

North Stainley C E Primary School



ATTENDANCE POLICY

INTRODUCTION

Good attendance and punctuality at school is important and ensures continuous learning. School encourages good attendance through making the school day and pupils' learning enjoyable. We aim to encourage a positive attitude to school to nurture learning in all pupils.

Children need to feel that their contribution in school is valued and all staff care about them as individuals.

EXPECTATIONS

School	Parents	Pupils
Regular, efficient and accurate recording of attendance	Ensure their son/daughter attend school regularly and punctually	To attend school regularly and punctually
First day contact with parents when a student is absent from school	Ensure they contact the school on the first morning of absence to inform school of reason for absence	To be well prepared for the school day
Identify students where attendance is a barrier to learning and intervene early to reduce absence	Ensure students arrive well prepared for the school day.	To inform a member of staff of any problems that may prevent them from attending school.
Identify students vulnerable to high levels of absence and provided targeted support	Work in partnership with school to address current or possible attendance issues	To remain in school at all times unless permission has been agreed to leave the premises
Celebrate good attendance	Communicating with son/daughter the value of education in future life chances	

GUIDANCE

Attendance at School

Parents are legally obliged that unless there is illness or some other acceptable reason for absence, children should attend school for each session during the prescribed school days of the academic year. Children are welcome to arrive on site from **8.50** each morning. ***(Please note children should not be on site prior to this time there is no supervision available)***

Reporting of Absences

Illness

Parents are asked to inform the school office 8.45am each day a child is unwell and will not be attending school.

- A child who has been given antibiotics should be kept away from school for the first 48 hours of treatment.
- A child who has been sick or who has diarrhoea should also be kept away from school until the child has been clear of the problem for 48 hours.
- Medical/dental appointments should be made out of school hours, however where this is not possible the school will require notification prior to the absence. When a child is absent for a medical appointment it is expected that they will return to school immediately following the appointment.

Please contact the office for further guidance on specific illnesses & required length of absence.

It is crucial that parents adhere to this procedure to ensure that all pupils are safe and their whereabouts accounted for.

Long term Absences

Occasionally, some pupils experience health or other difficulties that prevent them from attending school for some time. School deals with each case individually, agreeing procedures for re-integrating these pupils with each family as the need arises. Please contact the Headteacher if your child would benefit from such an arrangement.

Registration and Lateness Procedures

A registration system is in place to record, in an accurate manner, attendance, lateness and absences. This complies with Government and L.A. guidelines.

- School's official starting time is **8.50am**.
- Any child arriving after these times will therefore be registered with a late mark.
- Pupils arriving after this time should report to the class teacher/school office as they will be required to sign in and provide a reason for the lateness.
- If a child arrives after registration closes (9.15am for all pupils) they will be marked as an unauthorised absence for the whole morning session. ***Note – this is based on the Education (Pupil Registration)(England) Regulations 2006 and could be used as evidence against parents if legal action were to be considered by the Local Authority under Section 444 of the Education Act 1996.***

Procedure for Arrival at Start of School Day

- Pupils are expected to line up with their class in the Playground at 8.50am
- They will then follow their teacher into class
- Gates to the playground will be closed at 9.00am
- Any child arriving after this time will need to report to the school office and follow lateness procedures.

It is important that pupils are punctual and arrive prepared for the day's learning.

Recording and use of Absence Data

When a child fails to attend school for one or more sessions this will be recorded as an absence. Unless informed of the absence previously by a parent/guardian, the School Administrator will phone home from 9am on the morning that a child is not in school. Absences will be shown as authorised or unauthorised, following authority guidelines. The school determines whether an absence is authorised or unauthorised using these

guidelines.

When absences are unaccounted for, school will telephone and/or send a letter home to try to ensure all absences are explained.

Data is collected and subsequently collated. Attendance figures are published for individual pupils in their school report and/or at the end of each term. Where pupils' attendance causes concern the parameters and procedures as shown in the Pupils Punctuality and Attendance Policy Statement will be followed (Appendix A) and shared with Educational Social Workers. Attendance information is passed on when pupils transfer to other schools.

Leave of Absence from School during Term Time

The Department for Education requires Local Authorities to implement government regulations regarding the taking of Leave of Absence in term-time, which came into force on the 1st September 2013. The new law gives no entitlement to parents to take their child on holiday during term time.

Headteachers would not be expected to class any term time holiday as exceptional. Therefore Headteachers will only be able to grant leave of absence in exceptional circumstances and this will still be at the discretion of the Headteacher.

