



Hall Orchard Barrow CE Primary School (Academy)

Attendance Procedure

Rationale

At Hall Orchard CE Primary School, we believe it is important to work in partnership with parents to encourage children to attend school regularly in order for them to make the best possible progress whilst in education. Attendance levels have a direct relationship with the attainment and progress of pupils, and good attendance is essential if pupils are to take full advantage of school, gaining the appropriate skills to equip them for life.

Levels of absence and the impact poor attendance has on pupils is set out below:

Attendance Level		Number of days absent per year	Impact on pupils
100%	Excellent	0	Children have the best chance of success.
96% - 99%	Good	2 – 8	Children miss key lessons which will have an impact on their progress.
90% - 95%	Concern	10 – 19	Children will miss chunks of learning within a carefully sequenced plan, resulting in gaps in knowledge and understanding which will have an impact on their progress.
80% - 89%	Cause for concern and action needed	21 – 38	Children will miss large chunks of learning within a carefully sequenced plan, resulting in significant gaps in knowledge and understanding. This will impact their progress significantly. Pupils may experience low levels of confidence and poor attendance may start to impact friendships.
< 80%	Significant concern and further action needed	>38	Significant lack of progress that may be difficult to reverse. Low confidence and self-esteem. Reduction of social interaction that impacts social and emotional development, and peer relationships.

Aims and Objectives

- To continue to raise levels of achievement and participation by maintaining high levels of attendance and punctuality.
- To keep an accurate and up to date record of attendance.
- To inform parents/carers of punctuality and attendance issues.
- To identify the causes of non-attendance and act upon them.
- To ensure all staff understand their roles in the monitoring and recording of attendance.
- To maintain and improve attendance through rewarding and target setting.

Attendance Legislation

Under Section 7 of the Education Act 1996, the parent is responsible for making sure that their pupil of compulsory school age receives efficient full-time education that is suitable to the pupil's age, ability and aptitude and to any special needs the pupil may have. This can be regular attendance at school or by education otherwise. If a pupil of compulsory school age, who is registered at a school, fails to attend regularly at school, then the parent is guilty of an offence under section 444 (1) of the Education Act 1996. Compulsory school age is defined as beginning from the term after they turn five. A pupil continues to be of compulsory school age until the last Friday in June in the school year that they reach sixteen. The issue of a penalty notice under section 23 of the Anti-Social Behaviour Act may be considered in cases where a pupil is absent from the academy and the absence is unauthorised.

Key Personnel:

Headteacher: Stephen Dunn
School Attendance Officer: Nadine Roodhouse
Children's Attendance
Welfare Services Officer (CAWS): Paula Rene

Responsibilities

Under the 'Education (Pupil Registration) Regulations 1995', the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the starts of both the morning and afternoon sessions of the school day. It is essential that the register is completed accurately. Registers provide the daily record of the attendance of all pupils; they are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school. They will also contribute to pupils' end of term reports and to records of achievement. Information from the registers will also be used to make attendance returns to the DfE and Local Authority.

Registers should be completed, using SIMS in the Classroom, at the beginning of the morning and afternoon sessions. A child who is not present at the time of marking the register should be marked as absent. All children should have been given a mark prior to saving the register. The register should be completed within 10 minutes of the start of the session.

Children are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:

- Authorised (where the school approves pupil absence)
- Unauthorised (Where the school will not approve absence)

Absence Codes

Code	School Meaning	Statistical Meaning	Physical Meaning
/	Present (AM)	Present	In for whole session
\	Present (PM)	Present	In for whole session
@	Do not use	Unauthorised Absence	Late for session
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session
C	Other authorised circumstances	Authorised Absence	Out for whole session
D	Dual registration (attending other estab.)	Approved Educational Activity	Out for whole session
E	Excluded (no alternative provision made)	Authorised Absence	Out for whole session
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session
G	Family holiday (not agreed or days in excess)	Unauthorised Absence	Out for whole session
H	Family holiday (agreed)	Authorised Absence	Out for whole session
I	Illness (not med/dental appointments)	Authorised Absence	Out for whole session
J	Interview	Approved Educational Activity	Out for whole session
L	Late (before registers closed)	Present	Late for session
M	Medical / Dental appointments	Authorised Absence	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Unauthorised Abs (not covered by other code)	Unauthorised Absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Authorised Absence	Out for whole session
T	Traveller absence	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Educational visit	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	DfES #: School closed to pupils	Attendance not required	Out for whole session
Y	Enforced closure	Attendance not required	Out for whole session
Z	Do not use	Authorised Absence	Out for whole session
!	DfES X: Non-compulsory school age absence	Attendance not required	Out for whole session
#	School closed to pupils & staff	Attendance not required	Out for whole session
*	DfES Z: Pupil not on roll	Attendance not required	Out for whole session
-	All should attend / No mark recorded	No mark	No mark for session

Reporting Pupil Absence

If a child is absent, for any reason, parents are expected to notify the school either by telephone or in writing on the first day of absence. The school must find out the reason for the absence and record this appropriately on the school register as their absence may be a safeguarding issue. Phone messages will be recorded in the school office and a message passed on to the class teacher. Verbal messages from the child concerned on returning to school are not acceptable.

