

Emmaville Primary School



Attendance Policy 2018 – 2019

The attendance floor target for Emmaville is 96% but we hope for 100%. We ask that all parents/carers support us to help achieve this for all pupils as working in partnership is crucial.

Headteacher: Avril Armstrong

Chair of Governors: Bill Purvis

The importance of excellent school attendance

As we are committed to providing an education of the highest quality for all our pupils, we believe high attainment depends on good attendance. We reward those children whose attendance is excellent. However we also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Research has proven that there is a high correlation between school attendance and academic performance and success. Absence from school is often the greatest single cause of poor performance and achievement.

Regular and punctual school attendance is therefore important as children cannot learn if they are absent from school. This policy sets out the reasons why we aim to ensure that all our children take full advantage of the educational opportunities available to them by law and to raise standards by promoting regular attendance and punctuality of pupils.

Emmaville Primary School fully recognises its responsibilities to ensure pupils are in school and, on time, therefore having access to learning for the maximum number of days and hours. We recognise that missing out on lessons leaves children vulnerable. Children who are persistently late or absent from school, soon fall behind in their education, they can develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations.

A child whose attendance drops to 90% each year will, over their time at primary school, have missed two whole terms of learning.

We expect all school personnel to support and promote excellent school attendance by acting as role models and to work hard to provide a learning environment in which all pupils are eager to learn, feel valued and enjoy coming to Emmaville School. Sometimes a pupil's absence or lateness may not be their fault and in these circumstances it is our policy to be supportive of the child and not to make them feel guilty or inadequate. Also, at times we realise that we have to give allowances for religious beliefs and individual family circumstances.

Did you know?

Percentage Attendance	Days missed over a school year
100%	0 days missed
95%	10 days missed
90%	20 days missed
85%	30 days missed
80%	40 days missed

Attendance at school every day is important because:

- Learning is a progressive activity; each day's lesson builds upon those of previous day(s).
- Reading the material and completing work independently does not compensate for direct interaction with the teacher and peers.
- Many teachers use discussions, demonstrations, experiments and participation of the daily learning activity, and these cannot be made up by those who are absent.

Our policy and guidelines apply to all children registered at this school (Nursery to Year 6) and this policy is made available to all parents/carers on our school website or is available from the school office for those without access to the internet.

The Legal Framework

This policy has been written to adhere to the relevant Children Acts, Education Acts, Regulations and Guidance from the Department for Education in addition to guidance from the Local Authority.

The following documentation is also related to this policy:

- Advice on School Attendance (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Improving Attendance at School (DfE)
- School attendance parental responsibility measures: Statutory guidance for local authorities, school leaders, school staff, governing bodies and the police (DfE)

Parents/Carers have the legal responsibility for ensuring their child's good attendance at school. Statutory legislation applies to children in the term after they are five.

Although good attendance is the responsibility of parents/carers, Headteacher and Governors at Emmaville School work together with other professionals and agencies to ensure that all pupils are encouraged and supported to develop good attendance habits. Procedures in this policy are followed to ensure this happens.

Aims and Objectives

This attendance policy ensures that all staff and governors in our school are fully aware of and clear about the actions necessary to promote good attendance.

Attendance Categories for Emmaville

Persistent Absence	Concern	Below Average	Good	Very Good	Excellent
Less than 90%	90 - 93.99%	94 - 95.99%	96 - 97.99%	98 - 99.99%	100%

Through this Policy we aim to:

- Improve pupils' 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 Nursery and Reception aged children in order to promote good habits at an early age;
- Work in partnership with pupils, parents, staff and the Attendance 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 in promoting good attendance;
- Recognise the role of class teachers as they will be able to identify where attendance is having an impact on attainment.

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 have an understanding of 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.

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 detail of any absence and lateness;
- To follow up absences and persistent lateness if parents/carers have not communicated with the school;
- To inform parents/carers what constitutes authorised and unauthorised absence;
- To strongly discourage unnecessary absence through holidays taken during term time;
- To work with parents to improve individual pupils attendance and punctuality;
- To refer to the Attendance Service or appropriate agencies of any child whose attendance causes concern and where parents/carers have not responded to school initiatives to improve;
- To report attendance statistics to the Local Authority and the DfE where requested;
- All staff should be aware that they must raise any attendance or punctuality concerns to the nominated person with responsibility for monitoring attendance.

