

Attendance policy

Ferryhill Station Primary School



Approved by: Curriculum Committee

Date: September 2017

Last reviewed on: December 2020

Next review due by: December 2021

Ferryhill Station Primary School seeks to ensure that all its pupils receive an education which maximises opportunities to realise their true potential. The school will strive to provide a welcoming, caring environment whereby each member of the school community feels wanted and secure.

We believe that all students benefit from the education we provide and, therefore, from regular attendance. The aim of our attendance policy is to provide a consistent practice that encourages and facilitates the regular attendance of all pupils.

All school staff will work with pupils and their families to support parents in helping them to meet their legal duty: to ensure that their children attend school regularly and on time. A whole school attendance target of **96.3%** has been set for the **academic year 2021/22** and various measures will be put in place to help work towards this.

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

This policy has been reviewed and rewritten in line with the DFE 'School attendance Departmental advice for maintained schools, academies, independent schools and local authorities' (October 2014) and 'School attendance parental responsibility measures' (January 2015).

This policy is supported by our policies on safeguarding, bullying, behaviour and inclusive learning.

1. A clear procedure for finding out individual reasons for absence and lateness on a day-to-day basis.
2. Regular rewards for 100% and 98% attenders.
3. Challenge and referral routines for persistent absentees and regular lates.

1. Attendance and Attainment

We recognise that the relationship between attendance and achievement of our students is inextricably linked.

Regular school attendance is crucial to maximise pupil progress and enjoyment of learning and, for this reason, the school is dedicated to ensuring its attendance policy is adhered to.

We will ensure that:

- All students have an equal right, and access to, an education in accordance with the national curriculum, or agreed alternative.
- Students will not be deprived of their education opportunities by, either their own absence or lateness, or that of other students.
- Action is taken where necessary to secure an improvement in attendance.

2. The Law

You need to make sure your child attends school regularly and on time. Because parents are responsible for this duty in law, you will be **breaking the law** if you do not do this and there are no good reasons for missing school.

The School and Local Authority **want to help you if you have a problem**. If attendance does not get better or you do not accept help and support offered, the Council may issue you with a warning notice, Penalty Notice or ask you to attend an interview to ask you questions about whether you have broken the law.

If you go to court and are found guilty of an offence, you could be fined up to £1,000 for a less serious offence or up to £2,500 if the law breaking is more serious. **In very serious cases, the court may involve the probation service or consider up to 3 months in prison.**

3. Attendance Procedures

Doctors and dentists appointments should be made outside of school time. If this is not possible, your child should miss the minimum amount of school time necessary. If they are well enough to come back to school following the appointment, they must do so. The school will ask you to provide medical evidence to authorise the absence e.g. appointment card.

Periods of extended absence

If the school receives no satisfactory reason for any absence then an unauthorised absence will be recorded. Continued absenteeism and unauthorised absences could result in further action such as referral to the Attendance Improvement Team to consider enforcement action and possibly a fixed penalty notice (this includes unauthorised absences accrued through leave of absence taken during term time). Please note the school is also judged on attendance/absence at inspection.

If your child is absent from school more than they should be:

Parents will receive an update on their child's attendance record in their Marking Period report card in November, February, May and July. Further investigation may be required where absence is a cause for concern as outlined in this policy.

Help & Support:

If you need help with attendance, it is important that you talk to the school about the issues as soon as possible. You may need to attend a meeting in school to talk about the problems and to put a plan in place to help. Sometimes, school may need to involve other services to help. Please contact school early as this often makes it easier to provide support.

Communication:

The school will always try to communicate with you regarding your child's attendance if it declines. This communication may involve explaining that attendance is a cause for concerns by letter, making telephone calls to you, and inviting you to attend a meeting in school depending on the circumstances. The school will work with you to discuss ways that we can offer support in finding a way to improve the situation.

Enforcement Action:

If, following the schools attempts to intervene, there is no significant improvement and no good reasons for absences (i.e. absences are not supported by relevant evidence), or you have not co-operated with the school's attempts to improve the situation, the school will refer the matter to the Local Authority for enforcement action.

Punctuality:

Morning register is taken at 9:00am. It is so important for all children to be on time as missing the first few minutes of any lesson can be disruptive and unsettling for them and for the rest of the class. If a child arrives in school after 9:15am then a late mark will be recorded in the register (L). This is a form of absence. Any children arriving after 9:30am will be given a U mark which is an unauthorised absence. A number of these marks can also contribute to a fixed penalty notice being issued. The school strongly promotes pupils being on time.

The school will report to parents a punctuality score in the marking period report card. Every late of more than 15 minutes and every multiple of 15 other minutes late is recorded. The school allows a target of 96.3% punctuality. This is equivalent to 183 out of 190 days attended on time.

