



ST PAUL'S

Church of England Primary School

We are a Christian School and
we value being:
Encouraging and challenging;
Brave and kind;
Thankful and thoughtful.



Our school vision:

Matthew 19:14a Jesus said, 'Let the little children come to me'.

We are all equally important, listened to and loved by God

Attendance and Punctuality Policy

NAMED PERSONS RESPONSIBLE FOR ATTENDANCE IN SCHOOL		
POSITION	NAME	SIGNATURE
ATTENDANCE GOVERNOR	Lesley Temple	
HEADTEACHER	Matthew Bown	
ATTENDANCE LEAD	Peter Hawkins	
ATTENDANCE OFFICER	Paula Taylor	

Policy Details

Date Policy Ratified by Governors:

Date of Review:

Date reviewed	Pages	Summary of Change	Reviewed by

Contents Page

Section	Page
Rationale	3
Aims	3
Statutory Duty of Schools	3
Parental Responsibility and/or Day-to-Day Care	3
Legal Framework	4
How to report an absence	4
Categories of Absence	4
Roles and Responsibilities	5
Governor	5
Leadership Team	5
Class teachers	6
Administration Staff	6
Parents	6
Pupil	6
Punctuality	7
Persistent Absences (PA)	7
Monitoring Procedures	7
Leave of Absence Regulations	11
Early Years / Reception	11
Deletions from the Register	12
Performance	12

Rationale:

St Paul's C.E Primary School promotes the view that regular attendance is important to ensure the best possible learning outcomes for all of our children. Evidence shows that a child's attendance has a direct impact on a child's achievement. We will always encourage pupils to strive for 100% attendance; however, we do understand that this is not always possible and have therefore set a school attendance target of 96%. The whole school community takes a responsibility for attendance throughout our day-to-day practice. This Attendance Policy reflects the guidance and regulations of Warwickshire County Councils Attendance Team.

Aims:

- To promote children's welfare and safeguarding.
- To ensure that every pupil has access to full time education.
- To ensure that pupils succeed while they are at school.
- To ensure that our pupils have access to the widest range of opportunities whilst in our care.
- To minimise disruption to children's learning.

Statutory Duty of Schools:

Schools are responsible for recording pupil attendance twice a day; once at the start of the morning session and once during the afternoon session as outlined in The Education (Pupil Registration)(England) Regulations 2006.

An entry must be made on the attendance register for all pupils of compulsory school age who are on the school's admission roll.

The register must record whether the pupil was:

- present;
- absent;
- present at approved educational activity; or
- unable to attend due to exceptional circumstances.

Parental Responsibility And/Or Day-To-Day Carer:

Parents/guardians have a legal responsibility to ensure their children receive efficient, full-time education by regular attendance at school or otherwise under section 7 of the Education Act 1996:-

'Duty of parents to secure education of children of compulsory school age.'

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable—

(a) to his age, ability and aptitude, and

(b) to any special educational needs he may have, either by regular attendance at school or otherwise.'

Estranged parents with whom the child has had regular contact may be prosecuted as well as the day-to-day carer. Each situation must be dealt with on an individual basis, always remembering the welfare and safety of the child is the paramount concern. The term 'parent' also includes those who are not a natural parent but have parental responsibility for the child as defined by the Children Act 1989 or who have care of the child as defined by the Education Act 1996.

Legal Framework:

The Education Act 1996 requires parents or guardians to ensure their children receive efficient full-time education suitable to their age, ability and aptitude; to any special educational needs he may have, either by regular attendance at school or otherwise. A child is of compulsory school age at the beginning of the term following their 5th birthday; therefore, after 31 December, 31 March or 31 August.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

If a child of compulsory school age fails to regularly attend the school which he/she is registered at, then the parent/guardian is guilty of an offence under section 444 of the Education Act 1996.

Prosecution

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

If a child of compulsory school age fails to regularly attend the school which he/she is registered at, then the parent/guardian is guilty of an offence under section 444 of the Education Act 1996.

Penalty Notice

Section 23 of the Anti-Social Behaviour Act 2003 introduced new powers for designated Local Education Officers, Headteachers and the police to issue penalty notices for unauthorised absence from school. The Education (Penalty Notices)(England) Regulations 2004 came into force on 27 February 2004. Penalty notices must be issued in a manner which conforms to all requirements of the Human Rights Act and all relevant Equal Opportunities Legislation. To this aim the Local Authority has a Code of Conduct in relation to issuing Penalty Notices.

Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996 for failing to ensure a pupil's attendance at school.

How to Report An Absence:

If a child is absent for any reason, the school should be informed by the parent/carer (not family friends or siblings) on the first day of absence and any subsequent absences, providing school with the specific reason for absence. Where no reason for absence has been received or where the school has reason to doubt the offered explanation, the absences will be recorded as unauthorised.

If any child has not been registered and the school has not been notified about a child's absence by 09:30 the office will endeavour to contact the parent/guardian by phone or text on each morning of their absence.

Wherever possible parents are expected to make routine appointments such as dental or medical, outside of school time and/or in school holidays. If this is unavoidable, appropriate evidence should be provided to the school.

Categories of Absence:

There are two categories of absence:

- (i) Authorised (approved)
- (ii) Unauthorised (not approved)

Absences can only be authorised by the Headteacher (or designated member of staff).

Authorised Absence

Authorised absence is defined as, when the school has given approval in advance for a pupil of compulsory school age to be away, or exceptionally where an explanation offered afterwards has been accepted as satisfactory justification for absence.

The following reasons of absence could be authorised

- Sickness.
- Unavoidable medical appointments (if absences are considered excessive, proof may be required by way of a doctor's or hospital letter).
- Exceptional family circumstances (e.g. bereavement).
- Approved sporting activity.
- Approved leave of absences
- Exclusion (fixed period).
- Approved religious observance.

Unauthorised Absence

Unauthorised absence is defined as, when a pupil is away from school, or when a pupil is late after the register has closed for the session, without permission from an authorised person.

The following reasons for absence should be unauthorised.

- Frequent absences attributed to minor ailments but not supported by medical advice.
- Caring for other children at home.
- Shopping during school hours.
- Birthdays.
- Day trips.
- Independently arranged educational visits.
- Home schooling.
- Holidays / breaks which have not been authorised by the Headteacher.

Please be aware that any occasions of unauthorised absence could result in prosecution.

Roles and Responsibilities

Improved school attendance can only be achieved if viewed as a whole school approach which works in conjunction with families and the wider community. The school will endeavour to promote good attendance and punctuality through personal example. Attendance is the responsibility of every member of staff and not just teachers. The school will use a range of strategies and procedures to address attendance or punctuality issues and will promptly investigate any absenteeism, liaising closely with parents.

We will:

- Provide a warm and welcoming atmosphere
- Provide a safe learning environment
- Provide an empathetic response to any child's or parent's concerns

Governors

We expect that Governors will:

- Ensure that the importance and value of good attendance is promoted within school, including pupils, parents and staff
- Annually review the school's Attendance and Punctuality Policy
- Identify a Governor with responsibility for monitoring attendance.
- Require the Headteacher/Attendance Lead to report on attendance and punctuality at termly Governing body meetings
- Ensure that the school comply with The Education (Pupil Registration) (England) Regulations 2006, DfE coding guidance and other related legislation
- Attend and assist staff in meetings with parents where appropriate
- Consider, on an annual basis, if the school would benefit from a subscription to the Warwickshire Attendance Service

The Leadership Team

The Leadership team will nominate appropriate members of the school staff with individual responsibilities:
Attendance Lead

- Ensure that all staff receive as part of their induction and ongoing CPD training in supporting families identified as an attendance concern
- Ensure that The Education (Pupil Registration) (England) Regulations 2006, DfE coding guidance and other related legislation is complied with
- Report schools' attendance data to the Governing body for each governors meeting (half termly)
- Ensure that attendance data is collated, analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions to attendance concerns, meet and work with families to improve attendance
- Ensure accurate records are maintained in relation to attendance including minutes to meetings
- Evaluate the effectiveness of interventions
- Engage with a multi-agency response to support families and pupils to improve attendance
- Implement systems to report and monitor attendance of pupils of at alternative education provision
- Instigate where appropriate the Early Help Pathway to Change process

Class teachers

- Form positive relationships with pupils and parents and actively promote the importance and value of good attendance
- Ensure that as a whole school approach to reinforce good attendance; good teaching and learning experiences
- Keep regular and accurate records of AM and PM attendance and punctuality
- Use staged sanctions to establish guidelines and boundaries to sustain excellent attendance and punctuality concerns
- Ensure accurate records are kept in relation to attendance including minutes to meetings.

