

Endon Hall Primary School

'Learning Together and having fun'



Attendance & Punctuality Policy

Policy updated: Nov 2016

Review date: Nov 2017

Philosophy and Rationale

We believe that children cannot learn if they are absent from school. Therefore, we aim to ensure that all our children take full advantage of the educational opportunities available to them and to raise standards by promoting regular attendance and punctuality of pupils.

A lot of learning takes place during a school day, and any period of absence will affect learning and progress. We place high importance on attendance, and appreciate parental support with this.

Aims

- To create a culture in which good attendance is accepted as the norm
- To demonstrate that good attendance and punctuality is valued by the school
- To maintain and develop effective communication regarding attendance between home and school
- To consistently achieve our target for attendance (95%)
- To follow statutory and Local Authority guidance on attendance and punctuality

Role of the Governing Board	The Governing Board is responsible for: <ul style="list-style-type: none">▪ ensuring that the attendance and punctuality policy is carried out▪ termly monitoring of progress towards these targets
Role of the Headteacher	The Headteacher is responsible for: <ul style="list-style-type: none">▪ the implementation of the policy▪ monitoring of school attendance and punctuality, including monitoring trends (acknowledging the colour coding system – see Appendix 1)▪ working alongside the Education Welfare Worker to meet targets for attendance and address attendance concerns▪ support parents where appropriate to improve their child/ren's attendance and/or punctuality (see appendix 4)▪ a system for parents to report a child's absence▪ reporting to the Governing Board the attendance figures and progress towards achieving the set targets▪ informing parents of their commitment to this policy▪ informing parents of their child/ren's attendance on a termly basis (see appendix 5)

	<ul style="list-style-type: none"> ▪ monitoring the 'late collection register' and following Safeguarding procedures when appropriate ▪ approving or refusing Leave of Absence requests, only approving leave where the following exceptional circumstances apply: <ul style="list-style-type: none"> - where a parent is in the military service and not able to take leave in the school holidays - where a parent's leave is restricted due to their work (these requests should be accompanied by proof from employers) - where the illness of the child, the parent, or (in some cases) close family members, makes a delayed visit impossible ▪ informing parents, in writing, of the outcome of their Leave of Absence request (see Appendix 2) within 7-10 days (during term time) of a request being made ▪ considering a Penalty Notice* for unauthorised leave of absence, in accordance with the Local Authority's interim criteria and guidance, there must be a minimum of 20 sessions (10 school days) of unauthorised absence from school during the period of two consecutive half terms. This absence must include at least 10 sessions of unauthorised leave - (G Code) in the specified time period, however, the remaining 10 sessions may relate to other unauthorised absence. The absences do not have to be consecutive ▪ Consider taking the following steps for persistent absence or lateness: <ul style="list-style-type: none"> - Invite parents/carers for a formal meeting to discuss their child's absence - Inform the Education Welfare Worker of all children with attendance or punctuality of less than 90% - Consider a Penalty Notice under the Provision of the Education (Penalty Notices) Regulation 2007 and Subsection (1) Section 23 Anti-Social Behaviour Act 2003 <p>The Penalty Notice, if issued, is issued per parent, per child. Therefore, if both parent/s have day-to-day responsibility for the child, then both parents are asked to sign the leave of absence form. Signing of the form constitutes agreement to the request. The Penalty Notice requires each parent to pay £60 within 21 days or £120 within 28 days per child/ parent. After this period, or if there are further problems, the Education Welfare Worker may seek a prosecution under the 4441/a legislation, which could result in a £1000 penalty, a conditional or absolute discharge. Headteachers and the Police may request that the Education Welfare Worker takes action but do not impose the penalty themselves.</p> <p>* All decisions to issue Penalty Notices and/or enforce this policy are made at the Headteacher's discretion</p>
Role of the Teaching Staff	Teachers are responsible for: <ul style="list-style-type: none"> ▪ setting an example of punctuality and good attendance ▪ implementing the policy ▪ ensuring that the registers are taken at the designated times (9am and 3.05/3.15pm) and are accurate and up to date ▪ monitoring class and individual attendance patterns ▪ informing the school office of any concerns ▪ emphasising with children the importance of punctuality and good attendance ▪ taking children not collected on time at the end of the school day into school and adding the children's names to the 'late collection register' and noting the date and time accordingly
Role of Parents	Parents are responsible for: <ul style="list-style-type: none"> ▪ ensuring that their children are punctual and know the importance of good attendance

