



St Nicholas
C of E Primary School

Attendance Policy



Review: September 2017

Next Review: September 2018

1. INTRODUCTION

- 1.1 Children are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have and we will endeavour to encourage the children to attend, and to put in place appropriate procedures to support regular attendance. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end, we strive to make our school a happy and rewarding experience for all children.
- 1.2 There is a relationship between attendance of pupils and their development, attainment and progress.
- 1.3 The school is committed to promoting good attendance as part of its dedication to ensure quality educational provision to give its pupils the best start in life.

- 1.4 The Education Act 1996 states that:

S.576:

“Meaning of “parent”.

In this Act, unless the context otherwise requires, “parent”, in relation to a child or young person, includes any person—

- (a) who is not a parent of his but who has parental responsibility for him, or
- (b) who has care of him.”

S.7:

“Duty of parents to secure education of children of compulsory school age.

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 educational needs he may have, either by regular attendance at school or otherwise.”

S.444:

“Offence: failure to secure regular attendance at school of registered pupil.

If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence.”

- 1.5 The responsibility for giving strategic direction to attendance is led by the governing body. This will include monitoring, reporting, reviewing and planning for attendance, developing a policy, promoting an ethos of good attendance and setting any targets.
- 1.6 There is a governor appointed to lead on attendance, who will have regular contact with Head of School as part of the monitoring and review process.
- 1.7 The Head of School and senior leadership team will ensure that the governing body’s objectives are met by the effective management of attendance and report to the governing body in relation to this. Managing attendance will include: evaluating whole school data, surfacing trends, and attendance of defined groups, to enable planning of possible interventions; and considering individual cases of concern, to determine any appropriate interventions.

- 1.8 School staff are responsible to ensure they promote the schools ethos, set an example of attendance and punctuality, enable the school to keep accurate records of attendance for individual students.
- 1.9 Parents/Carers have responsibility to ensure their children attend school regularly and punctually.
- 1.10 Pupils have the responsibility to be on time for lessons and ready to learn.
- 1.11 The purpose of this policy is to inform all members of our school communities of the following:
 - How the school encourages and enables good attendance
 - How the school monitors and reviews attendance
 - How the school monitors punctuality and lateness
 - Authorised and unauthorised absences
 - Leave of absence in term time
 - Why attendance and punctuality matter

2. ENCOURAGING AND ENABLING GOOD ATTENDANCE

- 2.1 The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.
- 2.2 It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset parents are encouraged to take an active role in the work of their school and to share and support their children's enthusiasm. Among the variety of commitments parents agree to undertake within the Home-School Agreement, regular and punctual attendance is prominent.
- 2.3 All staff make children aware of the importance of good attendance and children are praised.
- 2.4 Each child's attendance record is shared with the parents as part of annual written reports and at Parent Consultations. It follows that individual records of attendance are kept on file and are passed onto subsequent schools.

3. MONITORING AND REVIEWING ATTENDANCE

- 3.1 The school will consider annually, in accordance with its support needs in relation to attendance, whether it wishes to purchase a Traded Service from the Attendance Compliance and Enforcement Service (ACE). The school will be able to continue to access ACE's Statutory Service in accordance with its referral criteria.
- 3.2 The school will log conversations with parents about attendance to assist in the monitoring of attendance and the offering of support.
- 3.3 By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. The school will ensure that its staff receive appropriate training and support to appropriately use attendance codes in line with DfE guidance and best practice.

- 3.4 To enable the appropriate coding of attendance or the authorisation of absence, the school may request additional information or evidence, eg. in relation to medical appointments or illness. (Medical evidence may include: an appointment letter, a GP appointment card signed / stamped by a receptionist, a prescription, prescribed medication.)
- 3.5 Regular checks on attendance are carried out by all class teachers. The Attendance Registers are marked twice each day, at the start of the morning session and again in the afternoon. Registers are checked by Administrative Staff.
- 3.6 All absences and persistent lateness are investigated. When the register closes the Administrative Staff check the messages and operate 'first day calling' for those pupils absent with no reason given.
- 3.7 Attendance data is held electronically on separate SIMS Management Information System, accessible by the Executive Head teacher, Head of School and Administrative Staff who are able to conduct spot checks on individual children and provide comprehensive attendance records.
- 3.8 The Head of School monitors the attendance of pupils each half term. The flow diagram and letters appended, outline the school's approach for monitoring and enabling attendance.
- 3.9 Returns of school data are made termly to the Department for Education (DfE) and benchmark data exists to compare our school within local and national contexts.
- 3.10 The school sets attendance targets each year. These are agreed by the Senior Leadership Team and Governors at the first Full Board meeting of the school year. Targets are challenging yet realistic, and based on attendance figures achieved in previous years.