No parent/carer can demand leave of absence as of right.

The Education Regulations state that applications must be made in advance by a parent/carer with whom the child lives and can only be authorised by the school in exceptional circumstances. Each leave application is considered individually by the school taking into account any factors presented by the family. Application forms are available from your child's school and on the school website. Headteachers will also welcome early discussion with you around potential applications.

The following are examples of the criteria for leave of absence, which may be considered as 'exceptional':

- Service personnel returning from active deployment
- Where inflexibility of the parents' leave or working arrangement is part of the organisational or company policy. This would need to be evidenced by the production or confirmation from the organisation/company
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.
- When a family needs to spend time together to support each other during or after a crisis

This is not an exhaustive list and Headteachers must consider the individual circumstances of each case when making a decision on this matter. Leave is only acceptable against exceptional circumstances and should not be granted on the basis of attendance record, academic performance or the 'experience' offered by being out of school.

Where a headteacher feels that there may be exceptional circumstances which do not fit the criteria, they may refer to the local authority for advice. The decision of the Headteacher is, however, final.

Please note that the ability to access a reduced cost of a holiday does not constitute an exceptional circumstance.

Where a child is taken out of school for the purpose of leave of absence in term time without the permission of the school, the absence will be coded as unauthorised and as such may result in a Penalty Notice. Penalties are applied by the Local Authority and as such are not at the discretion of the headteacher. If a Penalty Notice is not paid, the matter may be taken to prosecution in the Magistrates Court.

Amendments to 2007 Penalty Notice regulations will reduce the timescales for paying a penalty notice. Parents must, from 1st September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices in line with other types of penalty notices and allows local authorities to act faster on prosecution if the fine is not paid.

It must be noted that taking a pupil on leave during term time interrupts teaching and learning and can disrupt your child's educational progress.

Absences for part of the day

From time to time, pupils show symptoms of illness at school. School will contact parents and other family members if a child needs to go home. School asks parents to ensure we have up to date contact names and telephone numbers for this purpose.

Parents are informed that they should not send children to school who seem unwell.

Pupils who are ill are often very distressed and illnesses are quickly spread. Guidelines for the return of recovering pupils are detailed in the school's Access to Education for Primary age Pupils with Medical Needs policy.

In the event of School Closure

During winter months it occasionally becomes necessary to close the school due to adverse weather conditions. If this closure takes place at the start of the day it will be broadcast on *BBC Radio York, Minster FM and Yorkshire Coast Radio* and staff will ring the home telephone number. If the weather or other conditions mean that a decision is taken to close school during the school day parents and guardians will be texted or telephoned and asked to collect their children as soon as possible. The school staff will remain on the premises until all children have been collected.

APPENDIX A

North Stainley C E Primary School

Policy statement – Pupils’ Punctuality and Attendance

(To be read in conjunction with DfE and NYCC policy statements)

The highest standards of attendance and punctuality are encouraged for all pupils at all times.

School will endeavour to work with all parents/carers to assist them in carrying out their duties as required by the DfE.

Where a child’s attendance causes concern, the following parameters and actions will be considered by the Headteacher:

(Each case will be considered individually based on circumstances)

Cause for concern	Action(s) to be considered
95% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Attendance will be monitored by the School and attendance history considered• Contact with parents/carers if deemed necessary
90% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Letter to parents/carers asking them to work with school FOSPS/PSA to improve attendance• Discussion with parents/carers to develop a plan of action
85% attendance or below at any point within an academic year	<ul style="list-style-type: none">• Discussion with ESW service re possible referral for consideration within NYCC policy and practice guidance
Repeated incidences of illness-related absence	<ul style="list-style-type: none">• Discussion with parents/carers• Referral to school nurse• Request that parents/carers provide proof of doctor’s involvement (appointment card with child’s name on / letter / copy of prescription etc)• Work for the pupil might be sent home to be completed
Repeated arrival at school after 8.50am/8.55am	This will be marked in the class register as a LATE. <ul style="list-style-type: none">• Letter to parents/carers requesting that the matter is addressed and offering support• An action plan to be established• Consideration of request from outside agencies through the Common Assessment Framework
Repeated arrival at school after 9.20am	This will be marked in the class register as an UNAUTHORISED ABSENCE for the session. <ul style="list-style-type: none">• An action plan to be established• Consideration of request from outside agencies through the Common Assessment Framework• Referral to the Education Social Worker for consideration within NYCC policy and practice guidelines