Roles and Responsibilities

Parents and Carers

Under Section 444 of the 1996 Education Act and Regulations of 2006 and 2010, parents are responsible in law for ensuring the regular and punctual attendance of their children.

Under education law (section 576 of the Education Act 1996), a parent is defined as:

- All natural parents, whether they are married or not;
- Any person who, although not a natural parent, has responsibility for the care of a child or young person. This means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent.

It is also important to note that even though a parent may not live in the same home as the pupil that parent is still responsible for ensuring the child attends school every day.

Parents should familiarise themselves with this attendance policy and work closely with school staff to overcome any problems which may affect their child's attendance.

Please note that parents/carers are discouraged from making medical or dental appointments during the school day. However we realise that this is sometimes unavoidable but where possible children should only be removed from school for the minimum period of time.

Parents/Carers are also responsible for:

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness;
- Contacting the school office before 9.30am (0191 4132460) on the first morning of absence;
- Informing the school of any changes to their contact details;
- Collecting their children on time;
- Avoiding taking family holidays in term time;
- Making requests for authorised absence in term time, only if absolutely necessary as these are not automatically authorised;
- Talking to the school as soon as possible about any child's reluctance to come to school so that problems can be quickly identified and dealt with.

Pupils are responsible for:

- Being aware of the school attendance policy;
- Arriving at school on time but no earlier than 10 minutes before the official school opening time;
- Knowing the value of good attendance and punctuality.

School Personnel

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

Class teachers are responsible for:

- Maintaining class registers and completing them accurately in accordance with school policy, and forwarding completed registers to school office staff after registration closes;
- Informing the nominated person where there are concerns and acting upon them;
- Where poor attendance re occurs ensuring appropriate school staff are informed;
- Emphasising with their class the importance of good attendance and promptness;
- Ensuring appropriate school staff are informed of additional information provided by the child so it can be recorded in line with school policy;
- Discussing attendance issues at Parents' Consultation evenings where necessary.

The Head teacher is responsible for:

- Overall monitoring of school attendance;
- Ensuring the safeguarding of pupils by establishing the whereabouts of all absent pupils;
- Checking trends in authorised and unauthorised absence;
- Contacting families where concerns are raised about absence including arranging meetings to discuss attendance issues;
- Monitoring individual attendance where concerns have been raised;
- Observing attendance according to gender, age, ethnicity, first language, eligibility for Free School Meals, special educational needs and persistent absentees;
- Studying trends by using data effectively to help strategic planning;
- Providing reports and background information every term to inform discussion with the Governing Body. The information provided should include attendance figures and progress to achieving set targets;
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence;
- Making referrals to the Attendance Service.

Staff in the School Office are responsible for:

- Collating and recording registration and attendance information;
- Ensuring the safeguarding of pupils by establishing the whereabouts of all absent pupils by making contact with parents if the school has not been informed of their child's absence;
- Taking and recording messages from parents regarding absence;
- First Day Response: Contacting home if no reason for absence is received (phone call or text message via Parentmail);
- Ensuring the Absence/Late Book is completed;
- Recording details of children who arrive late or go home early;

- 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 parents/ carers and reporting concerns to the Head teacher;
- Sending out standard letters regarding attendance.

For Safeguarding and Attendance purposes it is vital that for all pupils we have in place at least three emergency contact phone numbers for different adults associated with each pupil.

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. For example, if a child has been unwell and the parent telephones the school to explain the absence.

Only the school can make an absence authorised. 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.

Registers

1. Registers are legal documents and will be marked twice a day.
2. Parents must always give reasons for absence to the school.
3. Schools are to determine whether absence is authorised or unauthorised in exceptional circumstances, considering factors such as frequency, duration, attendance patterns, i.e. within reason. Staff must be observant of situations where absence is continually condoned by parents.

The guidelines below clarify possible actions

Authorised Absence	Unauthorised Absence
Illness	Absence without a valid reason
Medical Appointment / Dental (For the time of appointment including travelling)	Latecomers beyond 40 minutes after the session has started
Family Bereavement	Persistent lateness within the first 40 minutes of the day
Religious Observance	Special occasions, e.g. birthday, weddings, christenings
Excluded Children	Holidays
Sports / Music / Exams	Shopping trips, day trips
Agreed other educational activity at the discretion of the Head teacher	Absence to look after someone

Reintegrating Long Term Absentees

Following a long period of absence, a child may feel vulnerable, so staff may wish to arrange a phased or gradual return, allocation of a 'Key Worker', consider whether Special Needs support is appropriate, ensure that all staff are aware of the situation and nominate a key person to monitor the child's reintegration into school. All children must feel welcomed back and know from whom they can seek help.

