



Huntley C of E Primary School

Attendance Policy

January 2023

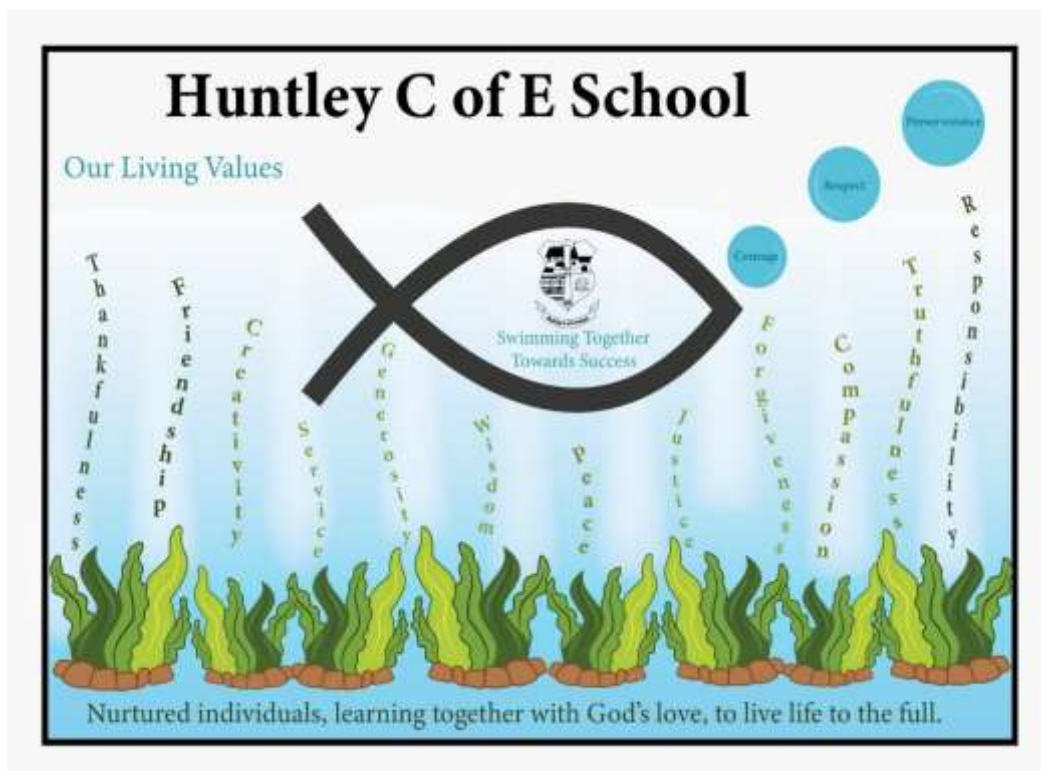
To be read in conjunction with:

Safeguarding and Child Protection Policy

Children Missing for Education Guidance

Gloucestershire County Council Guidance 2018

<https://www.gloucestershire.gov.uk/schoolsnet/your-pupils/attendance/>



ATTENDANCE POLICY

At Huntley C of E Primary School we believe that pupils need to attend school regularly to benefit from their education and achieve their potential. We aim for 100% attendance and no unauthorised absences.

This attendance policy sets out what is expected so that this may be achieved.

RESPONSIBILITIES

Parents/carers should:

- Make sure their child attends school regularly and on time, appropriately dressed and equipped and in a fit state to learn.
- Let the school know if they are having difficulty with attendance so that any available help or support can be offered.
- Let the school know, by telephoning before 9:15 a.m. on the first day of absence from school, why their child is absent and when they are expected to return, by logging the absence on Parentmail or by emailing admin@huntley.gloucs.sch.uk.
- Seek permission from school prior to any absence that is not medical.
- Not take their child on holiday during term-time. From September 2019 a penalty notice will be issued to parents if children are absent for ten sessions (5 full days) within a 10 week period through unauthorised absence.
- Notify school if they intend to remove their child permanently from the school for any reason.
- Provide hospital letters/ appointment confirmations for any medical appointments scheduled within school time. (This does not apply to standard doctors or dentist appointments, however where possible these should be booked outside the school day)

School will:

- Make suitable arrangements for the safe, daily reception of children.
- Be consistent in their attendance practices.
- Keep and mark registers accurately.
- Follow up any unexplained absences.
- Notify parents/carers, at parent evenings and through reports, of their child's attendance level.
- Notify the Local Authority (LA) of pupils who have poor attendance, leave school to be educated at home, go missing or are excluded.
- Notify the LA and/or the Department for Education of absence figures for the school and, where necessary, individual pupils.

