

HALL ORCHARD



CE Primary School

## 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	Attending any other Approved Educational Activity	Approved Educational Activity	Out for whole session
C	Leave of absence for exceptional circumstances	Authorised Absence	Out for whole session
D	Dual registered at another school	Approved Educational Activity	Out for whole session
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence	Out for whole session
G	Family holiday not granted by school.	Unauthorised Absence	Out for whole session
I	Illness (not med/dental appointments)	Authorised Absence	Out for whole session
J1	Leave of absence – interview for employment or transfer to another education institute	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	Reason for absence not yet established	Unauthorised Absence	Out for whole session
O	Absent in other or unknown circumstance	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	Leave of absence for the purpose of studying for a public examination	Authorised Absence	Out for whole session
T	Travelling with parents for occupational purposes	Authorised Absence	Out for whole session
U	Late (after registers closed)	Unauthorised Absence	Late for session
V	Educational visit or trip	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	Non-compulsory school age pupil not required to attend school	Attendance not required	Out for whole session
Y	Exceptional Circumstances:	Attendance not required	Out for whole session
	Y1. Absence due to transport normally provided not being available	Authorised Absence	Out for whole session
	Y2. Widespread disruption to travel	Authorised Absence	Out for whole session
	Y3. For when part of a school is closed	Authorised Absence	Out for whole session
	Y4. Unexpected whole school closure (different from # for planned closure)	Authorised Absence	Out for whole session
	Y5. For pupils in the criminal justice system	Authorised Absence	Out for whole session
	Y6. Absence due to public health guidance or law	Authorised Absence	Out for whole session
	Y7 Any other unavoidable circumstances	Authorised Absence	Out for whole session
Z	Prospective pupil not on admission register	Attendance not required	Out for whole session
#	Planned whole school closure	Attendance not required	Out for whole 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 Safeguarding 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:

<b>Attendance Level</b>	
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.

### **Part-time timetables**

All pupils of compulsory school age are entitled to a full-time education suitable to their age, aptitude and any special educational needs they may have. In some circumstances their education may be provided partially at school and partially at another educational setting or through education otherwise than at a school in line with section 19 of the Education Act 1996 or section 42 or 61 of the Children and Families Act 2014.

Time away from school to receive education in other ways will be recorded in the attendance register using the appropriate codes.

In very exceptional circumstances, where it is in a pupil's best interests, there may be a need for the school to provide a pupil of compulsory school age with less than full-time education through a temporary part-time timetable to meet their individual needs.

A part-time timetable will:

- Have the agreement of both the school and the parent the pupil normally lives with.
- Have a clear aim and be part of the pupil's wider support, health care or reintegration plan.
- Have regular review dates which include pupil and parent voice to ensure it is only in place for the shortest time necessary.
- Have a proposed end date that takes into account the circumstances of the pupil, after which the pupil is expected to attend full-time, either at school or alternative provision. It can, however, be extended as part of the regular review process. In some limited cases, a pupil with a long-term need or health condition may require a part-time timetable for a prolonged period.
- Have an attached risk assessment to prioritise pupil safety when not attending school.

Where the pupil has a social worker, the school will keep them informed and involved in the process. If the pupil has an education health and care plan, the school will discuss the part-time timetable with the local authority so that any support package that is in place can be reviewed as swiftly as possible.

### **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 and Unauthorised absences

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.

## Penalty Notices

With the introduction of the National Framework for Penalty Notices (19<sup>th</sup> August 2024), the headteacher will assess each case of **unauthorised** absence separately and may issue penalty notices in line with this government framework.

**5 consecutive days of term time unauthorised absence** – penalty notice fines may be issued for term time leave of 5 or more consecutive days, and for fewer days where this has happened before.

**10 sessions of unauthorised absence in a 10-week period** – penalty notice fines will be considered where there have been 10 sessions of absence in a 10-week period. Please note, one session consists of a morning or afternoon.

**Per parent, per child** – Penalty notice fines will be issued to each parent, for each child who was absent e.g. three siblings for term time leave will result in each parent receiving three separate fines.

**First Offence** – The first time a penalty notice is issued for term time leave or irregular attendance the amount will be £160 per parent, per child when paid within 28 days. Reduced to £80 per parent, per child if paid within 21 days.

**Second Offence (within 3 years)** – The second time a penalty notice is issued for term time leave or irregular attendance the amount will be £160 per parent, per child when paid within 28 days. (No option to pay at £80 level).

**Third offence and any further offences (within 3 years)** – The third time an offence is committed for term time leave or irregular attendance a penalty notice will not be issued. The case will proceed to the Magistrates' court. Magistrate's fines can be up to £2,500 per parent, per child.

## 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.

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

## **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: September 2024

Review Date: September 2027