Administration staff

- Contact parents when a child fails to attend and where no message has been received to explain the absence on the first day of absence
- Follow up all unexplained absences to obtain explanations from parents
- Regularly analyse attendance data
- Utilise the SIMS system to ensure that accurate records are kept in relation to reasons for absences

Parents

To support their child in attending school we ask that all parents/carers:

- Ensure their child's regular school attendance and be aware of their legal responsibilities
- Talk to their child about school and take a positive interest in their child's work and educational progress, instilling the value of education and regular school attendance
- Ensure that their child arrives at school punctually and fully prepared for the school day
- Contact school by 9.30am each day their child is absent from school
- Notify the school of any home circumstances that might affect the behaviour and learning of their child
- Attend meetings as requested to discuss attainment and attendance where appropriate
- Contact the school to discuss any planned absences (i.e. funerals) prior to the absence
- Try to avoid unnecessary absences, where possible make appointments for doctors, dentists etc outside of school hours
- Notify the school immediately of any changes to contact details
- Ensure that their child is collected promptly at the end of the school day, whether this is from school or an after-school club, as appropriate
- Avoid arranging family holidays during term time

Pupil

We expect that a pupil will:

- Attend school regularly and arrive punctually
- Arrive well prepared for the day ahead
- Speak to an adult if they are experiencing difficulties

Punctuality:

Punctuality is vitally important and is a life skill that reaches into employment in later life. When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom where everyone else is settled.

Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher, therefore everyone's education is compromised. 10 minutes of lateness a day is equal to 31 hours of education being lost per academic year.

Should you have any concerns regarding your child's attendance and timekeeping we would advise in the first instance to make an appointment to discuss this with your child's class teacher or designed member of senior staff.

	AM Session	PM Session
Registration	08:55	13:05
Close of Register (unauthorised late)	09:25	13:10

The school day officially starts at 08:55 and the register is taken at 09:00. If a child is not present at this time they will be marked as **late** when they do arrive. If a child arrives in school after 09:25 then they are marked as late after registration has closed and therefore sustain an unauthorised absence mark which will count as absent for that school session.

All pupils arriving late to school must sign in using the school inventory system at the school office and reasons for lateness are required for the school records.

Persistent absence:

We use the term Persistent Absence when a pupil's overall absence equates to 10% or more of their possible sessions, whether the absence is authorised or unauthorised.

There are of course, good reasons (especially illness), which make attendance at school sometimes difficult. Nevertheless, lessons missed cannot be repeated and 'catching up' on work is never as good as the original learning experience. Pupils with persistent absence are often unlikely to attain their full potential at school and are at risk of failing to stay in education after leaving. Statistical evidence shows that persistently absent pupils are also significantly more likely to engage in anti-social behaviour, youth crime and are more at risk of other negative outcomes (including teenage pregnancy and drug/alcohol abuse). It follows that if schools and local authorities focus on this high-risk group they will be in a strong position to make progress in the range of outcomes for children and young people for which they are accountable.

Monitoring Procedures:

Pupils who are in school every day find learning more satisfying and manage the demands of the school day in a more positive way.

Stage & Team Member Responsible	Trigger	Outcome
HT, SLT, Class Teacher, Support Staff, Pastoral Team.	Attendance is around the whole school target of 96% and the child's attendance is of concern.	Class teacher to contact parents/carers: - Express concern about emerging attendance concern - Advising of current attendance figure - Outline gaps in learning and/or attainment due to absences - Welcome parents to discuss attendance - Record conversation on internal records i.e. CPOMS Attendance is monitored for a fixed period of 4 weeks.
Stage 1 Attendance lead	Attendance falls below the whole school target of 96% and the child's attendance is of concern.	Letter 1 will be sent to parents/carers: - Expressing concern about attendance - Informing the parents of current attendance - Enclosing a registration certificate - Reminding parents of their legal responsibilities and the nature of 'persistent absence' - Welcoming the parents to arrange contact the school if they wish to discuss attendance further. - Record conversation and documents sent, on internal records i.e., CPOMS Attendance is monitored for a fixed period of 4 weeks.
Stage 2 Attendance lead and Pastoral	Parents have received a Stage 1 letter and attendance remains of concern.	Letter 2 will be sent to parents/carers: - Informing parents of ongoing concern about attendance - Informing the parents of current attendance - Enclosing a registration certificate - Reminding parents of their legal responsibilities and the nature of 'persistent absence' - Notifying parents that the child's attendance is being monitored and of the duration of the monitoring period. - Pastoral team to make contact with parents/carers, to gain further insight into the absences, and offering support. - Welcoming the parents to arrange contact the school if they wish to discuss attendance further. - Record conversation and documents sent, on internal records i.e., CPOMS Attendance is monitored for a fixed period of 4 weeks.

