



# Attendance Policy

Chair of Governors	Mr F Maguire
Headteacher	Mrs L Shelford
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***The caring path to achievement, reflecting the values of Christ.***

*"I am the vine; you are the branches."*

*John 15:5*

Just as the branches need the vine to grow and bear good fruits, so we need each other. Within the District family, each person is valued and loved, reaching out throughout our school, homes, families, and the wider community for a stronger future.

Our Christian values are intrinsically linked to our commitment to provide an innovative, high-quality education, so that children make excellent progress and fulfil their academic potential. Good attendance is key to this.

#### **Aims:**

We are committed to meeting our obligations with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance and reducing absence, including persistent and severe absence.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend school.

We will 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. We will promote and support punctuality in attending lessons.

Through this policy we aim to:

- Improve pupil's achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 96% attendance for all children, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Ensure that our policy applies to our two-year-old provision, nursery and reception aged children in order to promote good habits at an early age.
- Work in partnership with pupils, parents, staff and the Education Welfare Service so that all pupils realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff, but especially class teachers, in promoting good attendance.

We maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents, and pupils.
- Ensuring that parents understand the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality appropriate to the child's age and development.
- Maintaining effective means of communication with parents, pupils, staff, and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting, and reviewing cases of poor attendance and persistent lateness.

- Supporting pupils who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance at school.

### Legislation and guidance

This policy meets the requirements of the [Working together to improve school attendance](#) 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:

- Part 6 of [The Education Act 1996](#)
  - Part 3 of [The Education Act 2002](#)
  - Part 7 of [The Education and Inspections Act 2006](#)
  - [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
  - [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.

### Roles and responsibilities

All members of the school staff have a responsibility for identifying trends in attendance and punctuality. The following includes more specific lists of the kinds of responsibilities which individuals might have.

#### The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos.
- Making sure school leaders fulfil expectations and statutory duties.
- Regularly reviewing and challenging attendance data.
- Monitoring attendance figures for the whole school.
- Making sure staff receive adequate training on attendance.
- Holding the headteacher to account for the implementation of this policy.

#### The headteacher

The headteacher is responsible for:

- Implementation of this policy at the school.
- Monitoring school-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

#### The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Monitoring and analysing attendance data.
- Devising specific strategies to address areas of poor attendance identified through data.

- Benchmarking attendance data to identify areas of focus for improvement.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is Sue Swift.

### **The attendance officer**

The school attendance officer is responsible for:

- Reporting concerns about attendance to the designated senior leader responsible for attendance and the Headteacher.
- Working with the designated attendance lead and partner agencies to tackle persistent absence.
- Advising the Headteacher when to issue fixed-penalty notices.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.
- Issuing of school attendance support plans in order to support parents to increase pupil attendance.
- Initiating Early Help Assessments when attendance is a persistent concern.
- Advising the headteacher when to issue a fixed-penalty notices (authorised by the headteacher).
- Taking and recording messages from parents regarding absence.
- Contacting parents of pupils where absences are unexplained.
- Issuing of standard attendance monitoring letters to parent/carers supervised by the attendance lead.
- Completing home visits in accordance with the school's safeguarding policy when there is a significant concern regarding attendance or when a child is missing education.
- In some cases, will transport children to school.

The attendance officer is Donna Barker.

### **The class teachers**

Class teachers are responsible for:

- Recording attendance daily, using the correct codes, and submitting this information to the school office.
- Keeping an overview of class and individual attendance looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parent/carer.
- Informing the pastoral team where there are concerns and acting upon them.
- Emphasising with their class the importance of good attendance and punctuality.
- Discussing attendance issues with parents at parent evenings where necessary.

### **School office staff**

School administrators and office staff will: -

- Take calls from parents about absence on a day-to-day basis and record it on My Concern and on the child's registration certificate located on SIMS.
- Transfer calls from parents to the pastoral team when more detailed support regarding attendance is required.
- Issue standard attendance monitoring letters to parent/carers supervised by the attendance lead.

## Parents/carers

Parents/carers are expected to:

- Make sure their child attends every day on time.
- Call the school to report their child's absence before 8.40 am on the day of the absence and each subsequent day of absence and advise when they are expected to return.
- Provide the school with more than one emergency contact number for their child.
- Ensure that, where possible, appointments for their child are made outside of the school day
- Informing the school in advance of any medical appointments in school time. For the absence to be recorded as a medical absence we require evidence from the doctor or dentist, e.g. appointment card/letter.
- Making requests for leave in term time and providing school with evidence of any exceptional circumstances. Parents should give the school a minimum of a 4-week notice period of any leave.
- Talking to the school as soon as possible about any child's reluctance to come to school so that a problem can be quickly identified and dealt with.

## Pupils

Pupils are expected to:

- Attend school every day on time.

