

Pudsey Bolton Royd Primary School Attendance policy 2015.16 (v3)

This policy should be read in conjunction with:

- **Safeguarding & Child Protection Policy**
- **Keeping Children Safe in Education July 2015**
- **Children Missing Education Guidance**
- **Elective Home Education Guidance**
- **Working Together to Safeguard Children DfE**
- **Equality Policy**
- **Admissions Procedures**
- **Staff Handbook**

“Going to school regularly is important to your child’s future. For example, children who miss school frequently can fall behind with their work and do less well in exams. Good attendance shows potential employers that your child is reliable. Research suggests that children who attend school regularly could also be at less risk of getting involved in antisocial behaviour or crime.” Direct.gov website

Context:

At Pudsey Bolton Royd Primary School we aim to consistently work towards our goal of 100% attendance for all children. In 2015.16 our school attendance target has been raised to 97%. Every opportunity will be used to convey the importance of regular, punctual attendance to pupils, parents and carers.

Our school is committed to providing the best possible quality of education to all learners. To help achieve this commitment, regular punctual school attendance is vital.

The following policy sets out the schools aims and systems to ensure that attendance and punctuality is high and all stakeholders are aware of their roles and responsibilities.

Aims of this Policy:

- To ensure every child is safeguarded and their right to education protected.
- To ensure the school attendance target is achieved through rewards and incentives for good attendance and punctuality.
- To raise standards and ensure every child reaches their full educational potential through a high level of school attendance and punctuality.
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication about the importance of good attendance and punctuality.

- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them
- To work with the Local Authority in order to address barriers to attendance and overcome them.

Roles and Responsibilities

Head Teacher

To ensure all children have their educational entitlement each academic year.

To be responsible for the overall management and implementation of the policy.

To deal with parental requests for term time leave in line with Local Authority policies and procedures.

To consider the use of Penalty Notices and other current measures in line with Local Authority policies and procedures.

Family Support Manger

To support the HT & SLT in delivering the policy on a day-to-day basis.

To meet with the Inclusion Manager regularly to monitor the systems and structures and target support, ensuring they are having an impact on pupil attendance and punctuality.

To liaise with the Local Authority and make referrals where necessary.

To ensure that rewards and incentives for attendance and punctuality are being used.

To work with the SLT and teachers to plan for the reintegration of pupils after long term absence.

To ensure that termly Local Authority Returns are accurate and share with SLT for analysis.

To revise and amend the policy with the SLT.

Strategic Leadership Team

To address attendance and punctuality issues in phase meetings.

To ensure staff in their phases are promoting good attendance and punctuality.

To ensure staff are following the systems and structures in this policy.

Staff

To ensure quality first teaching every day with lessons that are well planned and resourced so that they challenge, inspire and meet their learner's needs.

To keep accurate and up-to-date daily records of pupil attendance through the OMR register system.

To regularly remind children and parents about the importance of good attendance.

To follow up on pupil absence by ensuring reasons for absence are sought.

To feed back to parents about pupil attendance & punctuality regularly and at Parents Evenings.

To inform the Family Support Manager of concerns through the school referral system.

To ensure weekly attendance figures are added into KS1 Reading Records and KS2 Planners.

To review the previous week's Attendance Register; teachers follow up on any absences highlighted pink and accurately complete the weekly Absence Sheet. (Absence Sheets are only produced in weeks where absences have been recorded).

School Office

To check the school answer phone and to take messages from parents/carers about pupil absence.

To record reasons for absence and accurately edit SIMS.

To record the names and the reasons of pupils arriving late in the office Children Arriving Late book.

To check registers are received from each class, each day.

To implement the daily checking of OMR registers after morning and afternoon registration sessions.

To carry out and record the outcome of first day calls when a child doesn't arrive at school and where no reason has been received.

To oversee the admission of new pupils to the appropriate class registers.

To highlight in pink, at the end of each week, absences on class registers for teacher information.

To accurately record the movement of children in and out of school during each school day.

