

Attendance Policy

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1. Introduction

Good attendance is an essential part of a child's life at Paddox Primary School. We seek to ensure that all our pupils receive a full-time education which maximizes opportunities for each pupil to realise and reach his/her true potential both socially and academically. We expect all children to be on roll every day, when school is in session, as long as they are fit and healthy enough to do so.

Full attendance should be an expectation shared by the child, home and school. That shared positive attitude towards school will help us all to gain the very best academic and social development for every child and will provide a very important and useful role model for a child's future working life.

All school staff work with pupils and their families to ensure each pupil attends school regularly and punctually.

Under the Education (Pupil Registration) Regulations 2006, the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. The register will also indicate whether the absence was authorised or unauthorised.

Parents whose children are of compulsory school age and registered at school are responsible for ensuring that their children attend school regularly. If they fail to do so, they are guilty of an offence and may be given a penalty notice or prosecuted under section 444 of the Education Act 2006.

2. AIMS

The aim of this policy is to provide clarity around the issue of attendance and to:

- Inform parents of their legal responsibility, expectations and the school's approach
- further develop positive and consistent communication between home and school
- support teachers and senior leaders in promoting and monitoring good attendance and punctuality.
- recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

The school will:

1. Apply the School Attendance Policy consistently.
2. Maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's vision and curriculum.
4. Monitor progress in attendance using measurable outcomes.

3. Arrival and registration

It is important that children arrive for school punctually to ensure a calm and purposeful start to the day. All children should be ready to come into school at 8.40 am each day.

Registers should be completed within the first five minutes of each school session (8.50am – 8.55am) on SIMs along with the dinner register. If it is a paper register it should be sent down to the office with the dinner box, in KS 1 & 2. Registers should be marked according to symbols on SIMs, if staff are unsure of the symbol then leave it as absent for the office to complete. Registers will be closed at 9.25 am. Each class must also administer a register in the afternoons – times will vary.

It is essential that children arriving and leaving school with a parent/guardian outside the normal hours are signed in and out using the system in the school main entrance.

Children should be at school, on time, every day the school is open, unless the reason for absence is unavoidable. Permitting absence from school without a good reason is an offence.

4. Absence

Parents or carers must notify the school if their child is absent. This should be done by a telephone call to the absence line (01788 572340, option 1) or through ParentApp on the first morning. Both are available 24/7. If no reason is provided the school will not authorise absence and the 'O' code will be administered.

If we have not heard from parents with a reason for absence by 9.25 then a member of the admin team will send a text message asking for a reason. For some children, a member of our pastoral team will carry out a follow-up phone call.

On day 2, if a child returns to school but no reason has been received for absence, it will be unauthorised. If absence continues the admin team send another text message requesting contact. Vulnerable pupils are likely to receive a welfare visit if no contact has been received on day 2.

On day 3, a member of the admin team will phone the family. If there is no answer, a message will be left to say that an in-person visit will be made at the school's convenience if absence continues or no message is received.

On day 4, school will continue to try to make contact and a letter will be put through the door expressing concern. It is at the school's discretion to make a referral to Children's Services at this point. If a child is still missing on day 10 of absence, then a referral to the Children Missing in Education team will be made.

5. Authorised Absence

Authorised absences are:

- Your child is too ill to attend that day.
- You have asked in advance and been given permission by the school for your child to be absent on that day due to exceptional circumstances.
- Your child cannot attend school on that day because it is a day you are taking part in religious observance.
- Your local authority is responsible for arranging your child's transport to school and it is not available on that day or has not been provided yet; or
- You are a gypsy/traveller family with no fixed abode, and you are required to travel for work that day meaning your child cannot attend their usual school. In most circumstances, however, your child is required to attend another school temporarily during such absences.

These are the only circumstances where schools can permit your child to be absent.

Parents who take their child out of school without permission may face paying a fine. Absence may be authorised retrospectively where a satisfactory explanation is offered, however all absences will impact on a child's attendance record.

6. Unauthorised Absence

Unauthorised absence is any absence that has not been authorised by the headteacher. It is the schools decision to unauthorise absence.



7. Leave of Absence

The Government issued regulations in October 2014 regarding Leave of Absence; The Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

- Head teachers **shall not** grant any Leave of Absence during term time **unless they consider** there are **exceptional** circumstances relating to the application.
- Parents do not have any entitlement to take their children on holiday during term time. Any application for leave must establish that there are **exceptional circumstances** and the Headteacher must be satisfied that the circumstances warrant the granting of leave.
- Headteachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for leave of absence must be made in advance and failure to do so will result in the absence being unauthorised which may result in legal action against the parent by fixed penalty notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being unauthorised which may result in legal action against the parent, by fixed penalty notice, if the child is absent from school during that period.
- If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's legal services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

8. Monitoring Absence & Lateness

Causes for concern are:

- Regular lateness.
- If children in a family are always absent at the same time.
- Regular absence each week.
- If the reason for the absence has not been given.
- If a child gives a different reason for the absence to that given by the parent.
- If a child is absent and the family is involved with Children's Services.

Once the main school doors close at 8.50, a member of the admin team, will be at the Year 5 door to sign in late children. From 8.55 children will have their names and lunch order taken and then go to the classroom. The admin team then enter lates into SIMs. Some children have individual arrangements with school in order to



support them attending successfully. If your child is struggling to come into school for whatever reason, please do get in touch and let us know via your child's class teacher in the first instance. We are here to help whenever possible.

9. Strategies for Improving Attendance & Lateness

Why attendance matters:

- Less than 5 days absence = 98%+
- 14 days absence (approx.) = 93.5%
- 20 days absence (approx.) = 90%
- 30 days absence (approx.) = 88%

The school will endeavour to support parents and carers by:

- Providing an environment in which pupils feel welcomed and valued.
- Make every effort to match learning tasks to pupil's needs.
- Collating attendance data every half term and analysing it in order to identify patterns, set targets, correlate attendance with achievement.
- Parents/carers will be reminded regularly of the importance of good attendance
- The headteacher will make a termly report to governors on attendance
- The headteacher, SENDCo and pastoral team may liaise with other agencies when this may serve to support and assist those experiencing difficulties

10. Monitoring and reviewing

It is the responsibility of the governing body to monitor overall attendance. The school will keep accurate records on file for a minimum of three years.

11. Triggers for Correspondence

Stage 1	<p>Current attendance below 97% without clear authorised reasons for absence or if attendance is below 90% by November</p> <p>Actions:</p> <ul style="list-style-type: none"> • Letter 1 outlining initial concern sent • Class teacher or pastoral team to have a conversation with parent/carer re. early concerns. • Attendance reassessed after 6 weeks
Stage 2	Half termly monitoring for identified stage 1 concerns



	If improved attendance, then letter supporting positive increase is sent Continue half termly monitoring until 95%	If little or no improvement, then another letter is sent. Pastoral team to make contact re. support needed Attendance reassessed after 6 weeks.
Stage 3	Half termly monitoring still shows little or no improvement Actions Letter 2 – meeting request sent Meeting with headteacher or pastoral team to set targets and consider Early Help referral Attendance re-assessed after 6 weeks. If on-going concerns or insufficient improvement, a referral to an external agency will be considered.	

Lateness

Stage 1	If a child is absent on 10 separate occasions Actions: <ul style="list-style-type: none">• Letter sent outlining time lost and expectation of improvement• Review in 6 weeks
Stage 2	If a child continues to be late on a frequent basis Actions: <ul style="list-style-type: none">• Letter sent out inviting parents to meeting to create action plan to reduce lateness• Continue to review. If concerns persist, refer to external agency.