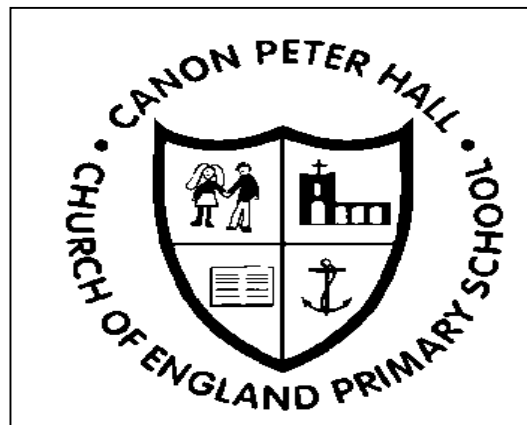


Canon Peter Hall CE Primary School

Attendance Policy



This policy will be applied fairly and consistently but in doing so we will always consider that, there will some pupils/families that have specific barriers to attendance. We will always consider these under our obligation under the Equality Act and the UN Convention on the Rights of the Child

This policy has been updated in line with the latest DFE guidance - Published May 2022 – Applies from September 2022

<https://www.gov.uk/government/publications/working-together-to-improve-school-attendance>

Ratified and Minuted at the Local Board meeting: 29.09.22

To be reviewed: September 2025

The law entitles every child of compulsory school age to an efficient full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent/carer to make sure their child receives that education either by attendance at a school or by education otherwise than at a school. Where parents/carers decide to have their child registered at school, they have an additional legal duty to ensure their child attends school.

Punctuality is a requirement of the Education Act and legal proceedings may be taken to ensure that this is complied with.

DFE Guidance point 30 (page 13) – see link above

As headteachers should only grant leaves of absence in exceptional circumstances it is unlikely a leave of absence will be granted for the purpose of a family holiday.

Canon Peter Hall CE Primary School is committed to providing a full and efficient education for all students and pupils. We believe sincerely that all pupils benefit from the education provided and therefore from regular attendance. To this end we will do as much as we can to ensure that all pupils achieve maximum possible attendance and that any problems, which may impede full attendance, are acted upon as quickly as possible.

The designated senior lead for overall responsibility for championing and improving attendance is Mrs S Fawn (Executive Headteacher)

School Attendance Support Team – Mrs S Fawn, Mrs T Grove (Head of School), Mrs L Drew (Deputy DSL) and Mrs C Welbourn (Finance/Admin officer FAO)

Our Link Governor for Attendance is our Chair of Governors – Mrs W Prestwood

The Local Authority has a School Attendance Support Team for pupils with additional health needs:

Aims

- No pupil should be deprived of their opportunity to receive an education that meets their needs and personal development.
- In the first instance, it is the responsibility of pupils and their parent/carers to ensure attendance at school as required by law.
- Many pupils and their parent/carers may need to be supported and rewarded at some stage in meeting their attendance obligations and responsibilities.
- In situations beyond the control of pupils and/or parent/carers there may be an impact on attendance. We will, with the agreements and support of parent/carers, work in partnership with external agencies to resolve these.
- The vast majority of pupils want to attend school to learn, socialise with their peer group and to prepare themselves fully to take their place in society as well-rounded and responsible citizens with the skills, knowledge and understanding necessary to contribute to the life and culture of their communities.

We expect the following from our pupils

- That they attend school regularly.
- That they arrive on time and are appropriately prepared for the day.
- That they will inform a member of staff of any problem or reason that may prevent them from attending school

We expect the following from parent/carers

- To ensure their children attend school regularly and punctually.

- To ensure that they contact the school office as soon as is reasonably possible whenever their child is unable to attend or will be late.
- In exceptional circumstances where a parent wants to request a leave of absence they must complete a 'request for leave' form in advance (1 week where possible) of the requested date/s – the form can be accessed via the school office
- To ensure that their child arrives at school well prepared for the day.
- To contact the school in confidence whenever a problem occurs that affects the pupil's performance.
- Where possible to make routine doctor/dentist appointments outside of school hours.

