



NETHERAVON ALL SAINTS C of E PRIMARY SCHOOL

High Street

Netheravon

Salisbury

Wiltshire

SP4 9PJ

Attendance Policy (Pupils)

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Signed:	File copy signed
Position:	Chair of Governors

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1. Aims

Netheravon All Saints C of E Primary School aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

3. School procedures

3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment

- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

Pupils must arrive in school by 0855 on each school day.

The register for the first session will be taken at 0855 and will be kept open until 0900. The register for the second session will be taken at 1300 and will be kept open until 1305.

3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – as soon as practically possible (see also section 6). This should be done by telephoning or emailing the office. Once their child has returned to school, parents should complete a Reason for Absence Form, available from the school office.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

Parents should complete an Absence Form in advance of the appointment and hand it to the office.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

3.4 Lateness and punctuality

A pupil who arrives late but before the register has closed will be marked as late, using the appropriate code.

A pupil who arrives after the register has closed will be marked as absent, using the appropriate code.

Attendance will be constantly monitored by the school, and it may be necessary to have meeting with parents where the child's attendance is cause for concern.

3.5 Following up absence

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

3.6 Reporting to parents

Parents will be informed of their child's attendance for the whole academic year in their child's end of year report which is published in July.

4. Authorised and unauthorised absence

4.1 Granting approval for term-time absence

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as:

- If a parent is service personnel and is returning from a tour of duty abroad or afloat where it is evidenced the individual will either be returning to a tour of duty abroad, are on full-time duties in their BASE location or they will not be in receipt of any leave in the near future that coincides with school holiday. The school will only authorise up to 5 school days (10 sessions) and following confirmation from the Commanding Officer and/or Welfare staff.
- 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.
- The death or terminal illness of a close relative, only if Headteacher is satisfied that the circumstances are truly exceptional;
- Out of school programmes such as music, arts or sport operating at a high standard of achievement. Documentary evidence of this event will be required.
- Religious observance – The Education Act 1996 S444(3) (c), states "on any day exclusively set apart for religious observance by the religious body to which his/her parent belongs";
- To attend a wedding or funeral of a very close relative if the Headteacher is satisfied that the circumstances are truly exceptional;

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request as well as attendance over the last three terms. A leave of absence is granted entirely at the headteacher's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

4.2 Legal sanctions

4.2 Penalty Notices

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the headteacher, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason
- Where overall attendance is less than 90% and the leave of absence has not been authorised by the school
- an absence has not been requested **at least 4 weeks** in advance and pupil has had a minimum of 10 sessions (5 school days) lost to unauthorised absence during the previous six months in the academic year.

4.3 Penalty Notices for Holidays

In accordance with guidance from Wiltshire Local Authority, holidays during SATS and other external exam periods will not be authorised by the school and a Penalty Notice may be issued.

In line with the amendments made to The Education Penalty Notices (England) Regulations 2007 please note the following:

* The amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 when paid within 28 days

* If the Penalty Notice is not paid within 28 days the local authority is then required to commence proceedings in the Magistrates' Court for the original offence of your child's poor school attendance

* Penalty Notices will be issued to each parent for each child named on the notification. In all cases this will be parent with whom the child lives

4.4 Educational Welfare Service

Local Authorities (LAs) are charged in law with enforcing attendance of pupils of compulsory school age. Educational Welfare Officers (EWOs) are employed to carry out these responsibilities. Our EWO is Mrs Tracy Satchell, who has a good knowledge of the schools and the catchment area.

It is our legal duty to report to the LA, continuous pupil absences of more than two weeks and on those pupils who fail to attend regularly, except where those absences are covered by a medical certificate. This is a minimal requirement and in order to fulfil its

responsibility, the LA uses the annual returns we send. The EWO is consulted where we are in any doubt as to whether an absence is justified or not.

We will also inform the appropriate body should we have any safeguarding concerns.

5. Strategies for promoting attendance

The school encourages good attendance by recognizing and rewarding individual attendance at the end of the year, class attendance each week and at the end of the term in the celebration collective worship.

The school works with parents to support regular attendance by communicating with parents and carers early about issues, acknowledging positive improvements and providing additional support should difficulties arise. There is a named senior member of staff who is responsible for monitoring attendance and punctuality regularly and will offer ideas and ways to support parents and carers to make improvements or overcome difficulties where possible.

Parents and carers are not always aware of how quickly the percentage of attendance can drop.

6. Attendance monitoring

6.1 Monitoring Attendance

The inclusion leader monitors pupil absence on a monthly basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

If a pupil's absence goes above 5 days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continue to rise, we will consider involving an education welfare officer.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

Each term the following data will be collected and analysed in order to assess performance and trends:

- whole school attendance rates;
- numbers and proportion of persistent absentee pupils;
- rates of unauthorised absence;
- attendance/absence rates for particular cohorts and groups (year groups, gender, ethnicity, SEN, etc)

The schools will keep accurate attendance records on file for a minimum period of three years.

7. Roles and responsibilities

7.1 The governing body

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

7.2 The headteacher

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to governors.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

7.3 The deputy head teacher and Inclusion Leader

The inclusion leader:

- Monitors attendance data at the school and individual pupil level
- Reports concerns about attendance to the headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the headteacher when to issue fixed-penalty notices

7.4 Class Teachers

Class teachers are responsible for recording attendance on a daily basis, Class teachers are responsible for monitoring attendance in their class on a daily basis, using the correct codes, and submitting this information to the school office. They will follow up absences in the appropriate way. If they have concerns about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the Inclusion Leader and/or Designated Safeguarding Lead or in their absence, the headteacher, who will contact the parents or guardian.