Parents

To ensure that their children access a suitable full-time education from the start of their schooling.

To be responsible for making sure their children attend school regularly.

To ensure that their children arrive on time for school every day.

To contact the school if their child is unable to attend.

To ensure that the school has up-to-date contact details.

To work in partnership with the school and Local Authority to promote good attendance and punctuality.

To take leave and family holidays out of term time.

The School Learning Environment

A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are a high quality. Regular, rigorous environmental audits are carried out by the SLT to ensure this.

Class teachers display their class weekly attendance percentages.

Pupil Voice

The School Council representatives and Every Day People work in teams and lead by example to support the policy and take an active part in its implementation. This includes developing policy and rewards offered by the school.

Promoting and Rewarding Good Attendance

Aims:

- To ensure good attendance and punctuality (above 97%) is regularly promoted and supported and remains high profile across school.
- To achieve high levels of attendance and punctuality (above 97%) through rewarding good attendance and punctuality.

Promoting and Supporting Attendance and Punctuality

Assemblies

Celebrating Attendance through weekly assemblies.

School Newsletters

Each half term school newsletters are used to highlight the importance of good attendance and punctuality.

Parent's Notice Boards

The parent's notice boards include information about school timings, attendance information and details of how parents can support the school by improving their child's attendance and punctuality.

Breakfast Club

This supports parents by allowing them to drop their children off from 8:30am, ensuring they are on time for school. It is supervised by the Learning Mentor and members of support staff.

Staff promoting good attendance

It is important that teachers are continually promoting good attendance with their classes. Good class attendance is attributed to good teaching and to celebrate this, the class with the best attendance is congratulated in assemblies and awarded certificates.

Rewarding good attendance and punctuality

Attendance certificates are awarded through assemblies, throughout the year.

Punctuality

Punctuality is monitored by the class teacher; teachers are to address concerns directly with parents.

Where punctuality does not improve, parents are invited into school to discuss concerns with the Family Support Manager and plan a way forward.

If lateness does not improve following the meeting, then the family will be referred to the HT, who will contact parents warning them that further action may be taken if punctuality does not improve.

Register Wallets

Every class has a register wallet which is kept at the main office.

The wallet should be collected by staff and checked at every morning and afternoon registration session.

Register wallets must be returned to the office after every registration session.

The purpose of a register wallet is to allow good communication between the class teacher and the school office.

The register wallet includes the following:

Paper register.

Letters/notes from parents regarding pupil absence; these are to be retained by the class teacher for information and to assist in completing weekly absence sheets.

Money for educational visits; these must be in an envelope and clearly labelled.

Dinner money in a sealed named envelope.

Letters or leaflets for pupils. Whole class or individual letters will be placed in wallets for teachers to distribute.

IMPORTANT:

- Child Protection and Safeguarding concerns must be acted on immediately and should be recorded in line with the school Child Protection and Safeguarding Policies.
- School Attendance Letters: letters are sent out by the school to communicate with parents about attendance and punctuality; these must not be left in register wallets.
- Any concerns that a teacher has in terms of pupil absence, moving house, transferring schools, leave in term time or general wellbeing must be discussed with the Family Support Manager.

(Copies of all standard letter formats are included at the end of this document.)

Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made.

Office staff follow this system:

1. Phone parents contact number on the first morning of absence(s) as a priority.
2. If a parent says the child is in school and the child has not arrived then emergency procedures must be put in place with a 999 call.
3. Record and edit SIMS attendance with the response given by parent.

Monitoring and Recording Attendance & Punctuality

Class Registers

- Class registers are recorded using OMR systems. The system ensures that no children are missed and that pupil information can be shared quickly and securely.
- Registers are the only way of recording pupil attendance and must be completed accurately. **This is a legal requirement and the responsibility of whichever member of staff has been directed to take the register for that session.**
- Registers can be edited by the office in the case of a mistake or a pupil arriving after submission but registers must be accurate and submitted at key times (see below).

