

Consett Infant School

Attendance Policy

Introduction

All children of compulsory school age have the right to a full-time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Consett Infant School takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of learning, undermines educational progress, can lead to underachievement and low attainment and impedes the child's ability to develop friendship groups within school.

This policy seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance procedures in school and to outline the schools commitment to attendance. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

The policy will aim to raise and maintain levels of attendance by:

- ◆ Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- ◆ Raising awareness of the importance of a differentiated and relevant curriculum.
- ◆ Promoting opportunities to celebrate and reward pupil's successes and achievements.
- ◆ Raising awareness of the importance of good attendance.
- ◆ Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

Statements of Expectations

Pupils have a responsibility to themselves and others to play a positive role in the life of the school and to make the most of the educational opportunities available.

What is expected of the pupils?

- ◆ To respect themselves and others.
- ◆ To do all they can to attend school regularly and punctually.
- ◆ To inform a trusted adult if they feel that they are being bullied.
- ◆ To encourage friendship and a sense of belonging.
- ◆ To be happy and encourage others to feel happy.

Parents have the prime responsibility for ensuring that their child attends school regularly and punctually. They have a legal responsibility to ensure that their children attend school regularly, and stay in school for every lesson after they have registered. Parents should also make sure that the children arrive on time, properly dressed, with the right equipment and in a fit state to benefit from the education offered to them. Parents may be prosecuted if a child does not attend school regularly and punctually. This will be done under the 2013 Education Act and aims to ensure that parents carry out their duty to secure suitable education for their children.

If a child is in the care of foster parents or in a residential home, it is important that the carers recognise their parenting role where attendance at school is concerned. They will be supported by close co-operation between the school, attendance improvement team and the social services where such a child's attendance is irregular.

What is expected of the Parents?

- ◆ To keep requests for their child to be absent to a minimum.
- ◆ To offer a reason for any period of absence, preferably before the absence or on the first day of absence.
- ◆ To ensure that their child arrives at school on time, properly dressed, with the right equipment and in a condition to learn. A reason should be offered for any lateness.
- ◆ To work closely with the school and the Parent Support Advisor(PSA) to resolve any problems that may impede a child's attendance.
- ◆ To take family holidays during school holiday periods and be aware that requests for leave of absence during term time will be refused except in exceptional circumstances.
- ◆ To be aware of curriculum requirements and be especially vigilant with regards to attendance during important academic times such as SATs.
- ◆ To support their child and recognise their successes and achievements.

The school will endeavour to provide an environment that is conducive in educating every individual pupil. School attendance will be positively supported wherever possible and the promotion of good communication and co-operation between all parties involved will be paramount. The school has a statutory responsibility to record and monitor the punctuality and attendance of pupils for both the morning and afternoon sessions. A register of attendance has to be taken once at the start of the morning session and once during the afternoon session. The register has to record whether a pupil is present, engaged in an approved educational activity off site or absent. If a pupil is absent the register must record whether the absence was authorised or unauthorised.

What is expected of the School?

- ◆ To create a school ethos that pupils want to be part of.
- ◆ To meet the legal requirements set out by Government.
- ◆ To give a high priority to punctuality and attendance.
- ◆ To develop procedures that enable the school to identify, follow up and record unauthorised absence, patterns of absence and parent condoned absences with effective monitoring and intervention.
- ◆ To consistently record authorise and unauthorised absences within the guidance of the 2013 Education Act.
- ◆ To develop a range of effective strategies to follow up intermittent and long term absenteeism and promote good attendance.
- ◆ To encourage open communication channels between home and school.
- ◆ To develop procedures for the reintegration of long term absentees.
- ◆ To develop procedures leading to a formal referral to the Pupil Casework Manager.
- ◆ To adequately provide for pupils with difficulties, within the bounds of resources available, and ensure the appropriate delivery of the curriculum.

The Local Authority (LA) has a responsibility to provide education and promote regular attendance of all statutory school age children. Through the Attendance Improvement Team (AIT) the LA provides support to school and parents to fulfil their legal duty. The AIT is the enforcement agency of the LA and as well as providing guidance and support through its officers may take a parent to court for not fulfilling their duty under the 2013 Education Act. The court may fine the parent and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order.

School Procedure for Recording and Monitoring Attendance

Recording

The class teacher will take an online register recording who is present and absent from school at **9:00am**. (If the platform is not working a paper copy will be sent to the office). Any late pupils should then enter the school through the main entrance. If any pupil arrives late the office staff will ask the parent for a reason for lateness and it will be recorded (L). The register officially closes at **9:15am** and any pupil arriving after this will be marked absent for the session. (U)

All staff need to be aware that any child arriving late **MUST** register at the office for purposes of fire regulations.

The attendance will be recorded onto the electronic registration system. The offered reasons for any lates or any absences will be assessed and the

appropriate code entered into the system. The register is again taken at 1.15pm.

We request reasons for absence on the first day. They will be accepted in person or by telephone, text and email. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 2013 Education Act, which identifies the following reasons as acceptably reasons for an authorised absence.

- ◆ The child is ill or is prevented from attending by unavoidable cause.
- ◆ The child lives over a certain distance from the school and either the LA has failed to make suitable arrangements to register the child at a nearer school or the LA has failed to make suitable transport arrangement.
- ◆ The child is absent on days exclusively set apart for religious observance in their particular faith.
- ◆ The child is absent 'with leave'. This refers to leave being granted by the school in exceptional circumstances.

A reason for absence is always required. The school will contact parents who have not offered a reason and after a three week process will mark the absence as unauthorised if no reason is provided.

