.50am in the morning and by 1:05pm in the afternoon respectively. The school completes a punctuality trawl each half term and targets families who are at risk. The school will then implement the 'wake up or make up' initiative (see appendix 1). A monitoring period will then follow and if lateness does not improve, then a referral to the **Education Welfare Service** will be made.

Lateness is often an indication of more serious problems, but can also be the result of poor time management. 2 minutes every day over 2 weeks equates to 20 minutes of missed opportunities for learning:

- The school day starts at 08.50.
- If pupils are late after the register has closed; parents will be asked to sign pupils into the late book.
- All late pupils are marked appropriately using code "L" if the child is late before the register closes, "U" after the close of register.
- If children are persistently late the designated Attendance Officer/Lead attached to this school, in collaboration with the SLT and Attendance Improvement Consultant, operate the 'wake up or make up' initiative.
- The school will send out letters to parents whose children are late on more than 3 occasions and will request meetings where further declines are noted.
- **Refer to the Welfare Service after 10 lates are recorded.**
- Work with the **Attendance Improvement Officer** to undertake parent interviews and contracts where required.

Holidays in Term Time

The law gives **no entitlement** to parents to take their child on holiday during term time. Any application for leave must now only be in **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances are exceptional and warrant the granting of leave. Head teachers are **not** expected to class any term time holiday as exceptional, indeed parents can now be fined by the Local Authority for taking their child on holiday during term time without consent from school.

The Governing Body of the school supports this and will only authorise holidays in:

- *Exceptional /special circumstances (examples listed below).*
- *If the child's attendance is at 95% or above at the time of request for the academic year.*

AND if parents have...

- ***Attended the holiday meeting (in advance of the absence) with the designated School Staff and Governing Body Representative.***

Special reasons or exceptional circumstances the Governors may agree to:

- A visit to a relative with a terminal illness in a different country.
- The death of a person close to the family (in or out of the country).
- Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
- Holidays for fostering or adoption purposes.
- Religious observance (In this instance the School Extended Holiday Policy will be activated).
- To attend a wedding of a person close to the family.
- Service personnel returning from a tour of duty abroad, where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.

Where there are exceptional and unforeseen circumstances that fall outside the above, the Head teacher agrees to consult with the LA and/or Governing Body prior to any authorisation being given to the family.

If a request meets the above exceptional circumstances but falls within the following times, the Head teacher must be convinced that absence from school is the **only** option:

- *The first half term of any academic year (applies to all pupils).*
- *Year six-transition day (for pupils in year six).*
- *Year six SATs week (for pupils in year six).*
- *Year nine options time (for pupils in year nine).*
- *At any time during years 10 and 11 (for all pupils in these year groups).*
- *GCSE examination time.*
- *At any time specified by the school (this will be communicated to parents by each school).*

The school will not agree or consider the following holiday requests:

- *If an application is made because it is a cheap holiday and the booking has been made in advance anyway.*
- *If the application is based on the ability to have a desired accommodation.*
- *Poor weather experienced in school holiday periods.*
- *There is an overlap with the beginning or end of term.*
- *Another sibling from a secondary school has time off school and the school holidays do not coincide.*

- *A special treat for a child.*
- *Where a parent has inflexible patterns in their career that do not coincide with the school holidays.*

**** As a school we will also take into consideration the following when deciding on the authorisation of your request.**

- There must be only one request for the academic year. If one holiday has been taken we will not authorise another.
- The ability of the child to catch up with the work they will miss.
- The ability of the child.
- The child's current attendance levels (The school will not consider any request below 95%).

The above are **not definitive** lists but merely to be deemed as a guideline to work to and are now the basis of our school policy.

