




St. Peter & St. Paul CE Primary School, Burgh-le-Marsh
“Striving for excellence together in a caring Christian community.”
RESPECT COMPASSION COURAGE



ATTENDANCE POLICY

Responsible: Governing Body

Agreed on: 15/11/21 

To be reviewed: ANNUALLY (or earlier if legislation changes)

Last reviewed: _____

Review notes: _____

1. INTRODUCTION

We are committed to providing a full, enjoyable and effective education for all children. We believe that all children benefit from the education we and therefore from daily school attendance. To this end we will do as much as we can to ensure that all children achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible. The government does expect children to attend for at least 96%.

2. IMPLEMENTATION

This policy will be reviewed annually by staff and governors.

3. AIMS:

It is recognised that

- All children of statutory school age have an equal right to access an education in accordance with the National Curriculum regulations.
- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of children and their parents to ensure attendance at school as required by law.
- Some children and their parents may need to be supported at some stage in meeting their attendance obligations and responsibilities.
- Situations beyond the control of children and/or parents may impact on attendance. We will, with the agreement and support of parents, work in partnership with external agencies to resolve these.
- The vast majority of children want to attend school to learn, to socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

4. EXPECTATIONS:**CHILDREN ARE EXPECTED TO BE IN SCHOOL AND READY TO START LEARNING BY 8:45AM.**

Gates are opened at 8:30am to allow time to get everyone into school. Registers are taken at 8:50am and are officially closed by the office at 9am. Children are classed as late (L) if not in class when registers are taken and will be given an unauthorised mark (U) if they arrive after registers close. Registers are also taken at 1:15pm. The school day finishes at 3:15pm and children are released to parents as soon as possible after this.

We expect the following from all our children:

- That they attend school daily.
- That they will arrive on time and be appropriately prepared for the day.
- That they will tell a member of staff about any problem or reason that may prevent them from attending school.

We expect the following from parents:

- To ensure their children attend school daily and punctually.
- To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend.
- To ensure that their children arrive in school well prepared for the school day and to check that they have done their home learning.
- To contact the school in confidence whenever any problem occurs that may affect their child's performance in school.

Parents and children can expect the following from school:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing good reason.
- Immediate and confidential action on any problem notified to us.
- Recognition and reward for good attendance.
- A quality education

5. TERM TIME "LEAVE OF ABSENCE"

In line with the D.F.E. 2013 Attendance Regulations "headteachers may not grant any leave of absence during term time unless there are exceptional circumstances." Therefore a request for leave of absence for the purpose of a holiday will not be granted unless deemed to be exceptional circumstances. All unauthorised absence,

including unauthorised holidays, may be reviewed by our Education Welfare Officer and can result in a Fixed Penalty Notice being issued by the Local Authority in respect of this.

If a parent feels they have **exceptional circumstances** as a reason for absence, they must write or request a meeting with the head teacher who will seek advice from the Educational Welfare Officer, Governing Board and/or the Department for Education. Where practically possible, this should be at least two weeks before the requested leave of absence.

Consideration will be given in the case of:

- Bereavement/critical illness of immediate family member
- Parents with agricultural/seasonal work commitments
- Family events/celebrations
- One-off educational/cultural opportunities
- Children with Education, Health, Care Plans
- Children with Medical, well-being Plans

In exceptional circumstances up to two weeks can be authorised. The child's current unauthorised absence record will be taken into account. Absence is not authorised during critical assessment weeks (e.g. Y6 SATs week). The decision of the headteacher is final.

6. ENCOURAGING ATTENDANCE THROUGH GOOD PRACTICE AND REWARDS

Attendance can be encouraged in the following ways:

- Accurate completion of the registers at the beginning of each session.
- Automatic updates given to parents via the ParentHub app.
- Attendance checks each 'small' term (T1-T6).
- Awards for good attendance every 'big' term (Autumn, Spring, Summer)
- A 'Gold' Award, using the Lincolnshire County Council's Certificate, for 100% attendance achieved throughout the year. (Attendance is 100% if there has been no absence).
- Identifying and supporting children who have attendance problems in advance of the transition between KS2 and KS3. This should include the sharing of relevant information with the destination school.
- Establishing a mechanism for working with those parents who are concerned that their children may be experiencing difficulty in attending school.

6. RESPONDING TO NON-ATTENDANCE AND LATENESS:

When a pupil does not attend or is persistently late, the school will respond effectively.

If a note, email or telephone call is not received from parents, the parents will be contacted on the first day of absence by telephone.

The headteacher will be informed of any absence which:

- Is 90% or below (persistent absence)
- Shows regular patterns e.g. repeated absence on the same day(s) of each week or random days every week
- Is unexplained (unauthorised)

The headteacher will report to Governors on a regular basis and discuss issues such as the above which may be causing concern. Attendance letters will be sent to families when a child's attendance is hitting 90% or lower and Attendance Panel meetings may be held to discuss concerns.

7. CHILDREN MISSING EDUCATION

The Schools will follow the Lincolnshire County Council policy regarding Children Missing Education, a copy of which is available on request from the schools or Lincolnshire County Council.