	1 st day of absence	2 nd day of absence	1 week after period of absence	2 weeks after period of absence	3 weeks after period of absence
Parent	Contacts school with reason in person ,by telephone, text, email	Parent provides a letter stating reason for absence	Parent returns slip from letter with reason	Parent returns slip from letter with reason	Parent contacts head teacher with a reason
School	School will send a text or telephone parent to inform them that their child is not in school and enquire about a reason why	School will telephone parent requesting a reason for absence	School sends a formal request via the child requesting a reason for absence	School sends a second request via the child (post) requesting a reason for absence informing them that the child's absence will be recorded as unauthorised.	The register is marked as an unauthorised absence if no response from parent.

Attendance Codes

A set of standard codes are used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
B	Educated off site (not dual registration)	Approved educational activity	Out for whole session
C	Other authorised circumstances	Authorised absence	Out for whole session
D	Dual registration (attending other establishment)	Approved educational activity	Out for whole session
E	Excluded (no alternative provision made)	Authorised absence	Out for whole session
G	Family holiday (not agreed)	Unauthorised absence	Out for whole session
H	Family holiday (agreed)	Authorised absence	Out for whole session
I	Illness (not medical/dental etc. appointments)	Authorised absence	Out for whole session
J	Interview	Approved educational activity	Out for whole session
L	Late (before registration closed)	Present	Late for session
M	Medical/dental appointments	Authorised absence	Out for whole session
N	No reason yet provided for absence	Unauthorised absence	Out for whole session
O	Unauthorised absence	Unauthorised absence	Out for whole session
P	Approved sporting activity	Approved educational activity	Out for whole session
R	Religious observance	Authorised absence	Out for whole session
S	Study leave	Authorised absence	Out for whole session
T	Traveller absence	Authorised absence	Out for whole session
U	Late (after registration closed)	Unauthorised absence	Late for session
V	Educational visit or trip	Approved educational activity	Out for whole session
W	Work experience	Approved educational activity	Out for whole session
X	Non-compulsory school age absence	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Pupil not on roll	Attendance not required	Out for whole session

#	School closed to pupils and staff	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session

Monitoring

Every child's attendance will be monitored. A letter will be sent home after each half term to inform the parent of their child's attendance percentage. This will use the traffic light system:

Green	100-95.5%
Amber	95.4-91%
Red	90% and below

100% attendance certificates will be given half termly and termly. Also a random selection will be given weekly.

If a child's attendance falls below 95% a letter will be sent home advising the parent of the attendance percentage figure and offering help and support from Parent Support Advisor

If a child's attendance falls below 93% another letter will be sent. The Parent Support Advisor will contact to offer support to try to resolve any problems that may be impeding the child from attending school,

If a child's attendance falls below 90% a letter will be sent and the head teacher will contact the parent.

Pupil's attendance will be closely monitored and if after a two week period there appears to be no improvement the parents of the pupil will be invited to a meeting with the head teacher to discuss the issue and hopefully resolve any issues preventing the pupil from attending. If the parent/s does not attend the meeting or after such a meeting the attendance does not improve a formal referral to the Attendance Improvement Team will be made.

The number of times a child arrives late will also be monitored and letters will be sent half termly to encourage children to arrive on time. This will be based on more than one late attendance per week.

The electronic registration system provides many reports and information that assist the school to monitor attendance. These reports will be accessed when relevant and provide information to assist the school strategically manage attendance issues.

Requests for leave of absence

If a parent wishes to request a leave of absence for their child they are required to complete the relevant form. If the request is denied the school will inform the parent by letter and the request will be noted in the electronic register. Leave of absence will only be agreed in exceptional circumstances.

Official Register

The electronic register is printed in classes, providing a paper version of the electronically stored information. The register can have an audit trail of changes printed with it to provide a 'history of change' for the registration period printed. These printouts are stored to form a record of attendance and are retained for the required period in a secure location.

Strategies used to promote good attendance and punctuality

- ◆ Class teacher will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- ◆ Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals.
- ◆ Pupil attendance figures will be published with the annual academic reports.
- ◆ Positive verbal reinforcement is given to pupils who have been absent from school for a period of time and an education action plan developed to help them catch up with any missed curriculum and promote future attendance.
- ◆ All late arrivals will need to give a reason. Persistent late arrivers will be reminded of the importance of punctuality and referred to the PSA if appropriate.
- ◆ Leaflets have been created to encourage full attendance at school and to arrive on time.
- ◆ Awards for 100% personal attendance and class awards for the best attendance are promoted.

Enforcement Measures

We will follow the Local Authority procedures on penalties and enforcement.

Enforcement Measures	Trigger 1	Trigger 2
Fixed Penalty Notice Warning	14 sessions unauthorised absence in a maximum 12 rolling school weeks	
Fixed Penalty Notice	Any further unauthorised absences in the 3 school weeks following the FPN warning.	14 sessions unauthorised holiday in a maximum 12 rolling school weeks trigger FPN without prior warning.
Formal Warning	10 sessions unauthorised absence in a maximum 12 rolling school weeks	
Attendance Case Conference	14 sessions unauthorised absence with attendance below 90% in offence period	

Persistent Absence

If a child has below 90% attendance e.g. 38 or more sessions over the academic year they are classified as persistently absent. This is broken down over the year below.

	10%
Half-Term 1 – Autumn 1	7 or more sessions
Half-Term 1-2 – Autumn	14 or more sessions
Half-Term 1-3 - Spring 1	20 or more sessions
Half Term 1-4- Autumn & Spring	25 or more sessions
Half-Term 1-5 – Summer 1	31 or more session
Half-Term 1-6 (full academic year)	38 or more sessions