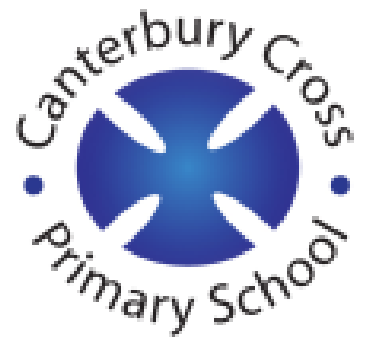


# ATTENDANCE POLICY



## **ATTENDANCE POLICY**

### **Aims and principles**

#### **Going to school regularly is important for your child's future.**

Our aim is that all children attend school punctually and daily unless the reason for absence is unavoidable e.g. sickness. The higher the attendance rate for an individual then the greater the opportunity for their success. We actively promote 100% attendance and punctuality for all our pupils.

Good attendance starts with close and productive relationships with parents and pupils. Schools should treat all pupils and parents with dignity and staff should model respectful relationships to build a positive relationship between home and school that can be the foundation of good attendance. In working in partnership with parents, schools should discuss the link between attendance and attainment and wider wellbeing, and challenge parents' views where they have misconceptions about what 'good' attendance looks like. Where a pupil or family needs support with attendance, it is important that the best placed person in the school works alongside and supports the family and wherever possible the person should be kept consistent. (taken from Working together to improve school attendance, 2024)

### **Roles and responsibilities:**

#### **Senior Attendance Champion**

The Senior Attendance Officers are the two Deputy Head Teachers (Mrs. C. James and Mrs. S. Nawaz). They will meet fortnightly with the Attendance Officer and discuss the information gathered by the Attendance Officer. Using data collected during Pupil Progress Meetings with class teachers, they will discuss the attainment of pupils whose attendance is below 95%, and identify next steps and interventions required for catch up. This will be shared with parents in attendance meetings or Parents' Evenings. Any matters regarding attendance can be dealt with through making an appointment at the school office with the Deputy Head Teachers or phoning school (0121 464 5321).

#### **Attendance Officer**

It is the responsibility of the Attendance Officer to check on authorised and unauthorised absences and to contact parents if the need arises. The Attendance Officer will respond to the concerns of class teachers. The Attendance Officer will also track attendance, identify attendance trends and organise rewards for good attendance. The Attendance Officer will also inform the Deputy Head Teachers weekly and the Trustees each term of attendance and absence rates throughout the school. There will be fortnightly meetings with SLT to discuss attendance trends and concerns.

## **Class teacher**

The class teacher will be responsible for completing the daily attendance and absence records and sending them electronically to the central administrative centre.

## **Parents/Carers**

Parents and carers have a legal responsibility to ensure their child attends school or receives an appropriate education. Parents will be informed about the time of the beginning of each session, and the expectation regarding punctuality and absence. An appointment letter or telephone call from parents is needed to inform us of the reasons for absence. Parents will be notified of term dates and additional days when pupils are not required to attend school i.e. teacher training days. Parents will be informed when the school has concerns regarding absence or punctuality.

## **How to prevent your child from missing school**

You can help prevent your child missing school by:

- making sure they understand the importance of good attendance and punctuality.
- taking an interest in their education, ask about schoolwork and encourage them to get involved in school activities.
- discussing any problems, they may have at school and letting the office, their teacher or Deputy Head Teachers know about anything serious.
- not letting children take time off school for minor ailments, particularly those which could be managed in school.

To avoid disrupting your child's education, you should arrange appointments and outings:

- after school hours.
- at weekends.
- during school holidays.
- you should not expect Canterbury Cross Primary to agree to your child going on holiday during term time.

## **Procedures for registration**

Registration takes place twice a day at the beginning of each morning and afternoon session.

In Nursery, morning registration time is 8.40-8.55am and afternoon registration time is 12.40-12.55pm.

In Reception, KS1 and KS2, morning registration is at 8.50-8.55am. Any child arriving after 8.55am will be registered late. The register closes half an hour after these times. (9.25am). Any child arriving after 9.25am will be given an unauthorised late mark. Afternoon registration is 1.00pm for KS1 and Reception and 1:10pm for KS2. Register closes at 1.30pm

for KS1 and 1.40 for KS2. Any child arriving after 9.25am will be given an unauthorised late mark. Attendance and absences are recorded electronically using SIMs. Class teachers have passwords to access the daily register. At the close of registration, which is half an hour after the registers closed, the data is sent electronically to the central administration centre.