Although parents/carers have the legal responsibility for ensuring their child's good attendance, the Headteacher and Governors at our school, work together with other professionals and agencies to ensure that pupils are encouraged and supported to develop good attendance habits. We will endeavor to provide an environment where all children feel valued, welcome, and secure.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. We will work with children and their families/carers to ensure that each child attends school regularly and punctually by:

- Reminding parents/carers regularly of their responsibility in ensuring that their child attends school regularly and punctually.
- Making parents/carers aware of the impact of poor attendance on academic progress. Attendance of less than 90% is known to compromise pupil attainment.

Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. The 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.

School attendance is subject to The Education Act 1996 and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education. Our school attendance target of 96.6% reflects the national attendance target.

## Recording attendance

Attendance register

We will keep an attendance register and place all pupils onto this register. We will take our attendance register 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.

We will also record:

- For pupils of compulsory school age, whether the absence is authorised or not.
- The nature of the activity if a pupil is attending an approved educational activity.
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school at the following times each morning.

- KS1- 8.45 am
- KS2 – 8.50 am

### The importance of registration

- Any child who is absent from school at the morning or afternoon registration periods must have their absence recorded as being either authorised, unauthorised or as an approved educational activity [attendance out of school]. Only the Headteacher or a member of staff acting on their behalf can authorise absence. **If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.**
- School acknowledges punctuality as the responsibility of the parent/carer. Punctuality is essential to ensure that the start of the teaching day is uninterrupted and that there is optimum teaching and learning time for all pupils. Pupils who are consistently late are disrupting not only their own education but also that of others.
- Electronic registration facilitates the easy analysis of attendance data, highlighting patterns of lateness or absence which would be reported to parents/carers if necessary.

The importance of parents/carers contacting the school with reason for absence cannot be emphasised enough. We need to ascertain that nothing has happened to the child on his/her way to school.

### Definitions

#### Authorised absence

- An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer, e.g. if a child has been unwell and the parent telephones the school to explain the absence.
- Only the school can authorise an absence. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised.

### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school without the permission of the school.
- Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

### **Procedures**

Our school will undertake to follow the following procedures to support good attendance:

- To maintain appropriate registration processes.
- To maintain appropriate attendance data.
- To communicate clearly the attendance procedures and expectations to all staff, governors, parents and pupils.
- To have consistent and systematic daily records which give details of any absence or lateness.
- To follow up absences and persistent lateness if parents/carers have not communicated with the school.
- To inform parent/carers what constitutes authorised and unauthorised absences.
- To strongly discourage unnecessary absence through holidays taken during term time.
- To work with parents to improve individual pupils' attendance and punctuality.
- All staff should be aware that they must raise any attendance or punctuality concerns to the Head of Safeguarding and pastoral team with responsibility for monitoring attendance and implementing legal sanctions.

### **School Procedures**

- Attendance is recorded electronically using SIMS. Morning registration will take place at the start of the school day at 8.55 am. Children who arrive at school between 9.00 am and close of register at 9.30 am will be coded as L, late prior to the close of registration.
- In cases where the absence at registration was for attending an early morning medical appointment the appropriate authorised absence code will be entered.
- Morning registration will close at 9.30 am. Children who arrive after the close of register will be marked as a U and will be classified as any unauthorised absence.
- The afternoon registration will begin at 12.55pm, registration will close at 1.30 pm.

### **First Day Absence**

Parents must contact school explaining the reason for absence by 9.30 am. If parents do not contact the school to indicate the reason for their child's absence school will automatically send a text message to parents. A response to the text message is expected. If there is no response received by school the pupil will automatically be marked as an unauthorised absence. It is the parent's responsibility to ensure that school is always updated with new contact numbers. A home visit may take place by school staff if there is a cause for concern.

### **Third Day Absence**

If a pupil is still absent from school on the third day school will again make a follow up telephone welfare call to the home. A home visit may take place if there is a cause for concern by school staff.

### **Continuing Absence**

Absence is marked as unauthorised and a visit from the Head of Safeguarding will be made if the school has not been contacted by the child's parent.

### **Ten Days Absence**

Any pupil who is missing education without an explanation for 10 consecutive days will be issued with a fixed penalty notice warning two. Parents will be informed that their child's attendance will be monitored for 15 days, it is expected that their child attends each day during this period. If parents fail this monitoring period parents will be issued with a fixed penalty. School may decide to make a child protection referral if it is felt that parents are failing to safeguard their child. A Child Missing Education (CME) referral will need to be issued if contact cannot be made with a parent and the whereabouts of the child is unknown.