4. PUNCTUALITY AND LATENESS

- 4.1 The Head of School monitors lateness of pupils as being punctual for school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. The playgrounds are not supervised, doors open at 8.45am for Key Stage 2 and 8.50am for Reception and Key Stage 1.
- 4.2 The school day starts five minutes after the doors open at 8:45 for KS2 and 8:50 for Reception and Key Stage 1. Pupils who arrive after these times will be recorded as late to school (L code). The Registers close at 9.20 am and after this, lateness is recorded as an unauthorised absence (U code). The Afternoon begins at 1.10pm for Reception and Key Stage 1, 1.15pm for Lower Key Stage 2 and 1.30pm for Upper Key Stage 2. Pupils who arrive after this will be recorded as late to school (L code) Registers close at 1.20pm, 1.25pm and 1.40pm respectively. After this, lateness is recorded as an unauthorised absence (U code).
- 4.3 Where there are concerns about punctuality, the school will make verbal contact with parents/carers. If the concerns persist, the Executive Head teacher or Head of School will write to the parents/carers using the appended letter about punctuality, including a copy of the child's registration certificate, and stating the total minutes late over a determined period.

- 4.4 If there is no improvement, the school will arrange a meeting with the parent/carer. In the event of persistent lateness, the school may make a formal referral to ACE.

5. AUTHORISED AND UNAUTHORISED ABSENCES

- 5.1 The DfE recognises the importance of regular attendance and it is a requirement for the Head of School to decide with every absence whether it is authorised or unauthorised. The final decision is made by the Head of School.
- 5.2 Wherever possible parents are expected to make routine appointments (e.g. medical, dental) outside of school time.
- 5.3 If a child is absent from school for any reason the parent must inform the school in person, in writing or by telephone as soon as possible of absence and reason for it. Such calls are always logged and the class teacher informed.
- 5.4 Unauthorised absences are those absences for which the school received no reason/explanation or if the school has good reason to doubt the explanation given.

6. LEAVE OF ABSENCE IN TERM TIME

- 6.1 The Supreme Court recently reached a decision in the case of Platt v Isle of Wight Council which has clarified the law on unauthorised leave, including holidays, during term time. The parents of children of compulsory school age are required to ensure that they attend school on a regular basis. The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who are absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.
- 6.2 Head Teachers retain the ability to authorise leave in accordance with the Education (Pupil Registration) (England) Regulations 2006. When considering such requests for a leave of absence, the school are obliged to act within the law. Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.
- 6.3 It is for the Head Teacher to decide what is 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted. The school can only consider Leave of Absence requests which are made by the 'resident' parent.
- 6.4 Each application for a leave of absence will be considered on a case by case basis and on its own merits.
- 6.5 Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.
- 6.6 Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

- 6.7 All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council
- 6.8 It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).
- 6.9 Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.
- 6.10 Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