Registration

Registration will be carried out twice a day. It is important that pupils arrive on time for registration as late comers cause disruption both to themselves and other pupils.

Each class teacher has the responsibility for keeping an accurate record of attendance.

Morning registration is at 8.50am and the registers will close at 9.30am.

Afternoon registration is at 1pm and the registers will close at 1.15pm.

All attendance records are documented using SIMs software, which is supported by the Local Authority. Attendance registers are legal documents and these must be kept secure and preserved for a period of three years after the date they were last used.

Lateness

Being 10 minutes late each day for one year is equal to 33 hours - approximately 6 days!

Poor punctuality is not acceptable.

Minutes lost each day by being late	Days lost per year (approx.)
5 minutes	3 days
10 minutes	6 days
15 minutes	9 days
20 minutes	12 days
30 minutes	18 days

Children who are persistently late miss a significant amount of learning, often the most important aspect, as the beginning of the day is where the teacher explains the learning and what each child is expected to achieve. They also miss out on vital information and news for the day.

Pupils who arrive late for school disrupt lessons, it can also be embarrassing for the child in question and can encourage absence.

Please help us to establish good time keeping as we feel that this is a vital life skill which will help our children as they progress through their school life and out into the wider world.

Repeated absence at the beginning of a school session can amount to failure to attend regularly for the purpose of 1996 Education Act. The school seeks to improve general punctuality and to improve attitude of persistent offenders by:-

- a. Informing parents of our expectations and offer ways of helping combat lateness.
- b. Parents of persistent offenders will be contacted, and reported to the Attendance Officer if no improvement.
- c. Praise and acknowledge latecomers who improve.
- d. Ensure that staff set a good example by arriving punctually for lessons.
- e. All children and parents must understand that lateness is actively discouraged, although sensitivity may be appropriate in some cases.
- f. Schools may use other incentives to improve levels of punctuality

Once the children are in school after the morning bell at 8.50am the only way to get into school is via the front entrance. Any pupil who comes into school this way will be marked as late in the attendance record. Records are kept of those pupils who are late, this is documented on the electronic register for each pupil (Attendance code L).

Any child who arrives for school later than 9.20am will be marked as having an unauthorised absence for the morning (Attendance code U).

Children who have attended a dentist or doctor's appointment and subsequently come to school later than 8.50am will have the absence recorded as a medical absence (Attendance code M).

Where there have been persistent incidents of lateness parents/carers will either be contacted by telephone or will receive a letter advising them of the concerns. The school will then provide opportunities for parents/carers to seek support and advice to address these issues.

Absences

Parents/carers should contact the school on the first day of their child's absence. When parents/carers notify us of their child's absence it is important that they provide us with full and accurate details of the reason for their absence and expected date of return. This information is used to determine whether the absence is authorised or unauthorised. The Head teacher has the responsibility to determine whether absences are authorised or unauthorised

First Day Contact

Where a child is absent from school and we have not received any verbal or written communication from the parent, then we initiate a first day contact process. Office staff check all of the registers from 9.00am to 9.30am on a daily basis, to identify those pupils who are absent. There are occasions when we are unaware why the child is absent and we will attempt to contact the parent to check the reasons for the child's absence.

Illness

When children have an illness that means they will be away from school long term, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services to see if arrangements can be made for the child to be given some home tuition outside school.

Where over the course of an academic year, a child has repeated periods of illness, the school will write to parents to ask them to provide medical evidence for each future

period of illness related absence. This evidence could be a Doctor's note, appointment card/letter or copy of a prescription. We may seek written permission from you for the school to make their own enquiries. Alternatively we may make a referral to the School Health Advisor to offer support.

LEAVE OF ABSENCE AND TERM-TIME HOLIDAYS

Amendments to the Education (Pupil Registration) (England) Regulations 2006 make clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

A leave of absence will only be granted in exceptional circumstances. Decisions made in relation to whether a leave of absence request is granted (authorised) or not (unauthorised) will be applied consistently and equitably.

The Headteacher must be satisfied that the exceptional circumstances justify an authorised absence and it is entirely the responsibility of the parent submitting the request to provide sufficient information and evidence in order to establish this fact.