### **Frequent Absence**

It is the responsibility of the class teachers and safeguarding lead to be aware of and bring attention to any emerging attendance concerns. In cases where a pupil begins to develop a concerning pattern of absence the school will try to resolve the problem with parent/carers. Parent/carers will be requested to attend a school attendance meeting with the Attendance lead and/or the Headteacher. A plan of support will be discussed and offered at this time; the action plan will be recorded using the school's attendance support plan. Parents may be requested to provide school with medical evidence before school will consider authorising future absences.

### **Procedures for recording attendance for learners accessing alternative education provision.**

- In line with the recommendations of Alternative Provision Statutory Guidance 2013, all children accessing, provision through PACE will be dual registered on referral from the school.
- Registration will be marked as D on SIMS, as dual registration, i.e., pupil attending another establishment.
- Safeguarding responsibility, although joint, will be primarily lie with PACE on the days that children attend the alternative provision. The District CE Primary School will ensure that attendance will be checked daily for children attending PACE, if the child is reported to be absent from PACE, staff from the District Primary School will carry out a welfare call to the home address.

### **Returning to school after an absence.**

It is important that on return from an absence that all pupils are made to feel welcome. Teachers will ensure that the pupil is supported to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

### **Absence notes**

Notes received from parents explaining absence will be logged onto the school's SIMS system and will be kept for the remainder of the time that the pupil is enrolled at the school. If there are attendance concerns about the pupil that may require further investigation the information will be used as potential evidence as a supporting document.

### **Lateness and punctuality**

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code (L)
- After the register has closed will be marked as an unauthorised absence, using the appropriate code (U)
- Pupils who arrive after the doors close but before the close of register at 9.15 will be marked by their class teacher as being late. Late marks will be monitored on a weekly basis by the attendance officer and a letter will be sent to parents if punctuality continues to become a concern. The attendance officer may request a meeting with parents to offer support and advice to resolve punctuality issues.



Pupils who arrive after the close of school registers at 9.15 will have to access school via the main entrance, parents are expected to accompany their child and sign in using the school's electronic registration system (Inventory) . Parents will be expected to record the reason for attending school late. Pupils attending school after the close of register will be marked with a U mark, which is an unauthorised absence. Punctuality marks will be monitored on a weekly basis by the attendance officer and a letter will be sent to parents if punctuality continues to become a concern. The attendance officer may request a meeting with parents to offer support and advice to resolve punctuality issues.

### **Pupil Registration Regulations (England 2006)**

Amendments to the 2006 regulations remove reference to family holidays and extended leave as well as the Statutory threshold of ten school days. The amendments make clear that the Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances.

The Headteacher will determine the number of school days a child can be away from the school if the leave is granted. The new law does not give any entitlement to parents to take their child on holiday during term time. Any application for leave must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave.

*Parents can be fined for taking their child on holiday during term time without consent from the school.*

### **Leave in term time**

- Holidays in term time and extended leave are not allowed as a rule and parent/carers are discouraged from arranging any holidays or absence during term time as they are not in the best interest of children.
- Information for parent/carers clarifying their legal responsibilities regarding attendance and highlighting the impact of avoidable absences during term time will be made available via the school website, Home School Agreement, parent evenings and induction meetings.
- **Leave during term time will not be authorised except in exceptional circumstances.** Each case will be viewed individually by the Headteacher. Parents will be reminded of the effect that absence can have on a pupil's potential achievement.
- **Parents must apply for permission by using the notification of absence form at least 4 weeks prior to requesting leave of absence (see Appendices).** Where unforeseen circumstances occur, e.g. bereavement, parent /carers are still required to contact the school to request leave of absence. Our school will operate a formal process of application and agreement. In addition, the number and frequency of absences taken for this purpose will be recoded throughout a child's school year.

As part of the application process parent/carers will be expected to demonstrate a willingness to make arrangements that cause least disruption to their child's learning. This might involve:

- a) Wrapping days of absence around existing school holiday periods to minimise time out of school.
- b) Considering whether it is wholly appropriate for a child to accompany adults in some circumstances.
- c) Weighing the benefits to the family against detriment to educational process.
- d) Avoiding entirely periods of public examinations and National Curriculum Assessments.

**The Headteacher will consider the following factors when considering term time absence requests:**

- The age of the pupil.
- The time of year.
- The nature and purpose of the trip.
- The impact on the pupil's education.

- The pupil's ability to catch up on work missed.
- The pupil's educational needs.
- The general welfare of the pupil.
- The overall attendance patterns of the pupil.
- History of previous trips taken.
- Evidence/proof of unavoidable circumstances e.g., parent/carer leave is during a fixed workplace closedown or an inflexible leave allocation in the parent/carers profession.

### **Exceptional Circumstances**

In exceptional circumstances where a parent/carer requests extended leave totaling more than 10 days per school year each case must be carefully assessed on its merits. Whilst the presumption is to discourage any leave in term time there are circumstances in which the Headteacher might consider such applications sympathetically.