### **Parental contact**

Parents are requested to notify the school by telephone (0121 464 5321) or through the Parent App or using appointment letters, if their child is to be, or has been, absent from school.

### **First day absence**

It is our policy to contact parents if we have not received a reason for absence by 10.00 a.m. each day. We use truancy call to meet this policy.

### **Collection and use of attendance data**

SIMs is used for admission and registration data. The data from weekly official registers is used to monitor absences or punctuality of individual pupils, so that appropriate action can be taken and parents informed. Data can also be used to monitor absences and lateness with regards to:

- Gender
- Ethnicity
- SEND
- Classes
- Year groups
- Patterns and nature of authorised absences

Attendance data is shared with the Trustees every term via the Head Teacher's report .

### **Authorised Absence**

Authorised absences are acceptable where there is a specific reason for the pupil's absence. These will include:

- Medical appointments
- Observance of religious festival (maximum 2 days per school year)
- Illness – an appointment at a doctor's surgery/hospital or medicine prescribed

### **Unauthorised Absence**

Unauthorised absences are those, which the school does not consider reasonable, or for which, no leave has been given. This type of absences can lead to the LA using sanctions or legal proceedings.

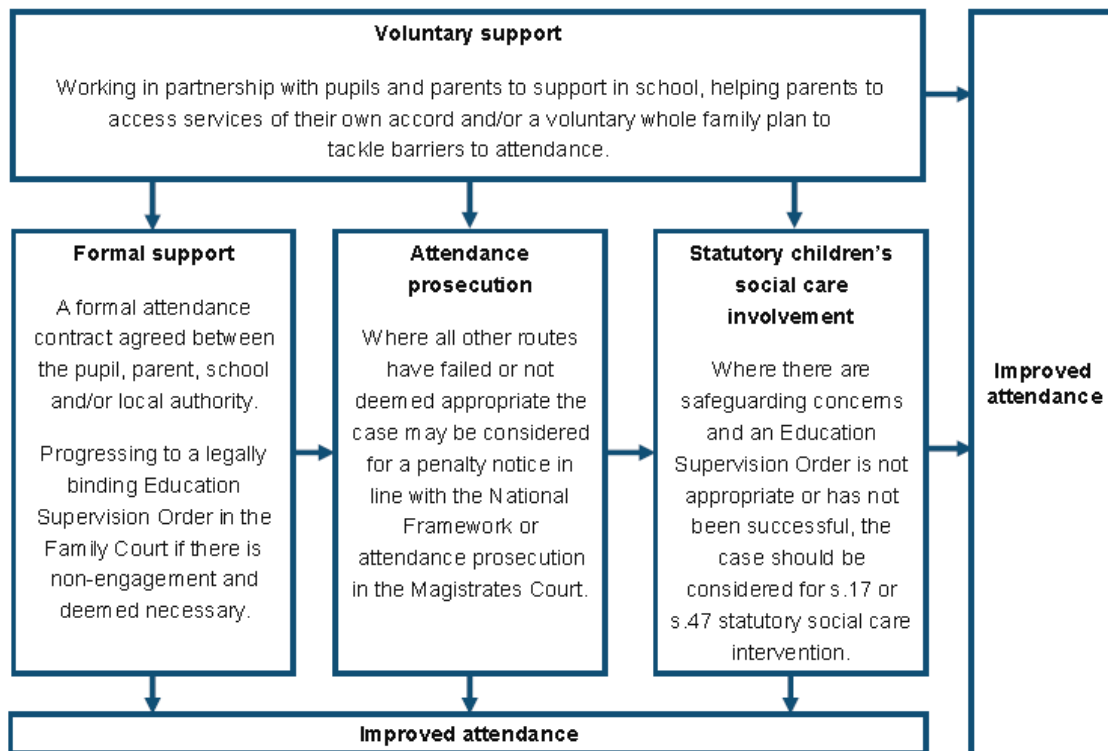
The following reasons are examples of the kinds of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell given as a reason
- Absence of siblings, if one child is ill
- Oversleeping
- Inadequate clothing or uniform
- Trips to the airport
- Medical or dental appointments of more than half a day without good reason
- Child/family birthday
- Holiday requests
- Family day outs

#### **Working together to improve school attendance**

Canterbury Cross Primary School follows the Government/LA's guidelines regarding attendance. This involves the school identifying specific children who are poor attenders and communicating attendance issues with parents/carers. This is part of the school's Early Help offer. Parents of children who are monitored are asked to produce evidence for pupil absence, and are required to attend meetings to give support and discuss strategies to improve pupil attendance. If poor attendance does not improve, the school will follow the procedures in this document and follow the LA's advice.