Making a Leave of Absence Request

Parents should seek permission for a leave of absence during term time prior to the leave using the request for leave of absence form (available from the school office), fully explaining the reasons for the request. Each request will be judged on a case by case basis by the Headteacher and in some cases in consultation with the Chair of Governors. Parents are reminded that the absence will have an absence on their child's education as the child will miss elements of the curriculum, causing gaps in learning.

- The request for an authorised leave of absence must be made at **least two weeks** in advance and the Headteacher may invite the parent into school to discuss the request before a decision is made, especially when the reasons given are unclear.
- School will reply to all application in writing stating whether or not the absence has been granted.
- If leave is not granted, the reason for not authorising a request will be clearly stated, as well as the possible consequences of disregarding the refusal.
- If leave is granted, the length of authorised absence will be clearly stated, including the date the child is expected back in school and the possible consequences if the child fails to return on that date.

- If a parent removes their child from school without requesting a leave of absence or without authorisation from the Headteacher, the parents will be informed in writing that a referral is being made to the local authority requesting a penalty notice be issued.

Implications when a Leave of Absence is Not Authorised

If the request for a leave of absence (holiday or other circumstances) is refused and the absence is recorded as unauthorised, the Headteacher may refer the matter to the local authority requesting that a penalty notice be issued against the parent.

Parents should consider the full implications of this before deciding to remove their child for a holiday in term time.

At Emmaville Primary School, a child's previous attendance record will be taken into account when deciding whether such a referral is made to the local authority. Parents should expect that a referral will be made if:

- **Over five days of unauthorised term-time holiday have been taken from the start of the previous academic year until the date of the request and the child's attendance has been below 95% for the same period;**
- **The child's attendance falls into the concern category (below 94%) from the start of the previous academic year until the date of the request;**
- **The child had persistent absence (below 90%) in the previous academic year.**

The local authority will issue a penalty notice (or in the first instance a penalty notice warning letter) in response to requests made by school provided that the following conditions have been met:

- A leave of absence has been taken without the permission of the Headteacher (unauthorised absence);
- A leave of absence has been agreed and the pupil returns to school after the agreed date without explanation;
- No application for leave has been made;
- The child has been removed from school for 10 or more sessions;
- The local authority is satisfied that the parent had full knowledge of the procedures and the possible consequences.

A penalty notice is £60 if paid within 21 days of receipt, rising to £120 if the notice is paid after 21 days but within 28 days. If the penalty is not paid in full by the end of the 28 day period, the local authority may prosecute for the offence to which the notice applies. Penalties are collected by the local authority; school does not receive this money.

Where there is more than one child, each parent may be issued with a penalty notice in respect of each child.

Addressing Attendance Concerns

The school expects attendance of at least 96%.

It is important for children to establish good attendance habits early on in their primary school career.

At Emmaville School, parents are to ensure their child attends school regularly and punctually and therefore when school personnel become concerned about attendance we will inform parents/carers of our concerns. Initially concerns about attendance are raised with parents either via a telephone call or by letter which will be sent home. Parents may be offered a parent contract. A parent contract is an agreement / action plan which looks at ways to work together to improve attendance. There will be opportunities for the parent/carer to discuss reasons for absence and support to be given by the school with the aim to improve attendance.

Role of the Local Authority

Where a child's attendance record does not improve over a period of time then the school has a responsibility to make a referral to the LA Attendance Officer.

The LA Attendance Officer can remotely check and monitor attendance levels. The LA Attendance Officer regularly carries out register checks to identify children with low attendance.

The Attendance Service will look at each case and may issue fixed penalty notices to parents where there is poor attendance.

The fixed penalty fine is £60 if paid within 21 days, or £120 if paid between 21 and 28 days and if the fixed penalty is not paid, the case may proceed to the magistrates' court for the original offence of failure to ensure your child's regular school attendance.

Prosecution in the magistrates' court can result in a fine of up to £2500, a parenting order, a community order, or imprisonment.

Monitoring Attendance

Our office staff have the responsibility for ensuring that all of the attendance data is accurately recorded on the SIMs attendance software.

A range of attendance data will be collected and analysed each half term in order to identify individual pupils or groups of pupils whose attendance is a cause for concern:

- Whole school attendance rates;
- Numbers and proportion of persistent absentee pupils rates of unauthorised absence;
- Attendance/absence rates for particular cohorts and groups (year groups, gender, SEN, pupil premium).