### **Managing Failure to Return to School by an Agreed Date**

Failure to return to school by the agreed date without acceptable cause will jeopardise the pupil's place at school. Where a pupil has been granted 10 days or more days leave and fails to return by the agreed date, a further period of 10 days is allowed for the School and Local Authority to investigate the circumstances before de-registration is considered. This 10-day period of investigation is recorded as an unauthorised absence.

If a pupil is unavoidably detained from returning to school by the agreed date the parent/carer must contact school and request an additional period of leave. Such cases will be considered on an individual basis.

### **Pupils Taking Holidays/Extended Leave without Permission**

Where parent/carer takes a pupil out of school in term time without asking for or receiving permission, the absence will automatically be marked as unauthorized. A Penalty Notice may be issued dependent on the number of unauthorized absences, under the provisions of the Anti-Social Behaviour Act 2003. Failure to return to school within 20 working days places the pupil at risk of losing his/her place.

### **Penalty Notices**

The 2013 regulations set out the procedures for issuing Penalty Notices (fines) to each parent who fails to ensure their children's regular attendance at school **or** fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents who receive a Penalty Notice must, from 1 September 2013, pay £60 within 21 days or £120 after 21 days but within 28 days.

Parents who do not pay the fine within the 28-day period can be prosecuted in the Magistrates court for the original offence of failing to secure regular attendance at school under Section 444 of the Education Act 1996.

St Helens Local Authority will support schools through use of Penalty Notices and other legal sanctions, for periods of unauthorised absence under Section 444 of the Education Act 1996.

A letter is sent to parent/carers at the beginning of each academic year making them aware that The District CE Primary School has adopted the use of Penalty Notices for unauthorised school absence in line with the Education (Penalty Notices England) Regulations 2007, which were amended in 2012 and 2013.

Penalty notices can be issued by a headteacher, local authority office or the police. The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year.
- One-off absences 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 justifiable reason.

### **Removing Pupils from the School Roll**

Where a pupil fails to return by the agreed date, or where permission was not originally given from a holiday in term time the school will make every effort to contact the family and establish the circumstances, including visits to the registered address.

Where contact cannot be made and no acceptable cause can be established and the school has followed procedures by informing the family in writing of the possible consequences of non-return, then that pupil may be taken off the school roll at the conclusion of the 10-day investigation period, although in most cases, the school will continue to liaise with the Local Authority to establish the location of the family.

The school will inform the Local Authority of the removal from roll, which will be backdated to the last actual attendance of the pupil, and the local authority, will continue enquiries about the pupil's future schooling arrangements. The school will always work with the local authority in advance of a possible case of deregistration as it must be agreed that every effort to locate the pupil has failed.

Where a pupil is known to have left the area with the school's prior knowledge, but an alternative school has not been identified, we will contact the Local Authority Children Missing Education Team and liaise with them to support the identification of an appropriate school place. Once this is successful the pupil will be removed from roll and backdated to the date of leaving with the agreement of the Local Authority.

### **The Education Welfare Service**

In the promotion of regular attendance, the school works closely with the Local Authority Education Welfare Service. Section 23 of the Anti-Social Behaviour Act 2003 empowers designated Local Authority officers, Headteachers and the Police to issue penalty notices in cases of unauthorised absences from school. The Education (Penalty Notices) Regulations 2004 came into force on 27<sup>th</sup> February 2004. A Penalty Notice may be issued in the following circumstances.

- Overt truancy.
- Parentally condoned absences.
- Excessive holidays in term time.
- Excessive delayed return from extended holidays without prior school agreement.
- Persistent late arrival at school (after the register has closed at 9.30 am).

### **In School Processes**

Where persistent lateness gives cause for concern a meeting with the Attendance Lead will be arranged to discuss what support can be offered. A school attendance support plan (see appendix a) will be completed to produce an agreed action plan between the school and parent/carers which will be monitored and reviewed over a period of 4 weeks.

If poor attendance or punctuality persists following additional interventions and support the pastoral team will use other strategies to ensure a pupil attends school on time, e.g., holding regular late gates and providing early 'wake-up' calls, to parents prior to the start of school, Initiating Early Help Assessments and support.

### **The partnership between parents/carers and school**

- Parent/carers of children of compulsory school age are required to ensure that they receive full time education and so are primarily responsible for ensuring their children attend and stay at school.
- It is the responsibility of the school to support good attendance and to take seriously problems which may lead to non-attendance.
- Our home school agreement reflects our understanding that regular and punctual attendance is essential for maximum pupil progress to be attained.
- Parent/carers are also responsible for ensuring that their child arrives at school by 8.55am, properly attired and ready to learn.
- Parent/carers must see themselves as partners with the school in the education of their children. This means encouraging a respect for education and those who deliver it.