The Head teacher will:

- Ensure that everybody at school treats attendance as a priority
- Promote the importance of good attendance to pupils and their parents/carers.
- Be available to discuss attendance concerns with pupils, parents, staff and governors.
- Remind parents at least annually of attendance procedures.
- Analyse attendance data on a termly basis.
- Oversee attendance procedures.

Governors will:

- With the Head teacher, monitor, evaluate and review the attendance procedures regularly
- Report on attendance statistics when required.

In 2022 the government released new guidance stipulating that by September 2023 all schools will be expected to offer a 32.5 hour school week. (These changes will be effective from Monday 17th April 2023)

SCHOOL TIMES

Children need to be in their classrooms by 8:45 a.m in time for the start of morning registration. School finishes at 3:15 p.m.

Children should be collected promptly unless they are attending an after school activity. Please inform the school office as soon as possible if you are going to be late collecting your child for any reason or if there is a change in your child's usual routine. If a child has not been collected by 3.20pm school will make a phone call to ascertain who is collecting and where they are. If a child has not been collected by 3.25pm they will be placed in afterschool club which will incur charges to the parent/ guardian.

REGISTRATION

School must keep attendance registers for all pupils on the school roll. The class teacher will call the register twice a day and every pupil will be marked as present, absent or engaged in an approved educational activity away from the school site. It must be shown, by the use of approved codes, whether an absence is authorised or not.

For years 2, 3, 4, 5 & 6: Registration will take place between 8:40 a.m. and 8:45 a.m. for the morning session. Pupils arriving after 8.45 a.m will be marked late, a parent/ guardian will need to bring pupils arriving after 8.45 a.m to the main door at Reception and sign in the late book. Classroom doors will be open at 8.40 a.m and will be closed at 8.45 a.m when the register will be taken.

Reception & Year 1: Can be dropped off in the playground from 8.40 a.m, a member of staff in the playground will bring the children into school at 8.45 a.m for registration. As with all other year groups, if arriving after 8.45 a.m children will need to come into school via the main reception where a parent/ guardian will need to sign the late book.

For all pupils:

Pupils arriving after 8.45 a.m will be marked late, a parent/ guardian will need to bring pupils arriving after 8.45 a.m to the main door at Reception and sign in the late book.

Registers will be marked again during afternoon sessions.

The marking of registers will be in accordance with instruction set out at the front of the register.

Absence, legally, has to be recorded either as authorised or unauthorised and reported on to the DfE and in some circumstances to the LA. Only the school can decide whether an absence is authorised or not and does not have to accept the reasons given by a parent or carer.

AUTHORISED ABSENCE

Is when a pupil:

- Is, in exceptional circumstances, absent with the prior permission of the school;
- Is too unwell to attend school
- Is attending a medical or dental appointment that could not be arranged outside school time and where pre-arranged an official written confirmation of the appointment date/time has been provided to school;
- Is away for a day set aside by their parent's religion for religious observance;
- Has suffered a family bereavement;
- Has been excluded.

UNAUTHORISED ABSENCE

Is when:

- A pupil is absent and no explanation or an unacceptable explanation is offered;
- A pupil is away from school on a family holiday for a period not previously authorised by the Head teacher.

An approved educational activity is not recorded as an absence and will be marked when a pupil is on a school/educational visit, is attending an approved off-site activity or is receiving special off-site tuition arranged by school.

HOLIDAYS IN TERM TIME

At Huntley C of E Primary School we believe that annual family holidays **should not** be taken in term time. If this is not possible and parents/carers still wish to apply for permission from the Head teacher a holiday form should be completed by the parent/carer, well in advance of the proposed dates. Holiday forms are available from the school office and can be found in appendix 3 of this policy. The Head teacher will consider the request carefully and consider letters from employers stating whether parents/carers are restricted in terms of leave from their employment before notifying parents/carers whether they are able to authorise the absence or not. **However, permission can only be given in exceptional circumstances.**

FIXED PENALTY NOTICE

From September 2019 a fixed penalty notice will be issued from the Local Authority to **both** parents if a child is absent for a period of ten sessions (5 days) within a ten week period due to holidays taken in term time. These sessions do not have to be on consecutive days and can be within any 10 week period.

APPOINTMENTS

If appointments have to be made during school hours, school should be pre-notified and where possible an official letter confirming the date and time of the appointment should be provided to school. Parents collecting pupils from school mid-session should, for safety reasons, collect & drop off via the office on departure and re-arrival. If present at registration no amendment to the register is necessary. If absent at registration the register should be marked with an authorised absence mark.