Attendance data will be used to set a range of attendance targets for the whole school, for identified cohorts and for individual pupils.

As well as regular meetings with office personnel and the Headteacher to discuss all attendance concerns, pupil attendance is discussed each term at Pupil Consultation meetings held with class teachers. Appropriate actions are taken following these meetings such as letters sent to parents or meetings arranged to discuss attendance concerns with parents.

Attendance data is also collected by the local authority and the government. Pupil group information is published as part of school accountability measures.

At Emmaville Primary School we follow a traffic light system, the purpose of colour coding helps Staff, Parents and Pupils have a clear understanding of our expectations.

Red Zone: Under 90%

Students in the red zone are more likely to underachieve, find making friendships difficult. Legal action may also be taken against Parents/Carers of Red Zone pupils.

Amber Zone: 91% - 95.99%

Students in this zone are still at risk of underachieving due to the absence level. Students who miss school regularly are more likely to suffer from school related stress. If your child is in the Amber Zone we will monitor their attendance over a period of time and if attendance does not improve we will contact you to meet with us. At this meeting we may discuss setting up a Parent Contract to help avoid attendance falling into the Red Zone. (Please refer to Appendix 1 for an explanation about Parent Contracts).

Green Zone: 96% - 100%

We expect students to have Green attendance throughout their education. Those in the Green are more likely to do well in examinations, have better job opportunities and can develop strong friendships within school.

Rewards & Recognition of Good Attendance and Punctuality

Although good attendance is an expectation the school seeks to improve whole school attendance by offering incentives, these include:

- Class attendance levels included in the weekly news bulletin;
- Whole school attendance levels posted in the weekly news bulletin;
- Attendance levels will be announced in the weekly Friday Celebration Assembly, with classes who have 100% attendance receiving attendance trophies;

The following certificates will be presented at the end of each term:

- Gold Certificate for 100% attendance
- Silver Certificate for 99 - 98%
- Bronze Certificate for 97 - 96%
- Children who have had 100% attendance for the term will have their name placed into a school draw. A prize of a gift voucher to the value of £25 will be awarded to the child whose name is picked from the draw at the end of the term;
- Children who have 100% attendance for the school year will be invited to the Headteacher's Tea Party;
- Additional Playtime for improved attendance and punctuality
- Positive Postcards praising attendance and punctuality.

Monitoring and Review

It is the responsibility of the Governing Body to monitor attendance, and they will expect the Headteacher to provide them with information in her termly report to Governors. They will therefore examine closely the information provided to them, and seek to ensure that the school attendance figures are as high as they should be.

The practical application of this policy will be reviewed annually or when the need arises by the Headteacher and the Governing Body.