7. WHY ATTENDANCE AND PUNCTUALITY MATTERS

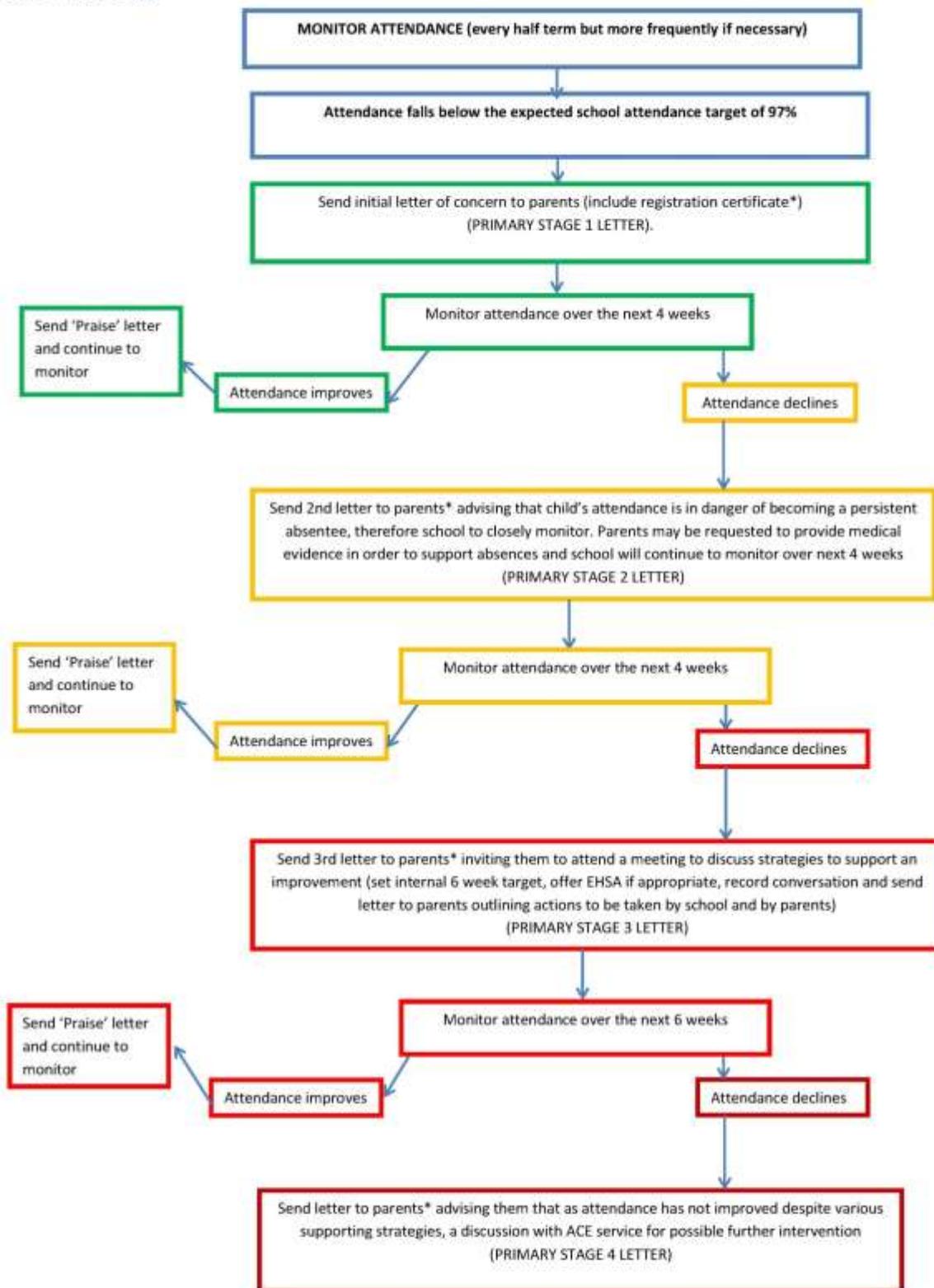
Across one school year:

- Less than 5 days absence = 97.3% attendance
- 14 days absence (approx.) = 92.6% attendance
- 20 days absence (approx.) = 89.4% attendance
- 30 days absence (approx.) = 84.2% attendance

If a child achieves 80% attendance this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.

8. IN CONCLUSION

- 8.1 It is our belief that good attendance and punctuality is at the heart of a child's progress and is, therefore, fundamental to our school's success.
- 8.2 St Nicholas C of E Primary School greatly appreciates parental support to reduce the total amount of days lost due to holidays. The School is committed to working in partnership with parents to enable all children to reach their academic potential and to support their social development and for this to happen individual attendance needs to be as high as possible and we all need to play our part.



*registration certificate to be available/included with all correspondence and communication with parents (and minutes late report if appropriate)



Attendance %	Authorised %	Unauthorised %
Specific concerns		

DATE

Dear

We are writing to the parents of children whose attendance has dropped below 97% for this academic year (). Our expectation is that children attend school 100% of the time. Please find enclosed the Registration Certificate for your child's attendance so far this academic year.

We appreciate that this attendance percentage may be due to illness; however, it is vital that your child is in school whenever possible to ensure they continue to make good progress. Over the next 4 weeks of school (from to). I will be monitoring their attendance and would expect to see an improvement during this period.

Our expectations are that, if your child is absent from school for any reason then you must inform the school in person, in writing or by telephone as soon as possible of absence and reason for it. Such calls are always logged and the class teacher informed.

If necessary, prescribed medicine can be administered via the office staff providing a consent form has been completed and signed.

The attendance policy, procedures and processes can be found on our school website or the school office.

If you wish to discuss your child's attendance do not hesitate to speak to the class teacher or contact me. We are able to offer support in a number of ways, should you need this.