	<ul style="list-style-type: none"> ▪ informing the school on the first day of absence ▪ informing the school of any changes to their contact details ▪ collecting their children on time ▪ adhering to Government regulations and interim criteria and guidance from the Local Authority regarding Leave of Absence (including holidays) during term time *, punctuality and unauthorised absence ▪ completing relevant Leave of Absence forms (see Appendix 3), signed (if in agreement with the request) by the parent/s with day-to-day responsibility for the child/ren, to request term time leave and submitting the request 1 month in advance of the requested leave of absence period ▪ collecting their child/ren on time at the end of the school day ▪ signing their child/ren out of school on the 'late collection register', which monitors the date and time of collection, if children are being collected after the end of the school day <p>* The Department for Education amended the Education (Pupil Registration) Regulations in September 2013. The amendments remove references to family holidays as well as the statutory threshold of 10 days, making it clear that Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances.</p>
Role of Pupils	<p>Pupils are responsible for:</p> <ul style="list-style-type: none"> ▪ arriving at school on time ▪ knowing the value of good attendance ▪ attending school whenever they are well enough to do so ▪ attending classes during the school day and not playing truant
Role of the School Office Staff	<p>The office staff are responsible for:</p> <ul style="list-style-type: none"> ▪ implementing the policy with the Headteacher ▪ monitoring individual and class attendance on a daily basis ▪ keeping the Head informed of attendance figures and trends ▪ compiling attendance data for the Head, the Governing Board and the EWW ▪ ensuring registers are distributed to the teaching staff and are kept up to date ▪ making verbal contact with parents (by 10.30am on the first day of absence) of children who are not in school, where the parent has not provided a reason for absence ▪ using the 'late collection register' to make contact with parents/carers 10 minutes after the end of the school day to enquire about the collection of their child/ren.

Encouraging Good Attendance

We encourage good attendance by:

- publicising good attendance during assemblies, newsletters and the termly report to the Governing Board
- awarding good attendance certificates and/or rewards to pupils when they have achieved 100% attendance over the school year

Dealing with Lateness

- The office staff monitor lateness using a 'Late Book' and inform the Headteacher where patterns of lateness occur. Where a child has more than 20 late marks in the current and previous term, the Headteacher will discuss the concerns with the parent. The Headteacher will also consult with the Education Welfare Worker and support will be put into place to improve punctuality. If the situation does not improve, the Headteacher may request that the Local Authority issues a Penalty Notice.

Absence

- **Illness** – if your child will not be attending school due to illness, we request that you notify the school, leaving a message on the school's answer machine. If a child is not in school, and no message has been left explaining the reason for this, the School Office will telephone the parent/carer, making verbal contact with parents by 10.30am on the first day of absence, to ascertain the reason for absence.
Where large numbers of pupils are absent from school and it would be difficult to contact all parents verbally by 10.30am, a text message or e-mail may be sent in an attempt to ascertain and/or clarify the reason for the absence.
- **Holidays during term time** (Leave of Absence) – the Department for Education amended the Education (Pupil Registration) Regulations in September 2013. The amendments remove references to family holidays as well as the statutory threshold of ten days, making it clear that Headteachers cannot grant any leave of absence during term time unless there are exceptional circumstances.