Stage3 Attendance Lead and Pastoral	Parents have received a Stage 2 letter and attendance remains of concern.	Letter 3 will be sent to parents/carers: • Informing parents of ongoing concern about attendance • Informing the parents of current attendance • Enclosing a registration certificate • Reminding parents of their legal responsibilities and the definition of 'persistent absence' • Requesting that the parents provide medical evidence of absence for illness, to enable the school to consider the authorisation of absence. Meeting with parents/carers and potentially child: • Inviting parents to an appointment with the Attendance and Pastoral Lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target. • Notifying parents that should they chose not to attend or be unable to attend, the meeting may take place without them and a target set. • Action Plan to be created and shared with parents/carers. Agreeing timeframe on when attendance is to improve, clear and achievable targets that support both the child and the parents/carers. • Offering Early Help as a framework to capture household issues and support with school attendance. • Agree a review date with parents/carers. • Record conversation and documents sent, on internal records i.e., CPOMS
---	--	--

Stage3 Attendance Lead and Pastoral	Parents have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%)	Letter 4 will be sent to parents/carers: • Informing parents of ongoing concern about attendance and unmet targets from review meeting. • Informing the parents of attendance during the target period. • Enclosing a registration certificate • Notifying parents that the school intends to discuss their child's attendance with the Warwickshire Attendance Service Team. • Parents/carers to provide evidence of medical appointments, time off with illness to confirm reasons for absence. Meeting with parents/carers and potentially child: • Inviting parents to an appointment with the Attendance and Pastoral Lead on a specific date, with the purpose of discussing attendance, reviewing the current action plan, agreeing further targets support, considering whether it may be appropriate to involve outside agencies, and setting an internal school attendance target. • Notifying parents that should they chose not to attend or be unable to attend, the meeting may take place without them, and a target set. • Action Plan to be created and shared with parents/carers. Agreeing timeframe on when attendance is to improve, clear and achievable targets that support both the child and the parents/carers. • If declined at previous stage, offering Early Help as a framework to capture household issues and support with school attendance. • Agree a review date with parents/carers. • Record conversation and documents sent, on internal records i.e., CPOMS
Pastoral	During a monitoring period, attendance improves.	A Letter of Praise will be sent to parents: • Informing the parents of attendance during the monitoring period. • Notifying parents that the school will continue to monitor attendance to ensure sustained improvement.

Leave of Absence:

The Government issued new regulations in September 2013 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 Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- The school can only consider applications for Leave of Absence which are made by the resident parent. i.e. the parent with whom the child normally resides.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice.
- Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as “unauthorised”. This may result in legal action against the parent, by way of a Fixed Penalty Notice, if the child is absent from school during that period.
- All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service (WAS) of Warwickshire County Council.
- The Warwickshire Attendance Service has the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council’s Non-School Attendance and Penalty Notices Code of Conduct. (A copy of which can be found at <https://www.warwickshire.gov.uk/pupilnonattendance>).
- 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.

Nursery / Early Years Provision / Reception: (If applicable)

Whilst Nursery, Pre-School and Reception children are not of statutory age the school’s high expectations of attendance and punctuality still apply. Legal sanctions cannot be applied to children not of statutory age; however, all other practices and procedures will be applied in order to ensure an early commitment from parents/carers towards their child’s education and attainment.

The Improving Attendance at School – Charlie Taylor Report 2012 supports the importance of early years attendance monitoring. Therefore, the school will record the attendance of non-compulsory age pupils in line with the DfE Attendance coding guidance.

Deletions from the Register:

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The pupil has ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a pupil
- Transfer between schools
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both the school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school before ending compulsory school-age
- In custody for more than four months (in discussion with The Youth Offending Team)
- 20 days continuous unauthorised absence and both the local authority and school have tried to locate the pupil
- Left the school but not known where he/she has gone after both the school and the local authority have tried to locate the pupil

St. Paul's CofE Primary School will follow Warwickshire County Councils Children Missing Education Protocol when a pupil's whereabouts is unknown.

Performance:

It is important to set realistic targets. The school will look at the interventions as part of the evaluation process in order to maintain their effectiveness.

When evaluating success, the school will consider whether or not:

- Attendance has improved
- Punctuality has improved
- Parental response to absence has improved
- Re-integration plans have been successful