APPENDIX B

PROCEEDURES TABLE

Procedures and Practice	Individual school systems – evidence of procedures	Intended impact of procedures – monitoring and evaluation
<p>Recording attendance Class teacher enters attendance codes in to SIMs attendance at am and pm register. Registers to close at 9.15 am School Administrator enters Attendance Codes as information is received from parent/carer.</p> <p>All records relating to pupil absence will be kept securely through centrally held electronic systems.</p>	<p>Accurate recording of the register for am and pm sessions.</p>	<p>School Administrator checks that up to date record of attendance is available at the end of each session.</p> <p>Head teacher monitor students attendance records each term to ensure accuracy and procedures followed</p>
<p>Procedures for absence The School Administrator should contact home on the first day of absence</p> <p>Class Teachers should review attendance rate for each student every two weeks. If absence rate continues teacher to contact parents.</p> <p>Headteacher maintains record of interventions with each family</p> <p>Students should be well informed of the procedures for attendance and consulted over these procedures through the Student Council.</p> <p>School communicates school policy on term time holiday absence through annual letter, the Prospectus and Newsletter items.</p> <p>Prospectus includes section about expectations relating to attendance, relationship between attendance and achievement and policy on in-term absence.</p>	<p>Parents should phone school on the morning of first day of absence</p> <p>Parents should send a letter into school on return of the child</p> <p>Record of intervention held in student file.</p> <p>Communications with parents</p>	<p>Records monitored by Headteacher and School Administrator.</p> <p>Headteacher to monitor record of interventions and communications with parents each term.</p>
<p>Data Staff receive appropriate training to use available data to record attendance, identify patterns and trends, vulnerable and targeted groups and monitor the impact of interventions.</p> <p>Attendance is a regular item on Staff Meeting meeting agendas.</p>	<p>Staff Achievement meeting minutes</p>	

<p>Individual student attendance rates should be published for each class half termly. Pupils placed into one of 4 colour coded groups: Green above 94%, Low Amber % to 93.9% , High Amber % and Red less than 80%.</p> <p>Students in danger of becoming persistently absent should be published separately so that the status of these students is clear.</p> <p>Data should be shared with parents through monitoring reports, newsletters, prospectus and regular individual pupil level absence data where appropriate.</p> <p>Attendance rate and number of unauthorized absences should be included on monitoring report with a comment relating attendance with achievement.</p> <p>Governors review progress with attendance regularly throughout the year and a designated governor will liaise with the school on all issues related to attendance.</p>	<p>Records of the analysis and evaluation of attendance data.</p> <p>Up to date data is in place throughout the year.</p> <p>Monitoring reports, newsletters and prospectus.</p> <p>Governor Meeting minutes show regular items on attendance.</p>	
<p>Rewards The school celebrates good and improving attendance with their students. Each term certificates for 100% attendance.</p> <p>Evaluation of the impact of rewards with different groups of pupils i.e year groups , boys/girls and vulnerable groups.</p> <p>Students are to be consulted over the types of rewards for improving and good attendance</p>	<p>Presentations of certificates in Assembly. Stickers in students Achievement Record.</p> <p>Student council should review the impact of rewards on various groups.</p>	<p>Class Teacher monitors the award of attendance certificates.</p> <p>Student Council Teacher monitors effectiveness of rewards using Student Council Minutes.</p>
<p>Lateness Class Teachers should actively discourage late arrival and be alert to patterns of late arrival. Lateness should be monitored, recorded in SIMs and followed up promptly. 3 late marks in a week result in contact with home by class teacher.</p> <p>There should be consistent application of the closure of register but this may be amended during period of significantly poor weather.</p>	<p>Sims. Record of correspondence to parents..</p>	<p>Head teacher monitors the rate of lateness and the actions taken through Sims, record of correspondence to parents.</p>

<p>Students arriving after 9.15 am should sign in at the Office .Persistent lateness should be followed up with home contact by letter..</p>		
<p>Other Agencies Specified levels of absence at or below 90% should trigger referral to the ESW, In partnership with ESW's the school should develop levels of support to improve student attendance. Strong partnerships should be established and maintained with all agencies that work with C&YP and where appropriate to use the CAF to address issues that may prevent students from attending school and impacting on the students life chances The school should work in partnership with ESW's when proceeding with /penalty notices. Student voice is included in multi agency meetings</p>	<p>ESW records.</p> <p>Minutes of CAF.</p> <p>Intervention record of identified students.</p>	