Definition of a child missing education:

"Any child of compulsory school age (5-16) who is not on a school roll, nor being educated otherwise (e.g. at home, privately, or in alternative provision) and who has been out of any education provision for a substantial period of time (practice nationally is four weeks or more)"

Definition of Children at Risk of Missing Education

Children and young people with poor school attendance are often the most vulnerable and are more likely to become children missing from education.

The Authority recognises that the duty to identify children not receiving education does not apply in relation to children who are registered at school who are not attending regularly. The Authority's CME strategy does however, include the reinforcement of duties that already exist for schools and therefore supports the monitoring of children at risk of missing education in the future.

The monitoring of children at risk of missing education is carried out in partnership with schools where attendance of individual children gives cause for concern with the aim of reducing the risk in the future.

For the purpose of this document (agreed locally) a Child at Risk of Missing Education is defined as:

Any child of compulsory school age (5-16) who is on roll of a school but has less than 50% attendance in a school term
Any child of compulsory school age (5-16) who is subject to a modified/reduced timetable for more than one school term

8. LIAISING WITH EXTERNAL AGENCIES

Research has shown that schools in partnership with the full range of support services have a greater impact on school attendance than when they act alone or when the support services are uncoordinated or disjointed.

Poor school attendance may be a symptom of a wide range of circumstances. Many of these circumstances will demand expert support beyond the remit of the school or the EWO. It is therefore vital that strong partnerships are established with all agencies that work with children and young people.

Other Agencies to be used where appropriate in individual cases.

- Educational Behavioural and Support Services.

- Educational Psychologists.
- Pastoral Support Adviser
- Special Educational Needs Service.
- Healthy Minds team
- CAMHs
- Social Services.
- Early Help
- Connexions
- Youth Service.
- Local police

Data Protection Act

The Data Protection Act places obligations on all agencies that process, store and share information on any individual. It is important to have full regard for the requirements of the Act. Each school has a Data Protection Notification which details the circumstances under which data is managed. Nothing in the legislation prevents a school sharing information with the police or social services where it is believed that a child or young person under the age of 18 is at risk of harm or is in need of safeguarding.

REQUESTS FOR ABSENCE

Back in 2013, the Education (Pupil Registration) Regulations 2006 were amended. These amendments remove references to 'holiday' from school and extended leave of absence as well as the statutory threshold of ten school days. (i.e. the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence).

As a result, parents and carers should be aware that since 2013, requests for leave of absence will not be granted for the purpose of a holiday **unless deemed to be exceptional circumstances**.

If you wish to seek approval for any request of absence for your child(ren) from School, then you must apply in writing to the Headteacher, at least four weeks in advance of the requested for absence. Any exceptional circumstances must be clearly set out in the written request to the Headteacher who will consider each case upon its merits.

If you then choose to take your child out of school during term time and it is **not** deemed to be exceptional circumstances and/or has not been approved by the School, then this will be coded as an unauthorised absence and a Fixed Penalty Notice may be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

- **Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise**
- **Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act**
- **In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60.00 or £120.00.**

Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.

- **Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the LA before a magistrates' court or issued with a Fixed Penalty Notice for £60.00 or £120.00.**



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ATTENDANCE MONITORING

[Date]

Dear [Name of Parent/Carer],

Re. [Name of child] Date of Birth: [DoB]
Registered pupil at the St. Peter and St. Paul CE Primary School, Burgh-le-Marsh

Children's attendance is a priority at our school. We constantly monitoring pupil attendance and punctuality, aiming to work together with families to ensure excellent outcomes for all children.

The target for children's attendance is at least 96%. As part of our regular attendance monitoring, your child's overall level of attendance at the end of last term was ____%. Please see the attached attendance summary for a detailed breakdown. A child with attendance of 90% or less is classed as a 'Persistent Absentee' by the Government. 90% might appear an excellent test score, but 90% attendance throughout your child's Primary Education equates to more than half a year of Primary School being missed.

As well as Covid-19 related absence, we are aware that other illness and long-standing health conditions impact upon the attendance of some children. Some absences have been authorised for acceptable reasons and are recorded with codes C, E, F, H, I, J, M, P, R, T, V or X. However, absences recorded as G, N, O or U are unauthorised. There may also be evidence of persistent lateness in arrival at school as recorded by L and/or U.

The impact of persistent absence and irregular attendance is well recognised. It seriously affects academic progress and social development and leaves children at a considerable disadvantage for the remainder of their schooling.

I hope that this term every effort will be made to improve your child's attendance. Where attendance remains a concern, parents may be invited to a School Attendance Panel meeting involving parents, appropriate staff and also outside agencies. These may include, for example, the Headteacher, the Educational Welfare Consultant, a member of the Governing Body or Health and Social Care professionals. The intention of such meetings, whilst formal, is to support parents and children to improve school attendance, reducing authorised and/or unauthorised absence.

Finally, parents also need to be aware that high levels of absence from school can result in a Fixed Penalty Notice being issued by the Local Authority in respect of this. A Fixed Penalty Notice is a strategy used by the Local Authority to address the unacceptable levels of attendance of children at school. Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise. Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.

If you would like any further support, please let us know. We obviously want to continue to work in partnership with parents for the benefit of children, allowing them to reach their full potential. If something is preventing your child coming to school, please come and talk to us about it.

Thank you for your continued support in achieving the best outcomes for your child.

Mr. D. Hurdman
Headteacher



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