All children of compulsory school age (5 to 16) should receive a suitable education by regular attendance at school. If a child is registered at school, parents have the primary legal responsibility for ensuring that the child attends regularly. Prosecutions, fixed penalty notices and other sanctions may be imposed for the minority of parents (see below) who are simply unwilling to engage voluntarily with the school and/or Local Authority to address their children's attendance issues – **this includes unauthorised holidays.**

Should parents still decide to take their child/ren out of school during term time, then the absence will be recorded as "unauthorised." In line with legislation and our academy attendance policy we, as a school, may refer unauthorised leave of absence to the Attendance & Prosecution Service. Such a referral may lead to a Fixed Penalty Notice being issued.

*Government legislation (2013) also allows schools to take into consideration **any holidays taken in previous academic years**, which can now be included as evidence towards fixed penalty notices issued by the local authority.*

All requests must be made via a Leave of Absence Form, which is available from the school office.

Pupils Present at Registration (SIMS Electronic Registration).

The school uses the SIMS Electronic registration system, which must be marked directly onto the computer.

/ - Is entered to show the pupil is present in the morning session

\ - Is entered to show the pupil is present in the afternoon session

N - is entered to show the pupil is absent

If the pupil arrives late, this is recorded in the signing in register in the reception area by the parent and will be added directly to the electronic system by Attendance Officer/Lead if the time is close to register close. Pupils who are helping with events on-site should still personally report to their class teacher on arrival (if at all possible) to be registered, no matter how brief their presence may be. However, it may not always be possible for pupils to go to registration, e.g. if a pupil is on site for a test then that pupil should be marked "present" as normal - the member of staff must personally be absolutely sure that the pupil is in attendance at the test.

NB - If a pupil does arrive late following register close, teachers should always send a member of the Learning Support Team in the instance that the pupil is not old enough to return to the office alone to check that they have been signed in or have been added to the electronic system to comply with current fire regulations.

Annotation for Absences

The SIMS attendance system records absence with N for no reason yet supplied. The official register is printed for monitoring by the Head teacher and Attendance Officer on a Friday where the appropriate attendance code is then applied.

Codes used for unauthorised absence:

Late after register close (9.20am or 1.20pm) = U

Unauthorised circumstances = O

Codes used for authorised absence:

Present = / (AM)

Present = \ (PM)

Educated off site (incl. hospitalisation) = B

Other authorised circumstances = C

Dual registration = D

Excluded = E

Extended Family Holiday (agreed) = F

Annual Family Holiday (not agreed) = G

Annual Family Holidays (agreed) = H

Illness = I

Interview = J

Late before register close = L

Medical/Dental = M

No reason yet provided for absence = N

Unauthorised absence = O

Approved Sporting Activity = P

Religious Observance = R

Study Leave = S

Traveller Absence = T

Late after register close = U

Educational Visit = V

Work Experience = W

Only staff should attend = X

Enforced closure = Y

Attendance not required =!

The Attendance Officer/Lead into the computerised SIMS Attendance System records all these codes and the criteria of authorised absence.

Temporary School Closures

Where a school has to close due to severe weather conditions, fire or other structural damage or for in-service training, no attendance registers are needed. This will be coded appropriately. The school will liaise with local settings to ensure commonality in closure – this will be Summerhill Primary.

Deleting Pupils from the Admissions Register

There are strict rules on when schools can delete pupils from their admissions register. Where a school has decided to remove a pupil from their admission roll for any reason, they should notify the **Attendance Improvement Consultant** for advice. If a pupil is to be removed from the admissions register because the child is moving to another area or school, staff should first find out the **name and address of the new school and when the pupil will start**, confirming this information with the receiving school. School staff should be concerned:

- *If the parents do not name the receiving school.*
- *If a pupil has 'disappeared' from the area without explanation.*
- *If a pupil has not returned to school within ten school days of the agreed return date after a family holiday in term-time.*

If schools are concerned they should alert the Area Child Protection Representative (as named in the school's Child Protection Policy) without delay. Children's Services may then become involved and will decide whether to alert who may in turn involve the police. If, however, schools have good reason to believe that a crime may have been committed, they should contact the police directly.