Morning Register

- Class registers are to be taken promptly and sent to the school office by 9:10.
- At 9:00 am the school cloakroom doors are closed. A member of the office staff stands in the main office reception to meet children arriving late.
- The children's names and classes are recorded in the office 'Children Arriving Late' book; this is to ensure that no children are missed on the register due to arriving in school late.
- These children will receive a code 'L' for late arrival.
- Children arriving after 9:30am are recorded as 'U' (late after register closed). This reduces a child's school attendance as in the case of absence marks.
- Office staff then begin first day absence calls.

Afternoon Register

- Registers must be submitted by teaching staff straight after lunch and before afternoon lessons commence.
- The following timings must be adhered to:
Reception should be submitted by 1:10pm.
Year 1 to 6 registers should be submitted by 1:20pm.

Children Arriving Late Book

- The school cloakroom doors close at 9:00am.
- Children arriving after this time must enter the school through the main entrance where their names are recorded in the Office Children Arriving Late Book and given a code L on SIMS attendance data by the school office
- Children arriving after 9:30 are coded U (after close of register) and this is edited on SIMS attendance data by the school office.
- Once a child has received 3 U codes in any one school year, they are sent a Head Teacher's letter regarding school's concern and which explains how much learning they are missing.
- Pupils who continue to arrive late or show little or no improvement will be picked up by the Family Support Manager who may need to involve/ refer to outside agencies.

Systems and Structures to Tackle Attendance and Punctuality Issues

- The Inclusion team track and monitor absence through termly meetings.
- AHT's track and monitor attendance across their phases.
- Teachers track and monitor and refer children presenting concerns to the Family Support Manager through the Attendance Referral system

When children's attendance and punctuality is a concern to the school the following systems and structures are followed:

- System for First Day of Absence contact - parents are called to enquire about child's wellbeing and establish when the child will return.

- Enter 'I' for illness; 'M' for medical appointment on system or 'O' for unauthorised absence. Other codes to be used as per guidance.
- If no contact can be made, emergency contacts are called.
- If contact cannot be made or acceptable reason cannot be established, absence is recorded as 'O' unauthorised.
- On the fourth day of unauthorised absence in any school year (not necessarily consecutive days) an 'Attendance Concerns' letter is sent out stating that medical proof will be needed to authorise any future absence.
- After seven days of unauthorised absence following the 'Attendance Concerns' letter an 'Attendance Meeting' letter is sent out stating that the parent must come in to school for a meeting with the HT to address concerns.
- If attendance does not improve or attendance drops below 90% - spotlight for attendance protocols which could ultimately result in prosecution.

Attendance Meetings

- The Family Support Manager checks school attendance on a fortnightly basis; the main focus being on children where attendance falls below 97%.
- Systems and structures are then followed to improve attendance for individuals.
- Letters are sent out to parents whose child's attendance is below 97% and parents are invited into school to work in partnership for the child's benefit.

Applications for Term Time leave

System for Leave during Term Time:

In line with Local Authority policy, leave for pupils during term time is not authorised under any circumstances.

The school recognises that taking children out of school may constitute a safeguarding risk and will make necessary enquiries in order to be satisfied that the child is not at risk. The school may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

School receives information that a pupil may be taking extended leave: (Could be via parent, pupil or teacher)

Senior members of staff at school contact parents to establish details and ensure that there are no safeguarding concerns. Parents fill in an 'Application for Exceptional Absence in Term Time.' Parents provide copies of airline / travel tickets for departure and return.

Once form has been completed:

Parents meet with HT and Family Support Manager. Policies are explained together with Local Authority guidance following legislation announced by the DfE. Request is denied. Parents informed that absence will be unauthorised and school place is at risk after 10 days.

On child's first day of absence:

Normal first day calls are made 'Unauthorised Leave Letter' sent out with required return date.

If child is not present in school on return date:

'Referral to Children Missing Education Team' Letter is sent out to parents. School to conduct a home visit and make

reasonable attempts in telephone contact.
Referral to CME completed.