### **Informing parents/carers**

- Our school prospectus and website contain information regarding the importance of regular and punctual attendance.
- Our Home-School Agreement reinforces the importance of regular attendance and that this is shared responsibility of school, home and where appropriate the child.
- Newsletters, information sheets and letters are sent out on a regular basis to remind parents/carers of their responsibilities and the impact of poor attendance.
- Parent/carers are informed of the common procedures followed by the school and the Local Authority relating to requests for absences other than sickness in term time. Research suggests that children taken out of school may never catch up with the learning they have missed, and this may affect test results and can be particularly harmful in the run up to the end of year examinations. Children who struggle with English and Maths may find it even harder to cope on their return. Younger children may find it more difficult to renew friendships with classmates.
- While the issue of leave in term time is unlikely to be entirely resolved, there is strong evidence that where systematic and consistent approaches are adopted these results in a reduction in the frequency and duration of such absences.

### **Attendance Awards**

The school will use the following systems to reward pupils who have good or improving attendance:

- Certificates.
- Attendance badges.
- 100% attendance badges.
- Letter to parents.
- Postcards home
- Weekly class attendance trophy displayed with whole class photo
- Hot Chocolate Friday held at each half-term with the Headteacher to celebrate those pupils who's attendance has most improved.

### **Attendance Targets**

The school will set attendance targets each year. A system for analysing performance towards the targets is established and is overseen by the Head of Safeguarding (Attendance lead) and monitored weekly by the Head Teacher.

### **Monitoring Attendance**

The school will:

- Monitor attendance and absence data, half-termly and yearly across the school and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.
- Pupil level absence data will be collected each term and published at national and local level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing body.

### **Using data to improve attendance**

The school will:

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.

### **Reducing persistent and severe absence**

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold regular meetings with parents of pupils who the school considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement with school.
- Provide access to wider support services to remove the barriers to attendance, e.g. Early Help Offer.

### **Monitoring arrangements**

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum every 12 months by Sue Swift (DSL). At every review, the policy will be approved by the full governing body.

**Our school attendance target is: 2023/2024 – 96.6%**

### **The registration system**

The school uses SIMS which is a computerized system for recording all pupils attendance. The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances Or COVID related (sub codes used)
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Registers by law must be kept for at least 3 years. Computer registers must be printed out at least once a month and bound into annual volumes. Alternatively, electronic back-ups or micro-fiche copies can be made. These also need preserving for at least three years. Entries in paper registers must be in ink. All corrections must be visible (no correcting fluid).

### *Register Security*

The registers must be safely stored in the school office.

## Appendices

### 1: The Law

The Education Act 1996 Part 1, Section 7 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 needs he may have,
- either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day- to- day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

### 2: Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

#### 1. Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

#### 2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

#### 3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements.
- Field trips and educational visits.
- Sporting activities.
- Link courses or approved education off site.
- Most types of dual registration.

### 3: Attendance supporting documents

#### Notification of School absence in term time

Should you have planned an absence from school such as a hospital stay for your child, kindly complete the information below for our records. Please note that **All** holidays taken during term time will be unauthorised unless there are **exceptional** circumstances.

The school requires a 'minimum of four weeks' notice to consider the request.

The District CE Primary School Notification of Absence	
Child's name:	Class:
Inclusive dates of absence	
From:	To:
<b>Reason for absence during term time:</b> Holidays in term-time should only be requested in <b>exceptional circumstances</b> . Please state the circumstances here.	
<b>Holiday destination:</b> Parents travelling abroad should bear in mind the impact on their child's education if needing to isolate or quarantine upon their return to the country. Please complete the following:  1. My family will be holidaying in the UK <input type="checkbox"/>  Please state the destination of your holiday.   2. My family will be taking a holiday abroad <input type="checkbox"/>  Please state the destination of your holiday	
Parent/Carer Signature:	Date:
<b>For office use only:</b>  Current Attendance of pupil      %  Headteacher's response:   A copy of this response will be forwarded to parents	



**St Helens Local Authority Guidance on Leave of absence for term time holidays:**

- Authorisation will be considered in the following *exceptional* circumstances.
- The parent has provided evidence that they are unable to take their holiday during a period of school closure due to their employment.
- The holiday is a unique occasion that can only take place at the time requested.
- e.g., family wedding.
- A close relative of the pupil is seriously ill, and the holiday proposed is likely to be the last such holiday.
- There has been a bereavement, separation, or other traumatic event in the child's life, and it is considered that an immediate holiday might have a positive impact on the pupil's wellbeing.
- School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as your child attends school as regularly as possible.