Parent/carers and students can expect the following from the school

- Regular, efficient and accurate recording of attendance.
- Daily briefing between office staff and Head of School to update on pupil absence.
- First day contact with parent/carers when a student or pupil fails to attend the academy without providing a reason.
- Immediate and confidential action on any problem notified to us.
- We will reward good attendance – doctors/hospital appointments/emergency dentist appointments with appointment cards will be accepted so children can still be rewarded.
- A clear outline of support and guidance for attendance, including timings of the school day - **see appendix 1**
- A clear outline of the school's approach to attendance improvement and management – **see appendix 2**

Responding to non-attendance

When a pupil does not attend, the school needs to respond effectively.

- The school will contact parent/carers of all those students who are marked absent at registration if notification has not been received.
- If no contact is made regarding a student's absence from the parent/carer on the first day of absence then it may result in a home visit from a member of the school's leadership team.
- Parents/carers should inform the school as soon as they are aware their child will not be attending school. This can be a **telephone call** direct to the school office or in person by the parent/carer.
- Where non-attendance continues, the case will be discussed with appropriate staff and further action planned. See **Appendix 1 - Flow chart of support to address attendance**

Reintegration

- The return to school for a pupil after a long-term absence requires careful planning. Staff will be notified of the return of a long-term absentee via the staff briefing.
- A delegated member of staff will be responsible for deciding on the programme for return and for the management of that programme.
- All staff should be made aware of this programme and any problems should be notified to that member of staff.
- Programmes may need to be tailored to meet individual needs and may involve phased, part-time re-entry with support in lessons as appropriate.

Guidance on categorising absence as authorised or unauthorised

Absences, which are considered as unavoidable and are *therefore authorised*

- Pupil was too ill to attend school
- Pupil was attending a religious festival/ceremony with family
- Pupil had a medical or dental appointment

(Absence would normally only be appropriate for part of the day)

- Pupil was in hospital/having hospital treatment
- Pupils was attending a funeral with family
- Pupil was taking part in a public performance or an examination
- Pupil had been granted leave of absence for exceptional circumstances agreed by the Head of School

Absences, which are considered as avoidable and therefore are unauthorised

- Pupil was on holiday or extended weekend holiday
- Pupil was going to a concert/theatre/family day out etc.
- Pupil was unhappy/not getting on with others at school
- Pupil was late up/had late night due to family problem.

The Local Authority and the academy (LAAT) require data returns. This information is used to comply with the necessary reporting to parent/carers requirements.

Pupils arriving late

Pupils who arrive at school after 9:00am are deemed late. Parents/ carers will need to provide an explanation for any late attendance.

Where pupils are consistently late the school will follow the flow chart of support to address poor attendance/'lates' – **see Appendix 1**

Removing Barriers

The school will support barriers to poor attendance; this is a sample of support measures we may provide:

- Loan of school uniform
- Loan of PE/Swimming Kit, including a towel
- Pastoral support for pupils who have a 'fear/worry' in school
- Part time timetable for long term medical conditions or pupils who have SEN/D through an Individual Healthcare plan supported by professional medical practitioners
- FREE breakfast club every day
- Early drop off/late pick up for 'family crisis'
- External support via outside agencies e.g. Early Help, housing etc.
- Transport - pick up for 'family crisis'
- Adapted routines within the school day, including 'drop off/pick up' and lunchtime arrangements

Whatever, your personal family crisis we will support on a 1:1 basis. This will be at the discretion of the Designated Senior Lead for attendance (Mrs S Fawn) and will be confidential where necessary/appropriate.