## Providing support first before attendance legal intervention



### Information from Working Together to Improve School Attendance about Penalty Notices

Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be used by all schools (with the exception of independent schools) where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences. They should usually only be issued to the parent or parents who have allowed the absence (regardless of which parent has applied for a leave of absence).

A penalty notice is an out of court settlement which is intended to change behaviour without the need for criminal prosecution. If repeated penalty notices are being issued and they are not working to change behaviour they are unlikely to be most appropriate tool. Therefore, from autumn term 2024, only 2 penalty notices can be issued to the same parent in respect of the same child within a 3 year rolling period and any second notice within that period is charged at a higher rate:

- The first penalty notice issued to a parent in respect of a particular pupil will be charged at £160 if paid within 28 days. This will be reduced to £80 if paid within 21 days.
- A second penalty notice issued to the same parent in respect of the same pupil is charged at a flat rate of £160 if paid within 28 days.

- A third penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of issue of the first. In a case where the national threshold is met for a third time (or subsequent times) within those 3 years, alternative action should be taken instead. This will often include considering prosecution, but may include other tools such as one of the other attendance legal interventions.

### **Leave in Term Time**

Canterbury Cross Primary School follows the LA's guidelines on 'Leave in Term Time'. Parents are actively encouraged to take holidays out of term time. As of September 2015, Head Teachers are no longer able to authorise absences for holidays or grant any leave of absence during term time, unless there are exceptional circumstances. Therefore, all holidays will be recorded as an unauthorised absence. If leave is granted, then the Head Teacher will determine the number of school days a child can be absent from school.

### **Procedures to ensure good attendance**

The school will respond in any of the following situations:

- Any unexplained absences
- Persistent lateness
- Persistent Absence (PA)

Action will be taken by the attendance officer, who will first of all contact parent/carer to establish the reason for absence or to ensure that parents are aware of absence or lateness. Such action will be recorded and results noted. If attendance of an individual pupil is a concern, this will be raised by the Attendance Officer or the Deputy Head Teacher. If there is a continuing concern and no response from parents, then further action may be required which results in other agencies becoming involved. Prompt action on non-attendance is an important area of child protection.

### **Support on school attendance**

A child's school attendance can be affected if there are problems with:

- Bullying.
- Housing or care arrangements.
- Transport to and from school.
- Work and money.

If your child starts missing school, you might not think there is a problem. Talk to your child and if there is a problem, please approach one of the Deputy Heads to discuss the matter further. Support can be given through the Well-being Co-ordinator, Deputy Head Teachers, SENCO or through other external agencies.

## **Punctuality**

Names of latecomers will be recorded on arrival to school for data purposes and fire regulations; this will be done using 'Inventry'. This record is monitored by the attendance officer. Persistent latecomers are contacted and advised of the problem. If punctuality does not improve, then parents will be requested to attend a discussion of the matter with the Attendance Officer, Deputy Head Teacher or Head Teacher.

## **Admissions and removal**

All schools are required to admit a pupil if they have a place available. When a child cannot be admitted, parents will be informed of the Admissions Policy and placed on a waiting list. A pupil can be registered at a mainstream school and a special school/ unit.

## **Children absent in education**

Where a child is absent from education, LA and government guidelines will be followed.

## **Attendance targets and rewards**

Our aim is for each child to attain 100% attendance with no unauthorised absences.

Children who achieve 100% attendance half termly receive a reward.

Children get stickers at the end of a week for their attendance cards.

Children who have 100% attendance for the week take part in the attendance wheel and they will receive a prize if their name is drawn out.

Good attendance is also encouraged and recognised by the awarding of a class weekly attendance certificate identifying the class with the highest attendance each week.

Parents are notified of their child's attendance for the year, including the number of authorised and unauthorised absences, in their child's end of year school report.

## **New pupils and staff**

New parents will be informed about registration procedures as will any new members of staff.

## **Reporting**

- Canterbury Cross Primary School will publish attendance data via the weekly display board and Trustees' termly report.
- Reports on individual pupils sent to parents include information on the pupil's attendance record showing the number of authorised and unauthorised absences. Parents will also receive information about their child's attainment.
- Canterbury Cross Primary School submits attendance information to the LA (Local Authority) and DfE (Department for Education).