The school will then decide whether to authorise the absence. Where staff are unsure as to whether an absence should be authorised, they should discuss the matter with the head teacher or attendance officer.

If contact, explaining the child's absence, fails to be made by parents or carers, then the school will contact home by text. If no contact is made by parents or carers by 12:00pm a telephone call will be made to parents or carers. If no subsequent contact is made, a member of staff will conduct a home visit to establish contact and to find the reason for absence. If no contact can be made at this stage, the member of staff will report to the Designated Senior Lead, who will follow appropriate procedures.

Where a pupil's authorised absence reaches the sixth day of absence, the Designated Senior Lead will be informed.

The school will ensure that:

- Pupils are registered accurately and efficiently
- Attendance targets are set for the whole school and, where necessary, individual pupils
- Attendance and punctuality data is regularly monitored, and appropriate interventions put into place.

Our staff have a major role to play in encouraging pupils to be punctual and to attend school each day. All staff promote high standards of attendance in all year groups by being a good role model, setting an example to pupils and rewarding good attendance and punctuality. Parents receive regular communications regarding their pupil's attendance and at parents' evenings.

Pupils are expected to:

- Attend school regularly and be punctual.

Parents are expected to:

- Ensure their child has good attendance (96% and above)
- Inform the school on each day of absence and give a specific reason.
- Work with the school to address attendance concerns.
- Try to make appointments outside school times. The school may ask for evidence of appointments where there are concerns regarding attendance.

Attendance criteria

We judge attendance levels using the following criteria:

Attendance Level	
100%	Excellent
96% - 99%	Good
90% - 95%	Concern
80% - 89%	Cause for concern and action needed
< 80%	Significant concern and further action needed

Compulsory School Age

A pupil is of compulsory school age at the beginning of the 1st term after their 5th birthday, so:

- pupils who turn 5 between 1st January and 31st March will be of compulsory school age at the beginning of the school term after 31st March (summer term);
- pupils who turn 5 between 1st April and 31st August will be of compulsory school age at the beginning of the school term after 31st August (autumn term);

- pupils who turn 5 between 1st September and 31st December will be of compulsory school age at the beginning of the school term after 31st December (spring term).

Reception pupils who are not of compulsory school age

- Should a parent/carer choose to accept a reception place for their 4 year old, we strongly encourage good attendance. This ensures continuity of education and minimises disruption to learning.
- If a pupil is under five and has been allocated a place in our school, we expect parents to follow this attendance policy.

Lateness

The doors open at 8.40am and school begins at 8:50am and all pupils are expected to be in school for registration at this time. Any child arriving later than 8:50am should enter school via the main entrance reporting to the School Office. If accompanied, a parent or carer should give a reason for lateness, which will be added to the register. The child will then be sent to their classroom.

Pupils who are consistently late are disrupting not only their own education but also that of others. Where persistent lateness gives cause for concern, further action will be taken.

Persistent absence

We consider Persistent Absence to be absence of 10% or more. Therefore, an individual child is deemed to be a persistent absentee if his/her attendance is less than 90% (regardless of whether or not the absences have been authorised).

Family Holidays During Term Time

One of the aspects that affects attendance is Family Holidays (absence) during Term Time. It is recognised that pupil absence during term time can seriously disrupt a pupil's continuity of learning. Parents are therefore asked **not to book** a family holiday in term time.

Parents do not have an automatic right to withdraw pupils from school for a holiday and in law, have to apply for permission in advance. At Hall Orchard CE Primary School, holidays will **only be granted in exceptional circumstances**. Such circumstances could include:

- a short absence (maximum of 2 days) to attend a family wedding, or a special family celebration (e.g. an 80th birthday of a grandparent); or to attend a special family reunion;
- a religious/cultural festival, may constitute an exceptional circumstance (maximum of 2 days);
- if a parent, due to the nature of their work, cannot possibly take time off during the regular school holidays, then this might constitute an exceptional circumstance. However, this will need to be evidenced by a letter from the employer (this letter must be on that company's official headed notepaper). A request of this nature will not be considered without one, and repeat requests of this kind will not be granted;
- a short absence to attend to family illness (in this country or abroad); maximum 2 days excl. travel.