Minuted at the local board meeting – 29.09.22

Appendix 1 - Working together to improve attendance/'lates'

Timings of the school day:

- The school gate opens at 8:40am and closes at 9:00am
- Registration/lessons begin at 9:00am
- Afternoon registration is at 1:00pm
- Lessons/learning finish at 3:30pm
- The gate will open at 3:30pm

There is a morning break

- Registers will remain open until 9:15am – pupils will be **marked absent** for the session if they arrive after this time.
- Arrivals between 9:00am before 9:15am pupils will be **recorded as 'late'**

Flow chart of support to address attendance/'lates'

| |
|--|
| EXPECTATION |
| We aspire to all pupils attending school every day unless they are too ill to attend. Only exceptional circumstances warrant a leave of absence. It is very unlikely a leave of absence will be granted for a family holiday. |
| MONITOR |
| As a school, we will rigorously monitor attendance and 'lates' to identify patterns of poor attendance/'lates' (at pupil level and cohort level). We will work together to resolve poor attendance before they become entrenched. |
| LISTEN AND UNDERSTAND - support stage 1 meeting |
| When a pattern of poor attendance/'lates' is identified, we will meet with parents/carers to listen and to understand barriers to attendance and agree how we can work together to resolve them. |
| FACILITATE SUPPORT – support stage 2 meeting |
| We will endeavour to remove barriers in school and help pupils and parents to access the support they need to overcome the barriers outside of school. This might include an early help or whole family plan where absence is a symptom of wider issues |
| FORMALISE SUPPORT |
| Where absence intensifies, so will the support provided intensify. If voluntary support (stage 1 and stage 2) is not working or not being engaged with. Parents/carers and the school will work together to ensure the consequences are fully understood. This will usually involve a meeting with the attendance officer from the local authority and other relevant outside agencies |
| ENFORCE |
| Where all other avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory intervention or prosecution to protect the pupil's right to an education. |

Local Authority

Schools have to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission. Only exceptional circumstances warrant a leave of absence.

Fines

It is the local authority who consider issuing the penalty notice - following a referral from school. In the event of a Fixed Penalty Notice being issued, the Head of School will inform the LAAT Governance Officer. All instances of Fixed Penalty Notices will be reported to LAAT Directors.

The fine is £60 per adult per child if paid in the first 21 days, rising to £120 per adult per child if paid after 21 days but within 28 days. The payment must be paid to North East Lincolnshire Council. If payment is not received, by the end of the 28-day period, the local authority must decide either to prosecute for the original offence to which

the notice applies, or withdraw the notice. Parent/s can only be prosecuted if 28 days have expired, and full payment has not been made. There is no right of appeal by parents against a fixed penalty notice.

Appendix B – School approach to attendance improvement and management

| | | Actions in place |
|---|---|--|
| PREVENTION | ALL PUPILS: developing good school attendance through effective whole school approach to attendance | <ul style="list-style-type: none"> • Named designated senior lead for attendance • Standard agenda item during Safeguarding Supervision • Whole school CPD for implementation of this policy • Within the school vision – Charlie’s shoes • Awareness and action to remove barriers |
| | PUPILS AT RISK OF POOR ATTENDANCE: Rigorous tracking of attendance data to enable support of pupils with increasing low attendance or consistently late or patterns of absence | <ul style="list-style-type: none"> • Daily reporting to Head of School • Weekly analysis using Assembly – tracking names groups e.g. FSM/PP/SEN/D etc. • Half termly meeting – school attendance support team |
| EARLY INTERVENTION | PUPILS WITH POOR ATTENDANCE: Intervention before it becomes habitual | <ul style="list-style-type: none"> • Rigorous support in place as outlined in Appendix 1 – stage 1 |
| TARGETED | PERSISTANTLY ABSENCE: ensure full support through addressing barriers, either in school or external. Working in joint partnership with parents/carers, school, outside agencies, including local authority | <ul style="list-style-type: none"> • Rigorous support in place as outlined in Appendix 1 – stage 2 |
| <p>Legal intervention will be addressed as a last resort, our process and support will follow as outlined in appendix 1. We endeavour to address all absence meetings/support at a Voluntary Support Stage. However, we will move to Formal Support Stage should attendance not improve or parents/carers do not engage with the support plan. Where there are safeguarding concerns will be addressed through Statutory Children’s Social Care involvement. Where all routes and have failed the case will be considered for Attendance Prosecution</p> | | |