**The following circumstances are situations where the Head Teacher may consider that the application for leave of absence *may not be granted*:**

- The parent has not indicated any special circumstances for the request.
- Where the pupil will be holidaying abroad, and the impact of COVID-19 isolation/quarantine when returning to back to the UK.
- The period of the holiday clashes with school tests, SATs, or important revision periods prior to them.
- Where the pupil's attendance at school is below 96%.
- Where valuable group work is being undertaken with other pupils in school that cannot be repeated.
- During the first two weeks of a new school on induction, transition, or transfer where the child needs to familiarise themselves with the new school layout and new peer groups are forming.
- During the early part of the first year in a new school when pupils are building new relationships and may experience difficulties settling in.
- There have been previous periods of absence due to holidays and other unauthorised absences.

**A minimum of four weeks' notice** must be provided for any holidays authorised through the above exceptional circumstances.

## School Attendance Support Plan

School Attendance Lead:

### Pupil Details

Name:		Class:	
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### Attendance

% attendance:		Late – L (before register closed):	
		Late – U (after register closed):	

### Parent Details

Name:	Relationship:	Attended Meeting	Did not attend meeting (Reason why)

### Background

Reasons stated by Parents for poor school attendance:
Concerns expressed by School:
Analysis of information

### Agreed Actions

Parent Actions:
1.
2.
3.
4.
School Actions:
1.
2.
3.
4. Date of plan review: (4 weeks)