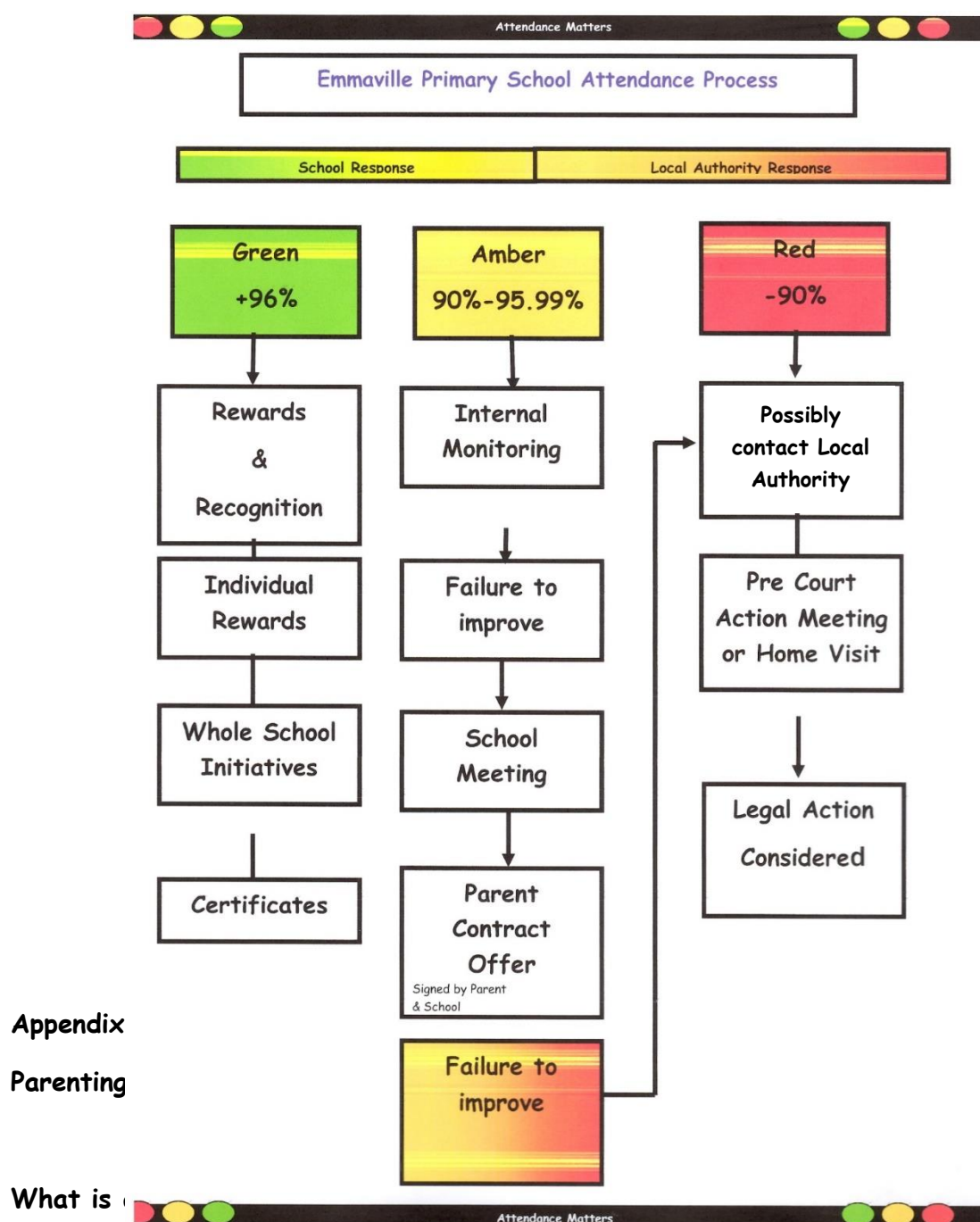
A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement if any aspect of the policy needs to be changed.

Communication

Emmaville Primary School's Attendance Policy will be communicated through:

- School Prospectus
- School Website
- Weekly News Bulletins

Appendix 1.



A parenting contract is a formal written agreement between a parent or carer and either the school and / or the local authority. A parenting contract may be offered if your child has failed to attend school regularly.

A parenting contract is meant to support you, the school and the LA to identify and address the issues surrounding your child's irregular attendance at school and encourage a positive working relationship to improve attendance. It is not intended to be a punishment.

What does it involve?

Everyone signed up to the contract will agree to take certain actions which are realistic. School might agree to help you with any problems relating to attendance and involve other agencies that might be able to offer you additional support. The contract will be reviewed regularly.

Do I have to enter into a parenting contract?

Entry into a parenting contract is voluntary but it does provide you with an opportunity to get support to improve your child's attendance at school. If you do take up the offer of a parenting contract and try to comply with it, this may assist your case if the local authority decides to take legal action against you for your child's irregular attendance. If you refuse the offer or don't comply without good reason this may also be presented as evidence.

If you decide not to enter into a contract, you will need to try to find other ways of improving your child's attendance and it may be worth discussing how you intend to do this with the school or local authority.

How is a parenting contract arranged?

You will be invited to a meeting in school with a school representative. The local authority Area Attendance Officer may also attend. Depending on their age and understanding, your child can attend part or all of the meeting.

At the meeting you will be asked your views on your child's attendance and whether there are any underlying issues. Try to think about the reasons behind your child's absences, any particular difficulties you are experiencing at the moment and what would help you to improve your child's attendance. Also think about what you can do to improve attendance.

School will explain what support they can offer and whether any other agency including the local authority might also be able to help you and your child. You will be able to discuss what is expected of both you and the school and then agree the actions that will support improved attendance. If you choose to accept the offer, the final contract will be signed by you, the school representative and in some cases the area attendance officer.

National contacts

www.direct.gov.uk School attendance, absence and your child

www.education.gov.uk/schools/pupilsupport Behaviour and attendance - Parental responsibility

familylives.org.uk Truancy Helpline: 0808 800 2222