4. If your child is late for school:

All children arriving late at school will be asked the reason for their lateness and this will be recorded on the school's attendance data base (SIMs).

If a child is late (after registers close) for school on a number of occasions:

A letter will be sent home from school to parents to say their child's punctuality is causing some concern. An appointment with the Head may be offered to discuss ways that the school can offer support in finding a way to improve this. Incentives to improve punctuality are also offered to pupils.

If lateness becomes persistent with no identifiable reason:

A letter will be sent home from school with a specific appointment given to meet with the Head Teacher or Deputy Head for a 'planning meeting'. This will aim to address any issues which may be behind this pattern of poor punctuality.

If the school continues to have concerns about a child's punctuality:

A referral will be made to the Attendance Improvement Team to consider if enforcement action is required.

5. Leave of Absence in Term Time

Head Teachers are no longer able to grant leave of absence during term time except in **exceptional circumstances**. In line with other cluster schools, it is very rare that extended absences would be authorised.

An application for leave of absence must be made well in advance via a form which is available from the school website or in person from the school office. Where a leave of absence is granted, the Head Teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the Head Teacher's discretion. As stated in the most recent DFE guidance on attendance, if an application for leave of absence is not made prior to the time of the required absence then the absence will be recorded as unauthorised regardless of circumstances.

Please note that absence will not be authorised under any circumstances during any period of public examinations or internal assessments.

6. Children Missing from Education:

If you move from the area and your whereabouts are unknown, the school can legally remove your child from the roll after 20 school days of unauthorised absence. It is **vital that you keep school informed of any change of details** and regularly update them if details change. Your child may be at risk of losing their school place if your whereabouts are not known.

It is also important that emergency contact information is kept up to date and that if you are leaving the area, you provide details of where and how you can be contacted. If you do not do this and the school is unable to trace your child, this would be treated as a **safeguarding matter**.

7. Roles and Responsibilities

Governing Body:

As part of our school approach to maintaining high attendance, the governing body will:

- Ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed to parents and staff.
- Annually review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents, and students to implement the policy effectively.
- Ensure regular meetings of the behaviour and attendance sub-committee(or equivalent) take place and they will take the lead role in monitoring attendance and coordinating provision and policies for attendance. The governor's meetings will review and discuss attendance issues that have arisen in order to be fully aware and supportive of expected attendance targets for the year.
- Ensure that the school is implementing effective means of recording attendance and organising that data, including for children who are educated off site.

School Leadership Team:

As part of our school approach to maintaining high attendance, the leadership team will:

- Be active in their approach to promoting good attendance with students and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own progression and achievement.
- Coordinate with the governing body to monitor the implementation of the policy and its effectiveness, with annual review of full policy.
- Ensure that all staff are up to date with the school's attendance policy and that staff are fully trained to recognise and deal with attendance issues.
- Ensure government legislation on attendance is complied with and that the leadership team are up to date with any legislation changes and how to implement them.

- Nominate or appoint a senior manager to take responsibility for overseeing and monitoring attendance provision and that this person has sufficient time and resources to give to the job.
- Report to the Behaviour and Attendance Governors Sub Committee meeting each term on attendance records, data and provision.
- Ensure that systems to record and report attendance data are in place and working effectively.

Teachers and support staff:

As part of our school approach to maintaining high attendance, the teachers and support staff will:

- Be active in their approach to promoting good attendance with students and their parents.
- Ensure the school's teaching and learning experiences encourage regular attendance and that students are taught the value of high attendance for their own progression and achievement.
- Ensure the senior manager responsible for overseeing attendance and any other relevant personnel are kept fully aware of and up to date with any concerns relating to students that may impact on their attendance.
- Ensure compliance with regulation and guidance on attendance.
- Work professionally with parents, carers, students and relevant agencies to secure improvements in attendance via appropriate support or enforcement measures.
- Ensure understanding and are following the correct systems for recording attendance and that attendance is taken each lesson and session.

Parents / Carers:

As part of our school approach to maintaining high attendance, we expect that parents / carers will:

- Engage with their children's education – support their learning and take an interest in what they have been doing at school.
- Promote the value of good education and the importance of regular school attendance at home.
- Follow the procedures outlined in this policy regarding absences, ill health, medical or dental appointments, leave of absence in term time and punctuality.
- Do everything they can to prevent unnecessary school absences.
- Keep the school informed of any circumstances which may affect their child's attendance and work with staff in resolving any issues that may be having an impact on their child.
- Enforce a regular routine at home in terms of homework, bedtime etc. so that the child is used to consistency and the school becomes part of that routine. It is vital that the child receives the same messages at home as they do at school about the importance of attendance.