### Views of the child

<i>Has permission been given to speak to the child?</i>	

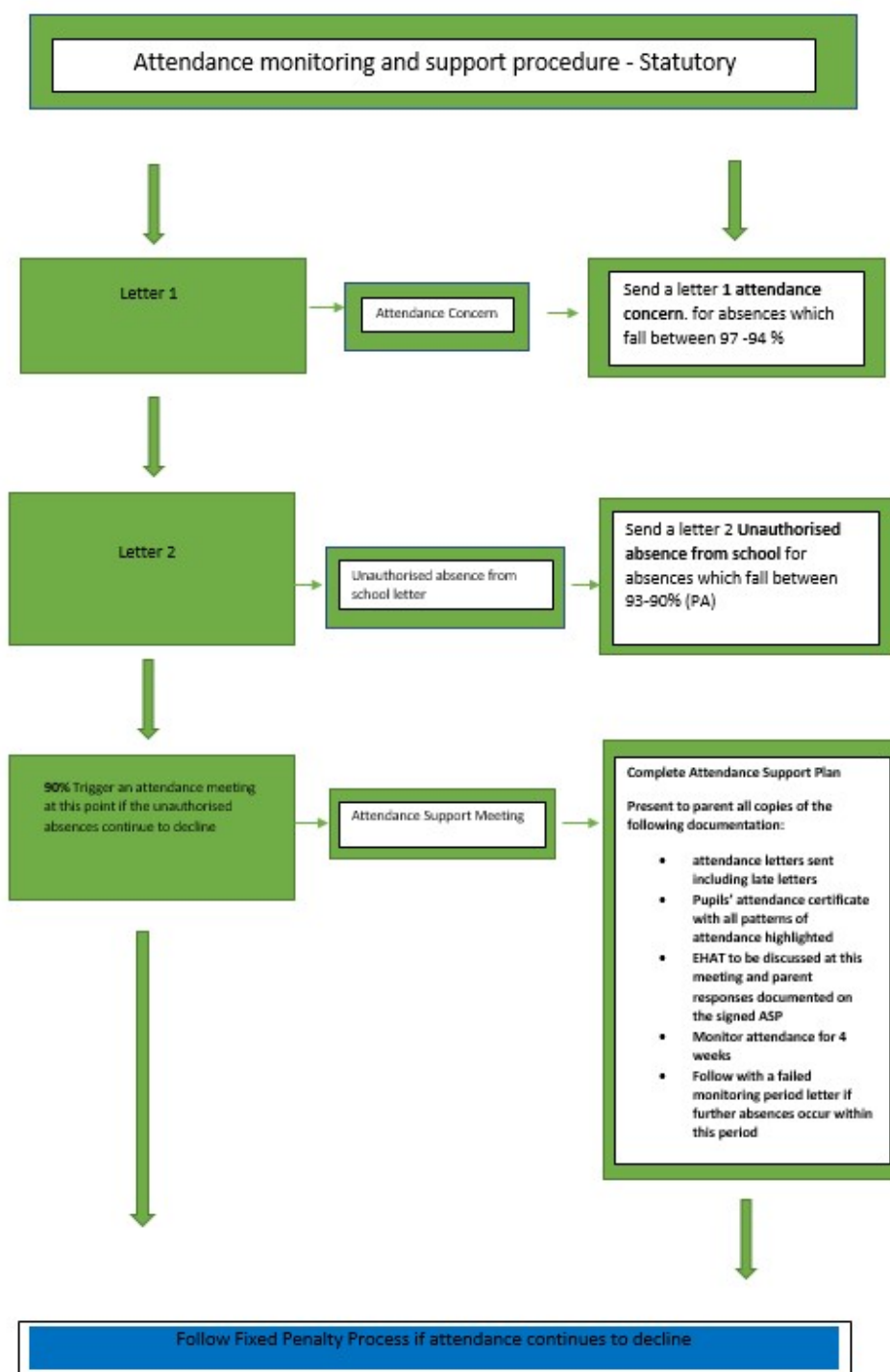
### Other Professionals Involved

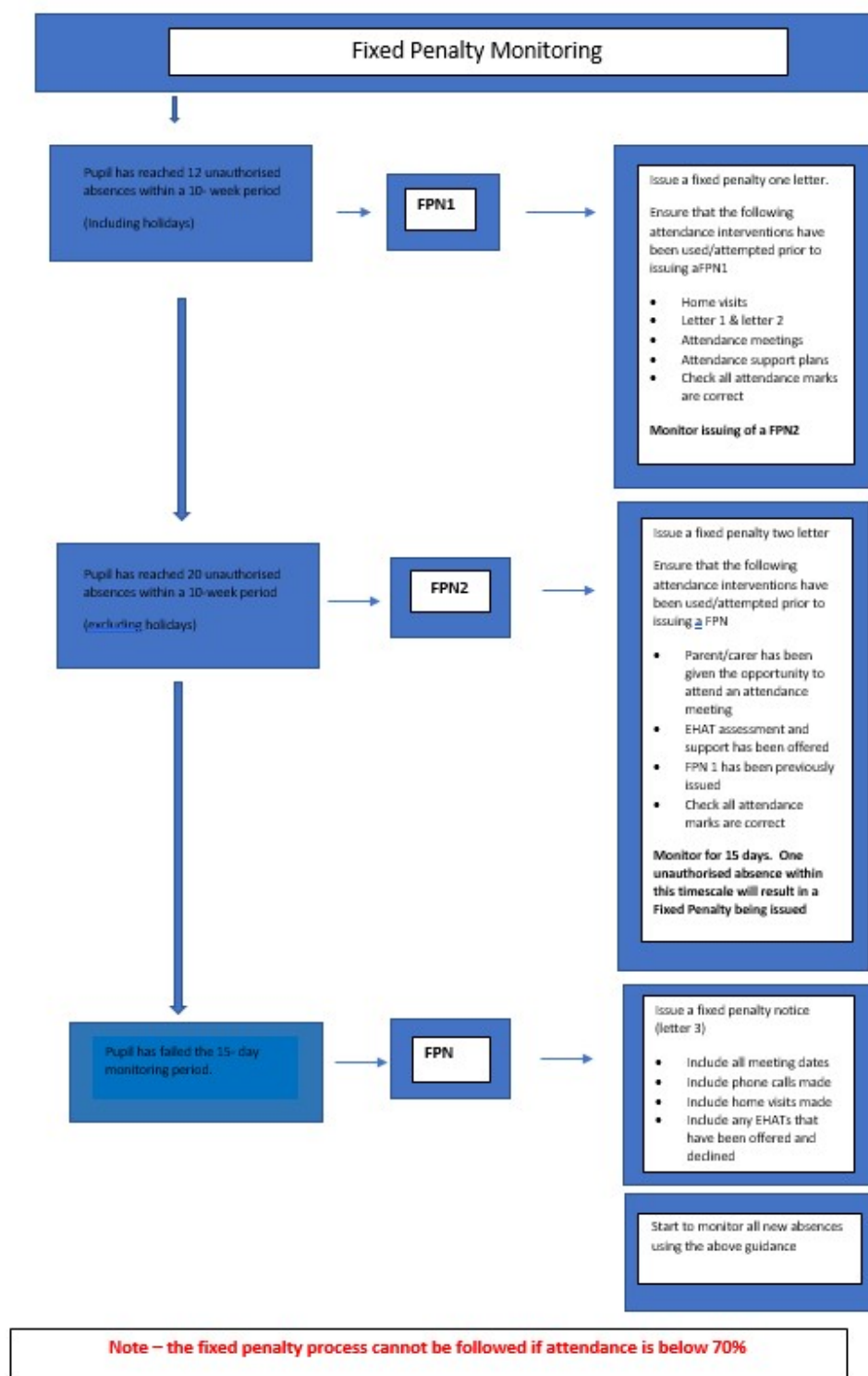
Role:	Name:	Address:	Telephone Number:
1.			
2.			