To request leave, a Leave of Absence form must be completed and submitted (see Appendix 3). The Headteacher will decide whether to authorise or unauthorise the leave. Decisions will be made on an individual basis, with leave only being authorised if one of the following 'exceptional' circumstances applies:

- where a parent is in the military service and not able to take leave in the school holidays
 - where a parents leave is restricted due to their work (these requests should be accompanied by proof from employers)
 - where the illness of the child, the parent, or (in some cases) close family members, makes a delayed visit impossible
- **Religious Observance** – a maximum of two days absence is allowed for religious observance.
 - **Medical, Dental or Hospital Appointments** – we encourage these appointments to take place out of school time in order not to disrupt the child's education.

Monitoring/Evaluation

We believe this policy will only be effective if we ensure consistency across the school by regular monitoring.

Weekly attendance figures will be shared with pupils in Well Done assembly on a Friday and with parents, via the school Newsletter. Termly attendance figures for individual pupils will be reported to parents. We will maintain a strong link with the Education Welfare Worker in order to support us in monitoring attendance and punctuality.

We will invite parents/carers into school to meet with the Headteacher and the Education Welfare Worker to an attendance clinic when attendance or punctuality falls below 90% to identify ways to support the family (see Draft letter - Appendix 4).

Attendance Colour Codes

95% - 100%
WELL DONE! THIS IS EXCELLENT
Excellent attendance – well done! Pupils make the most of their education giving them the best potential for achieving academic success.

90% - 94%
GOOD
Be careful – if your child is in the yellow group they could be missing up to 19 days of learning in the whole year. 90% attendance over 5 years is equal to half a school year missed.

Less than 80%
PERSISTENT ABSENCE PUPIL
DANGER - with this level of absence your child is missing more than 4 weeks of learning in the school year. **SEVERE LOSS OF LEARNING TIME**

Appendix 2

Letter 1: Unauthorisation of Leave of Absence request

To the Parent/Carer of: _____

As you are aware, the Department for Education have amended the Education (Pupil Registration) (England) Regulations 2006. From September 2013 the amendments removed references to family holidays as well as the statutory threshold of ten days. The amendments make clear that Headteachers may **NOT** grant any leave of absence during term time unless there are exceptional circumstances. If leave is granted, the Headteacher will determine the number of school days a child can be away from school. Our Attendance Policy details the circumstances we deem to be exceptional. Each case will be considered on an individual basis.

Following a review of the information provided on your leave of absence request form, I must inform you that the circumstances cited are **not** deemed to be exceptional and, therefore, the leave will be unauthorised. This will affect your child's attendance record. Where a pupil has irregular attendance and the absences are unauthorised, the Education Welfare Worker may be involved and parents may be issued with a Penalty Notice.

We have been working very closely with our Education Welfare Worker to improve attendance and will continue to do so under the new guidance. Attendance links directly to attainment and we must appreciate the impact that time away from school has upon pupils learning.

The following link will give the specific information with regard to these statutory amendments:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>

We very much appreciate your support with this.

Yours sincerely,



Miss V C Lewis
Headteacher

Appendix 2

Letter 2: Authorisation of Leave of Absence request

To the Parent/Carer of: _____

As you are aware, the Department for Education have amended the Education (Pupil Registration) (England) Regulations 2006. From September 2013 the amendments removed references to family holidays as well as the statutory threshold of ten days. The amendments make clear that Headteachers may **NOT** grant any leave of absence during term time unless there are exceptional circumstances. If leave is granted, the Headteacher will determine the number of school days a child can be away from school. Our Attendance Policy details the circumstances we deem to be exceptional. Each case will be considered on an individual basis.

Following a review of the information provided on your holiday request form, I can confirm that, on this occasion, the circumstances are deemed to be exceptional and:

- a) the leave of absence has been authorised.
- b) *** days of the requested leave of absence have been authorised.

For future reference, the following link will give the specific information with regard to these statutory amendments:

<http://www.education.gov.uk/schools/pupilsupport/behaviour/attendance/a00223868/regulations-amendments>.