Yours sincerely

Head of School



Attendance for 1 st target period %	Authorised %	Unauthorised %
Specific concerns		

DATE

Dear

I wrote to you on (DATE) to make you aware of (CHILD'S NAME) attendance which at that stage was ()% and that there would be a target period of 4 weeks. During that four week period, attendance was still below our requirements at (%) which raises concern regarding their attendance. Please find enclosed the Registration Certificate for your child's attendance so far this academic year.

As a result of this, I will be setting another target period which will run from () to (). During this second target period, supporting medical evidence of medical appointments or illness will need to be produced. Medical evidence can be appointment cards stamped by the medical practice or prescriptions.

Our expectations are that, if your child is absent from school for any reason then you must inform the school in person, in writing or by telephone as soon as possible of absence and reason for it. Such calls are always logged and the class teacher informed.

If necessary, prescribed medicine can be administered via the office staff providing a consent form has been completed and signed.

The attendance policy, procedures and processes can be found on our school website or at the school office.

Following the completion of this period, if attendance continues to be a concern, then a meeting will need to be made with myself to further discuss your child's attendance and how the school can support you in raising their attendance levels.

If you wish to discuss your child's attendance do not hesitate to speak to the class teacher or contact me. We are able to offer support in a number of ways, should you need this.

Yours sincerely

Karen O'Shea
Head of School





Attendance for 1 st target period %	Authorised %	Unauthorised %
Specific concerns		

DATE

Dear

I wrote to you on (DATE) to make you aware of (CHILD'S NAME) attendance which at that stage was ()% and that there would be a target period of 4 weeks. During that four week period, attendance was above () % and so although we will continue to monitor this, there is no further need for a target period to be set. Please find enclosed the Registration Certificate for your child's attendance so far this academic year.

As you are aware, our expectation is that children aim to attend school 100% of the time so thank you for your support in this matter.

Good attendance is vital so that your child makes the progress they are capable of.

The attendance policy, procedures and processes can be found on our school website or at the school office.

If you wish to discuss your child's attendance at any stage, please do not hesitate to speak to the class teacher or contact me. We are able to offer support in a number of ways, should you need this.

Yours sincerely

Karen O'Shea
Head of School



Attendance for 2 nd target period %	Authorised %	Unauthorised %
Specific concerns		

DATE

Dear

Following the letter sent to you on (DATE) informing you of a second attendance target period, I am writing to inform you that during that period (CHILD'S NAME) attendance which at that stage was ()%. During that four week period, attendance was still below our requirements of at ()% which continues to raise concern regarding his/her attendance. Please find enclosed the Registration Certificate for your child's attendance so far this academic year, You will see that the overall attendance is currently ()%

As a result of this, I would like to meet you on (DATE & TIME) to discuss (CHILD'S NAME) attendance. During this meeting we will be able to offer support and advice in ensuring (CHILD'S NAME) attendance improves. We will monitor his/ her attendance over a six week target period. You will also have opportunities to contribute to an action plan which will support this.

During this period I would ask that supporting medical evidence of medical appointments or illness are produced. Medical evidence can be appointment cards stamped by the medical practice or prescriptions. If necessary, prescribed medicine can be administered via the office staff providing a consent form has been completed and signed.

Our expectations are that, if your child is absent from school for any reason then you must inform the school in person, in writing or by telephone as soon as possible of absence and reason for it. Such calls are always logged and the class teacher informed.

The attendance policy, procedures and processes can be found on our school website or at the school office.

Please confirm that you are able to attend this meeting via email: admin3595@we-learn.com or with Tina Ward at the office.

Yours sincerely

Karen O'Shea
 Head of School





Attendance for 2 nd target period %	Authorised %	Unauthorised %
Specific concerns		

DATE

Dear

I wrote to you on (DATE) to make you aware of (CHILD'S NAME) attendance which at that stage was ()% and that there would be a second target period of 4 weeks. During that four week period, attendance was ()% and so although we will continue to monitor this, there is no further need for a target period to be set. Please find enclosed the Registration Certificate for your child's attendance so far this academic year.

As you are aware, our expectation is that children aim to attend school 100% of the time so thank you for your support in this matter.

Good attendance is vital so that your child makes the progress they are capable of.

The attendance policy, procedures and processes can be found on our school website or at the school office.

If you wish to discuss your child's attendance at any stage, please do not hesitate to speak to the class teacher or contact me. We are able to offer support in a number of ways, should you need this.