TAKING CHILDREN OFF - ROLL SAFEGUARDING STATEMENT

- **NO CHILD SHALL BE TAKEN OFF ROLL UNTIL THE SCHOOL IS SATISFIED THAT THEY ARE SAFE AND ACCOUNTED FOR. THIS WILL MEAN THAT WE HAVE CONFIRMATION OF THEM HAVING STARTED A NEW SCHOOL / EDUCATIONAL ESTABLISHMENT.**
 - **WHERE IT IS NOT POSSIBLE TO VERIFY WHERE A CHILD IS, CHILDREN MISSING EDUCATION AT THE LOCAL AUTHORITY WILL BE INFORMED AND A CHILD WILL ONLY BE TAKEN OFF ROLL ONCE THEY GIVE AUTHORISATION.**
 - **WHERE A PARENT HAS ELECTED TO HOME EDUCATE THEIR CHILD, THE LOCAL AUTHORITY HOME SCHOOLING DEPARTMENT ARE INFORMED AND A CHILD WILL ONLY BE TAKEN OFF ROLL ONCE THEY GIVE AUTHORISATION. PARENTS MUST NOTIFY SCHOOL IN WRITING OF THEIR INTENTION.**
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Other Systems for Tackling Attendance and Punctuality

Long Term Medical Absence

In some cases a pupil may be absent from school long term due to an illness or injury. The school liaises with families in order to ensure children return to school quickly and that there are no safeguarding concerns.

For example, in the case of a broken leg, the school will liaise with parents to write up care plans that ensure the child returns to school quickly.

The school will liaise with the parent to provide regular homework for the pupil.

In longer term illnesses, the school may need to liaise with Hospital staff and / or the Home Teaching Service.

School Refusal or Unauthorised Other Absence

If a child is absent long term for unauthorised circumstances (i.e. refusal to come to school, or persistent unauthorised absence) then the child is referred to the LA. A referral is made to the Cluster and the HT / Inclusion Manager consider whether a Common Assessment Framework (EHCAF) referral is needed. A Common Internal Record will be required for submission to Guidance & Support at the Cluster.

Sanctions for Persistent Absence or Lateness

If parents fail to send their children to school regularly and that absence from school is unauthorised, parents can be prosecuted or may be made liable to a penalty notice for failing to ensure their children attend regularly at a school where they are registered pupils. The Anti-Social Behaviour Act 2003, Section 23 gives the Local Authority the power to issue Penalty Notices. These may be issued when parents fail to ensure their child attends schools without good reason, as defined by the law.

Fines are set at £100 per parent, per child, per offence. This will be reduced to £50 if the fine is paid within 28 days. If the fine is not paid by the end of a 42 day period parents will be taken to court under section 444 of the Education Act 1996. In Leeds Penalty Notices are used to ensure parents fulfil their parental responsibility in making sure their children go to school.

Education Supervision Order

A young person can be made the subject of an Education Supervision Order for persistent failure to attend school. This order empowers the supervising officer to make 'reasonable directions'. The Education Supervision Order will be superseded by a Criminal Supervision Order. In order for an Education Supervision Order to be made, the Local Authority have to show that parents will co-operate with the conditions of the order.

School Attendance Orders

This order names the school, which the Local Authority requires the young person to attend, in cases where the parent has failed to secure a school place. If the parent does not comply with the order, a fine may be imposed in the Magistrates Court.

Parenting Orders

These orders may be made against parents or guardians to help them address the young person's offending behaviour or failure to attend school. Parents may be obliged to attend counselling or guidance sessions for up to 3 months, or to exercise particular controls over their children. Breach of the order is a criminal offence.

Anti-Social Behaviour Order

This order can be applied for by the Police or Local Authority against an individual, aged 10 or over, or several individuals (including a family), whose behaviour is anti-social; i.e.: causes alarm, distress or harassment to one or more people. The orders are preventative and incorporate the use of prohibitions to prevent further acts. Breaches carry a penalty of up to 5 years imprisonment. Schools, seeing a possible need for this order, should liaise with the Police.