However, to have a week's winter or summer holiday in school time, because the cost is cheaper during term time, **does not** constitute an exceptional circumstance and permission **will not** be granted. Unless a request meets one of the above criteria it will not be considered for authorisation. Should you wish to make a request for 'absence for your child' you need to complete an 'Absence Application Form' available from the School Office or from our School website The request will then be considered and you will be informed of the decision reached.

Taking a child on holiday without permission is regarded as an unauthorised absence and parents doing so may be issued with a **Penalty Notice**. Penalty Notices may also be issued for persistent absence and other forms of unauthorised absence.

The school works in partnership with the Childrens' Attendance and Welfare Service (CAWS) who support the school in maintaining a high attendance figure. CAWS has the 'brief' to ensure that *all children of school age, for whom they are responsible, attend school regularly and arrive on time*; CAWS works within set legal guidelines.

Pupils Missing in Education

Where the parent of a pupil notifies the academy that the pupil will live at another address and will move to a new school, we will record in the admission register the new address, and the date from when it is expected the pupil will attend this new school. The pupil will only be removed from our register once the new school has confirmed their attendance. If we receive no such confirmation, we will continue to complete welfare checks and will inform the local authority that the pupil is missing.

Pupils with unexplained absence beyond 10 days (following previous school procedures including attempts to contact parents/carers and visits to the home address) will be referred to the Leicestershire Inclusion Service. The Inclusion Service will then:

- Monitor the reasons for a child is not attending school full-time
- Help to ensure that the education is appropriate for the child; and
- Help to coordinate additional support with the school where required.

If you are worried about your child's attendance, what can you do?

- Talk to your child, it may be something simple.
- Talk to the Attendance Officer or Headteacher at school.
- Some children need encouragement to attend regularly. Any problems are best sorted out between the school, the parents and the child. Parents are expected to contact the school at an early stage and to work with the staff in resolving problems together.

If it continues...

The school has a clear approach to manage attendance. This is set out below.

Staged Approach To the Management of Attendance		
Stage	Trigger	Outcome
1	Attendance falls below 96%.	Letter 1 to be sent to the parents/carers: <ul style="list-style-type: none">• Expressing concerns about attendance in the academy.• Welcoming the parents/carers to arrange contact with the academy if they wish to discuss attendance further.• Attendance is monitored.
2	Parents have received a letter 1 and attendance remains a concern or continues to fall.	Letter 2 will be sent to parents/carers: <ul style="list-style-type: none">• Informing parents/carers of on-going concern about their pupil's attendance.• Inviting the parent/carer into school to meet with the Attendance Officer• Reminding parents/carers of their legal responsibility and the nature of 'persistent' absence.• Formally notifying parents/carers that their pupil's attendance is being monitored.
3	Parents have received a letter 1 and 2 and attendance continues to be a cause for concern.	Letter 3 will be sent to parents/carers: <ul style="list-style-type: none">• Notifying parents/carers that the school intends to take further action.• Head teacher authorises a referral to Children's Attendance Welfare Services (CAWS).

In serious cases the Headteacher and Governing Body may pursue legal action against parents / carers.

Attendance Targets

The school sets attendance targets each year. These are agreed by governors at the annual target-setting meeting. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

Monitoring and Evaluation

Monitoring of attendance takes place at various levels. Teachers record reasons for absence and monitor registers. Any unreasonable reasons for absence will be questioned. Irregular patterns of attendance similarly will be questioned. Often this “Light touch” is sufficient to prevent reoccurrence.

Any concerns are reported immediately to the Attendance Officer. The Attendance Officer carries out a weekly attendance audit. Patterns of attendance are scrutinised. Irregular attenders are discussed with the Attendance Officer and the headteacher. As a result, parents may be informed either informally (by telephone) or formally (by letter) that the Attendance Officer is becoming concerned about patterns of attendance.

Attendance is monitored regularly to check individual attendance against the 96% threshold. Regular punctuality screening, checking the scale of late arrivals and evaluating strategies to improve timekeeping take place.

Attendance statistics are evaluated on a termly and annual basis. These statistics are reported to governors in the Headteacher’s termly report. We benchmark our attendance statistics against national data as well as comparing trends within the school.

Adopted: December 2022

Review Date: December 2026