Yours sincerely

Karen O'Shea
Head of School



APPENDIX 6 PRIMARYSTAGE 4 LETTER



Attendance for 3 rd target period %	Authorised %	Unauthorised %
Specific concerns		

DATE

Dear

Following the meeting held on (DATE), (CHILD'S NAME) attendance has failed to improve during the six week target period set. This is despite the strategies and actions that have been put in place. I am writing to inform you that during that period (CHILD'S NAME) attendance which at that stage was ()%. During that six week period, attendance continues to raise a concern. Please find enclosed the Registration Certificate for your child's attendance so far this academic year, You will see that the overall attendance is currently ()%

As a result of this, I would like to meet you on (DATE & TIME) to discuss (CHILD'S NAME) attendance. During this meeting we will be able to offer support and advice in ensuring (CHILD'S NAME) attendance improves. An Attendance Officer from the Attendance Compliance Enforcement Team will also be present at the meeting and will be able to offer support and advice in ensuring (CHILD'S NAME) attendance improves. At the meeting we will be reviewing attendance and I hope to see an improvement in his/ her attendance in the interim period.

During this period I would ask that supporting medical evidence of medical appointments or illness are produced. Medical evidence can be appointment cards stamped by the medical practice or prescriptions. Our expectations are that, if your child is absent from school for any reason then you must inform the school in person, in writing or by telephone as soon as possible of absence and reason for it. Such calls are always logged and the class teacher informed. If necessary, prescribed medicine can be administered via the office staff providing a consent form has been completed and signed.

Please confirm that you are able to attend this meeting via email: admin3595@we-learn.com or with Tina Ward at the office.

The attendance policy, procedures and processes can be found on our school website or at the school office.

Yours sincerely

Karen O'Shea
Head of School





Attendance for 3 rd target period %	Authorised %	Unauthorised %
Specific concerns		

DATE

Dear

I wrote to you on (DATE) to make you aware of (CHILD'S NAME) attendance which at that stage was ()% and that there would be a second target period of six weeks. During that six week period, attendance was above our requirements at ()% and so although we will continue to monitor this, there is no further need for a target period to be set. Please find enclosed the Registration Certificate for your child's attendance so far this academic year.

As you are aware, our expectation is that children aim to attend school 100% of the time so thank you for your support in this matter.

Good attendance is vital so that your child makes the progress they are capable of.

The attendance policy, procedures and processes can be found on our school website or at the school office.

If you wish to discuss your child's attendance at any stage, please do not hesitate to speak to the class teacher or contact me. We are able to offer support in a number of ways, should you need this.

Yours sincerely

Karen O'Shea
Head of School



DATE

Dear

Name:

Number of Lates:

Minutes late:

We are writing to the parents of children whose late arrival at school is causing some concern. Please find enclosed the Registration Certificate for your child's attendance so far this academic year.

The school day starts five minutes after the doors open at 8:45 for KS2 and 8:50 for Reception and Key Stage 1. Pupils who arrive after these times will be recorded as late to school (L code). The Registers close at 9.20am and after this, lateness is recorded as an unauthorised absence (U code). The Afternoon begins at 1.10pm for Reception and Key Stage 1, 1.15pm for Lower Key Stage 2 and 1.30pm for Upper Key Stage 2. Pupils who arrive after this will be recorded as late to school (L code) Registers close at 1.20pm, 1.25pm and 1.40pm respectively. After this, lateness is recorded as an unauthorised absence (U code).

It is vital that your child is in school in time for registration and ready to start the school day with their class to ensure they make good progress.

The Education Act 1989, s.7 states that it is the duty of a parent to ensure that his/her child receives a full-time education by regularly attending the school where he/she is registered.

Our Attendance Policy is on the school website for further information about our expectations.

Being on time for school is very important. Key skills such as reading, writing and Maths are taught at the beginning of the school day. Children who arrive late can miss important learning.

Late arriving children also miss important information about what is happening during the day. This can leave a child confused and distressed when he/she does not know what is going on.

If your child arrives late at school, he/she will have to be signed in and a parental explanation recorded. Persistent, severe or unexplained lateness can be classed as unauthorised absence and may be referred to the Local Authority.

Over the next half term from () to (), I will be monitoring your child's arrival time and would expect to see no lateness recorded during this period. If there is no improvement during this period we will arrange to offer support.

If you wish to discuss your child's attendance please do not hesitate to contact me.

Yours sincerely

 Karen O'Shea
 Head of School