When a family returns to their country of origin for a long period of time, the school will work with the **Attendance Improvement Consultant** to draw up an Extended Holiday Contract, stating the agreed date of return. Should the pupil not return at the agreed date, and then the child will be taken off roll as agreed by the school, parents and **Attendance Improvement Consultant** (*who will liaise with the LA if required on behalf of the school*)

Attendance Registers – Security

The school keeps the attendance registers secure on the school network and paper records relating to monitoring when not in use and are located in the School Office.

SECTION 4 - MONITORING, EVALUATION AND REVIEW

The School will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school and staff, pupils and parents should be reminded regularly of its contents. Effective monitoring/evaluation of the attendance policy and guidelines are dependent upon the maintenance of accurate and up-to-date records. The criteria by which the monitoring and evaluation of the provision is undertaken are described below:

PARENTS:

- 1) The degree to which the pupils and parents have been consulted during the formation and implementation of relevant policies; **(including an annual update to parents in the form of a summary).**
- 2) Any pertinent feedback from parents.
- 3) Regular updating of the information pack for parents (prospectus).
- 4) The amount of data and information given to parents regarding the attendance rates of their children (annually in the end of year report or as requested).
- 5) The school will make available **half-termly** attendance reports to **ALL** parents in order that they can begin to actively monitor their own child's attendance. The school sets challenging targets for overall attendance and expects all pupils to reach the target of 95%+ for each academic year. Children who fall below the agreed levels will be targeted by the school and **Attendance Improvement Officer**, where applicable, in order to provide support and a possible solution to the on-going absence.

If parents are at all worried about their child's attendance levels or wish to discuss any part of the school attendance policy further, they are encouraged to contact the school for an appointment.

Parents are also encouraged to offer their views on attendance when meeting with the Head teacher or class teacher at formal consultation evenings, informally on a day to day basis and in the school parent survey.

PUPILS:

- 6) The degree to which the social inclusion targets have been met - these include:
 - Pupil achievement, e.g. increase in attendance over time.
 - The numbers of fixed-period and/or permanent exclusions.
- 7) Any improvements in the support infrastructure for disruptive and disaffected pupils and those responsible for teaching them.
- 8) The number, frequency or extent of incidents of poor behaviour in school.
- 9) The rate of reintegration into mainstream education of pupils who have been out of school.
- 10) The number of reports of bullying.

11) Any pertinent feedback from pupils.

OUTSIDE AGENCIES & LA:

12) The instigation of effective links with behaviour support plans.

13) The effectiveness of a partnership approach, making full and appropriate use of the experience and expertise of all agencies with relevant skills, e.g. the Education Welfare and Educational Psychology Services, voluntary organisations and the private sector wherever appropriate.

BUDGET:

14) Any appropriate adjustments in budget allocation to reflect changing needs.

PLANNING:

15) The consideration of attendance issues in development planning. Planning should have a clear implementation strategy and statement of objectives and targets, together with performance indicators against which the effectiveness of provision can be measured.

16) Time allocated to planning for pupils with special needs related to attendance.

17) The effects on school ethos/atmosphere related to attendance and related policies.

STAFF/INSET:

18) Involvement by all staff in INSET courses relating to attendance issues as required.

19) School management involvement in attendance issues.

20) Any improvements in the support infrastructure for disruptive and disaffected pupils and those responsible for teaching them.

INDEPENDENT REPORTS:

21) Analysis and publication of OFSTED/RAISE/ LA reports.

Appendix 1

Wake Up or Make Up.

0 Late marks	Fantastic! Thank you for ensuring your child is in school every day on time. Your child will be rewarded at the end of the half term for their punctuality.
2 Late marks	A warning letter will be sent home letting you know that if your child has one more late mark they will be required to make up the time they have missed.
3 Late marks	Your child will be required to make up any missed time due to poor punctuality.
5 Late marks	You will receive a letter warning you that your child is already required to make up missed time and that if they receive another late mark you will be referred to the Attendance consultant.
6 or more marks	A referral will be made to our attendance consultant and if your child's punctuality does not improve you may be prosecuted. (Please note that your child will still be required to make up for any missed time they have accrued as a result of tardiness).