Yours sincerely,



Miss V C Lewis
Headteacher



Endon Hall Primary School

Hillside Avenue
Endon
Stoke-on-Trent
Staffordshire
England
ST9 9HH



Tel: 01782 502645 Fax: 01782 505219

**APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM
SCHOOL FOR PARENTAL HOLIDAY**

Full name of child(ren)

Address _____

Reason for application and dates _____

Signature of parent(s)/carer(s) _____

Date _____

Office use only

Request seen by Head Teacher/Head of Year Y/N

Agreement reached Y/N

Current Att %

Other outcome

Date / /

The head teacher will consider the following points before authorising leave

1. The child's previous attendance history.
2. The age of the child(ren).
3. The child's stage of education.
4. The time of year (SATS or exams).
5. The nature of the trip (an exceptional experience).
6. Holiday already taken/granted within current academic year.
7. Whether the parents are restricted in terms of leave from their employer.

Appendix 4

Endon Hall Primary School

Hillside Avenue
Endon
Stoke-on-Trent
Staffordshire
England
ST9 9HH

Tel: 01782 502645 Fax: 01782 505219

Date:

Parent/Carer Name:

Child's Name:

Invitation to 'Improving Attendance' Clinic

Dear Parent/Carer,

I would like to invite you to come into school to discuss our concerns regarding your child's attendance and/or punctuality.

We are becoming increasingly concerned about your child's attendance as it has fallen below nationally accepted levels. Your child's attendance is currently (**insert % attendance**). In real terms, this equates to an average of approximately (**insert days per week**) per week of learning being missed through absence.

In order to work with you to improve your child's attendance, an appointment has been made for you to see our Education Welfare Worker, on (**insert time and date**). If this appointment is not convenient please contact me as soon as possible to arrange a more suitable time.

The government requests that all pupils have an attendance percentage of at least 95% and research has shown that anything less than this has a marked effect on the levels achieved in school, both at primary and secondary level.

I wish your child to make the most of what the school has to offer but this can only be done through regular attendance at school. I would remind you that you have a legal obligation to ensure that your child attends school regularly and on time.

We look forward to working with you to address this concern.

Yours sincerely,



Miss V Lewis
Headteacher

Appendix 5

Endon Hall Primary School

Hillside Avenue
Endon
Stoke-on-Trent
Staffordshire
England
ST9 9HH

Tel: 01782 502645 Fax: 01782 505219

Every Child Matters and Every Lesson Counts: School attendance is vital for young people to reach their full potential. School attendance is a priority for **Endon Hall Primary School** and we are constantly monitoring pupil attendance. We want to work together with parents/carers to help ensure **excellent** attendance and punctuality from every pupil.

Dear Parents/Carers,

FOR INFORMATION ONLY – TERMLY ATTENDANCE LETTER

Endon Hall Primary School closely monitors the attendance of all pupils and as part of this process we would like to inform parents of their child's current percentage attendance levels at the end of each term. We understand that some absence due to illness is unavoidable; however we do have a duty to report on pupils' attendance.

Below is your child's current attendance level together with the school's attendance target for 2016/17.

Name of Pupil:

Attendance: September – December

Attendance	
Authorised Absence	
Unauthorised Absence	
School Target	95%

The information below shows how attendance can affect children's future progression.

95% - 100%

Excellent attendance – well done! Pupils make the most of their education giving them the best potential for achieving academic success.

90% - 94%

Be careful – if your child is in the yellow group they could be missing up to 19 days of learning in the whole year. 90% attendance over 5 years is equal to half a school year missed.

Less than 90%: PERSISTENT ABSENCE

DANGER – with this level of absence your child is missing more than 4 weeks of learning in the school year. SEVERE LOSS OF LEARNING TIME

It is vital that all pupils attend school regularly in-order to maximise their educational and other opportunities. If you require any further information, please do not hesitate to contact the school

Yours sincerely,



Miss V Lewis
Headteacher