### Signatures

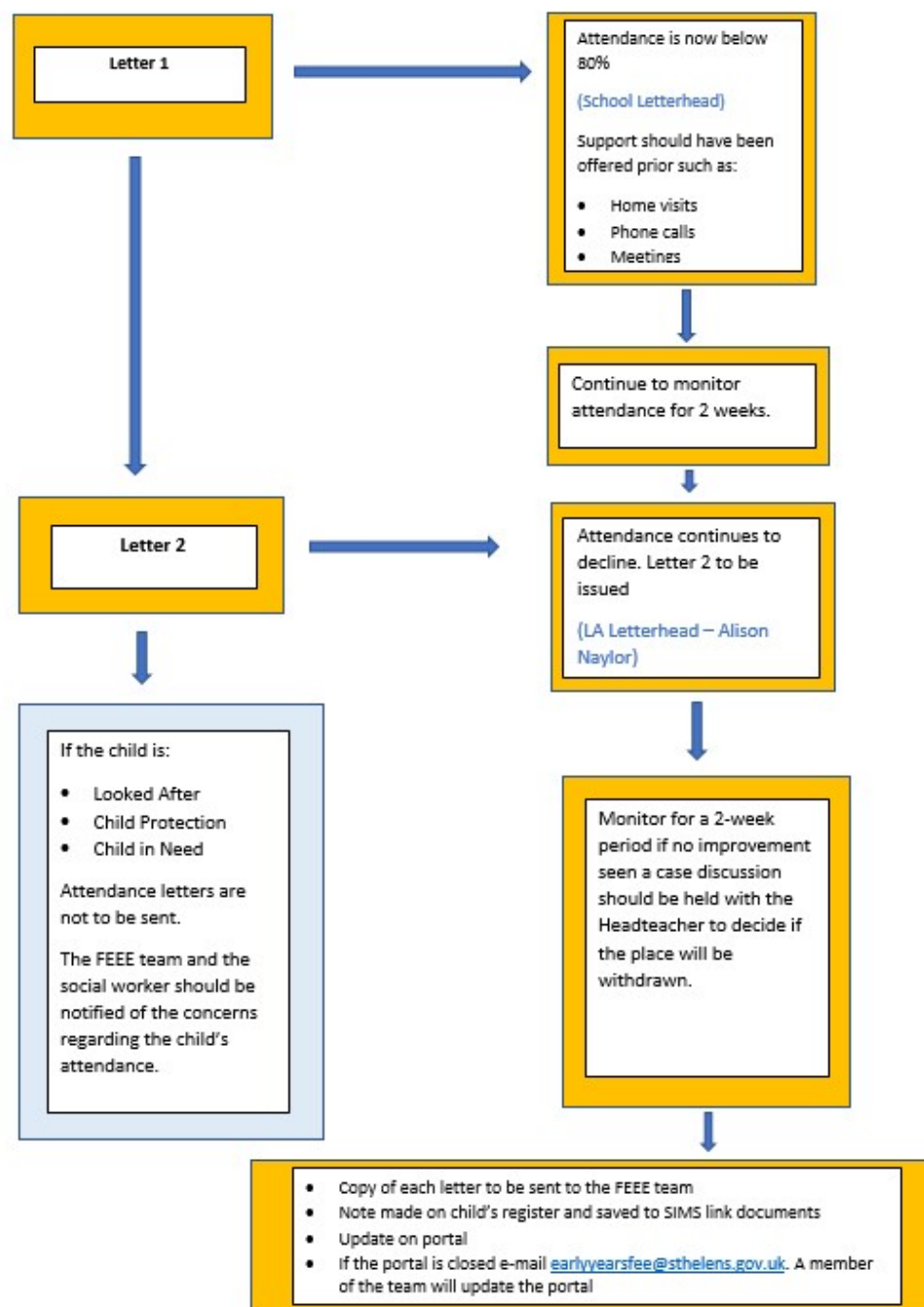
Date:			
Parent 1:		Signed:	
Parent 2:		Signed:	
School representative:		Signed:	

## Attendance and Fixed Penalty Notice Monitoring





## Early Years Attendance Monitoring and Support Procedure – Non-Statutory



### **Links with other policies**

- Child Protection and Safeguarding Policy
- Behaviour and Wellbeing Policy

### **Related Documents:**

**St Helens Council Peoples Service Penalty Notice Code of Conduct**  
(Anti-Social Behaviour Act 2003)

### **Relevant legislation**

The Education Act 1996 The Children Act 1989

The Crime and Disorder Act 1998

The Anti-social Behaviour Act 2003

The Education and Inspections Act 2006

The Sentencing Act 2020 The Education (Pupil Registration) (England) Regulations 2006

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007 The Education (Penalty Notices) (England) Regulations 2007

### **Relevant Government Guidance**

Working together to improve school attendance

Parental responsibility measures for attendance and behaviour

Children missing education

Keeping children safe in education

Working together to safeguard children

Elective home education

Alternative provision: statutory guidance for local authorities

Exclusion from maintained schools, academies, and pupil referral units in England

Supporting pupils at school with medical conditions

Ensuring a good education for children who cannot attend school because of health needs

Promoting and supporting mental health and wellbeing in schools and colleges

Approaches to preventing and tackling bullying