7.5 Office staff

Office staff are expected to take calls from parents about absence and record it on the school system. They assist the deputy head and inclusion leader in the administration of attendance.

All unexplained absences are investigated by the office staff on a daily basis. Unless a message explaining the absence has been received, the admin staff will attempt that day to make contact with the pupil's home via telephone or via our text service. A second request makes reference to the following guidance for parents

<https://www.gov.uk/school-attendance-absence/overview> making clear their responsibilities and possible consequences of unauthorised absence.

8. Monitoring arrangements

This policy will be reviewed every two years by the governing body. At every review, the policy will be shared with the governing board.

9. Links with other policies

This policy is linked to our child protection and safeguarding policy.

Attendance Monitoring

Attendance at 97% - Send Letter One



Attendance at 95% - Send Letter Two



Attendance at 93% - Send Letter Three, inviting parent(s) to attend a School Attendance Meeting (SAM).

- At the SAM inform parents that further absences will not be authorised without medical evidence. Ask the parents to sign a medical consent form if required.
- Set a monitoring period of three weeks and a SAM review date.



1. At the SAM review – if there have been no further absences, inform the parent(s) that attendance will continue to be monitored. Should attendance become a concern again, then an additional review meeting will be called.
2. If there have been further absences which are unauthorised, inform the parent(s) at the meeting (and record this in the minutes) a referral is to be made to the Education Welfare Service and the parents should expect to receive communication from the Education Welfare Officer.

Monitoring lateness



Should a pupil accumulate five L marks – send the lateness letter

Appendix 2 – Late Letter

Name and address of parent(s)

Date

Dear (name of parent(s))

Re: Child's name and DOB

I have noted during a recent attendance review that your child is showing a pattern of persistent lateness.

It is the duty of parents to ensure that children attend school regularly and on time. This encourages habits of good timekeeping and lessens any possible classroom disruption.

If there are any circumstances which the school may not be aware of which could influence (name of child) arriving at school on time, please do not hesitate to contact me.

Yours sincerely,

Mrs C Griffin-Felton

Appendix 3 – Letter 1

Name and address of parent(s)

Date

Dear (name of parent(s))

Re: Child's name and DOB

This letter is for your information so you do not need to take any action.

I would like to thank you for following the school procedure regarding your child's attendance. We understand that (name of child) has authorised absence recently and you called the school each day to keep us informed. I would like to let you know how this has affected (name of child's) attendance which is currently at (%). Please find enclosed a copy of (name of child) Registration Certificate.

Regular attendance is extremely important, as missing school can impact on learning. Also, I am sure you are aware, it is a legal requirement.

If (name of child) has a medical condition which could impact on attendance, please ensure the school is fully aware.

Please continue to work with the school. You are more than welcome to contact us to discuss any queries or concerns you may have.

Yours sincerely

Mrs C Griffin-Felton

Appendix 4 – Letter 2

Name and address of parent(s)

Date

Dear (name of parent(s))

Re: Child's name and DOB

I am writing to advise you that (name of child)'s attendance has fallen to 95% or below, thus I am becoming concerned that (name of child) is missing a significant part of their learning. I have enclosed a copy of (name of child)'s Registration Certificate which show an analysis of attendance, punctuality and whether the absence is authorised or unauthorised.

Regular attendance is extremely important, as missing school can impact on learning. Also, I am sure you are aware, it is a legal requirement.

I will continue to monitor (name of child)'s attendance and look forward to seeing an improvement. Should it fall further, I shall be inviting you to attend a School Attendance Meeting and the school will be requesting medical evidence for any further absences.

If there are any particular circumstances which the school may not be aware of which is to have an influence on (name of child)'s attending school regularly, please do not hesitate to contact me.

Please continue to work with the school. You are more than welcome to contact me to discuss any queries or concerns you may have.

Yours sincerely

Mrs C Griffin-Felton

Appendix 5 – Letter 3

Name and address of parent(s)

Date

Dear (name of parent(s))

Re: Child's name and DOB

I am writing to inform you that (name of child)'s attendance remains a cause for concern. I am aware that continued poor attendance is impacting on (name of child)'s progress and I would like to meet with you to discuss this matter further and implement a plan to improve (name of child)'s attendance.

A School Attendance Meeting is to be held on (day) (date) at (time) to which you are invited to attend. If the date or time is not convenient, please contact me to enable the meeting to be rescheduled. Please be aware this meeting will go ahead in your absence and you shall receive a copy of the minutes.

Medical evidence is now required for any further absences to be authorised with immediate effect. This may be in the form of an appointment card obtained from your GP, a signed compliment slip stating the date and time of the visit, or alternatively, you can sign a consent form to enable the school to contact your GP directly.

Should (name of child)'s attendance remain irregular, a referral may be made to the Education Welfare Officer. This may result in a Fixed Penalty Notice or Prosecution through the Magistrates Court under Section 444 of the Education Act 1996.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mrs C Griffin-Felton

Appendix 6 – Medical Consent Form

Medical Consent Form

Name:

Date of
birth:

Address:

General Practitioner/Consultant (please delete as appropriate)

Address:

Telephone Number: _____

I agree that my General Practitioner/Consultant may be approached in connection with the irregular attendance, at school, of my son/daughter, named above.

Signed: _____

Date: _____

Appendix 7 – Attendance Codes

The following codes are taken from the DfE's guidance on school attendance.

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 register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
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 (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day