FREQUENT ABSENCES FOR MEDICAL REASONS

When a pupil frequently misses school for medical reasons, medical services may be consulted and appointment cards will need to be provided for every occasion. Where necessary a referral will be made so that an evaluation of the pupil's health and educational needs can be made.

LONGER ABSENCES

Pupils who have been absent for a long period of time will be positively welcomed back and will be helped to catch up with missed work. Friendship groups will be monitored for a period to ensure that the pupil is happily settled back into school life. Individual attendance plans will be put in place to help pupils return to normal school life, there are a variety of ways this can be facilitated. (if necessary a phased return may be put in place, medicines can be administered by school staff with parent/ guardian permission, quiet space/ activities for playtimes and PE.)

SCHOOL PROCEDURES

Where the register shows an unexplained absence and there has been no message received at school by 9:15 a.m contact will be made with the parent/carers to find out the reason for absence and the date of expected return. All telephone messages will be dated and recorded in the absence record.

If school have been unable to make contact by Parentmail/email, a phonecall will be made as well. If no contact has been made with school after 1 day a home visit will be carried out followed by a police welfare visit.

- Where the register shows 5 separate late after registration marks over a school term, school will contact parents in writing.
- Where the register shows 10 separate late after registration marks over a 10 week period the LA may issue a fixed penalty notice.
- If a child arrives late at school they must enter school via the office (classroom doors will be closed at 8.45 a.m and children will not be given access) and the parent/carers will be requested to fill in and sign an entry in the 'late book'.

THE LAW

The law says that:

- Parents of children of compulsory school age are required to ensure that their children receive suitable full time education;
- The LA must ensure that parents fulfil their legal obligations regarding their children's education;
- Maintained schools must allow the LA to inspect their registers;
- Schools must report to the LA, pupils who fail to attend regularly. Gloucestershire's Penalty Notice protocol allows schools to notify the LA of any pupil having more than 5 days (10 sessions) of unauthorised absence in a ten week period, particularly when this absence is on account of:
 - Lateness after registration

- Term time holidays without permission

In these instances, the LA will consider issuing a fixed penalty notice of £60 per parent after a warning has been issued by the school.

Unauthorised absence may lead to the LA taking full court action if attendance issues cannot be resolved.

Formal meetings (Attendance Improvement Meetings) will be held with parents whose children's poor attendance may lead to legal proceedings and Attendance Plans will be drawn up.

STRATEGIES

To support our attendance policy we:

- Will treat attendance as a priority;
- Promote good attendance at every opportunity – at Parents' evenings, at parent meetings, in newsletters, in collective worship, and through implementing this policy;
- Always use first day contact;
- Set attendance targets for the school (and for each year group if necessary);
- Keep parents/carers informed of their child's attendance level on a termly basis;
- Make good use of attendance data by specific analysis;
- Notify Governors at each full governing body of attendance levels;
- Provide a safe, happy, stimulating environment for children where they feel valued and welcomed and that their presence in school is important.

SUCCESS CRITERIA

- We are meeting or exceeding our attendance targets.
- Our attendance is in line with, or exceeds that, of local comparator schools.
- We have positive feedback from outside agencies such as Ofsted, LA, etc.
- Everybody is clear about what to do if a child is absent from school.

Appendix 1

School Attendance procedures

1. Admin staff will provide regular lists of pupils falling below 95% attendance or where registers show 5 separate late marks during a term.
2. Pupils falling below 95% attendance will receive a letter from the Head teacher offering advice and support.
3. Pupils falling below 90% attendance will receive a letter from the Head teacher offering advice and support and Local Authority information about good attendance.
4. Pupils falling below 85% attendance will receive a letter from the Head teacher inviting parents to a meeting to discuss their child's attendance. Attendance Improvement Plans will be put in place and reviewed appropriately.
5. Attendance Improvement Meetings and Reviews will be documented.

Appendix 2

Term time Absence request form

Appendix 3

Sample letters for school use

Appendix 2

Huntley C of E Primary School TERM TIME ABSENCE REQUEST FORM



Please remember – Absence from school can seriously disrupt your child's continuity of learning. Not only do they miss the teaching provided on the days they are away; they are also less prepared for lessons upon their return. As a consequence of this, there is a risk of underachievement, which together we must seek to avoid.

I would like to take my child(ren)

out of school from to,

returning to school on

The reason this must be in term time is because (please give as much detail as possible, including copies of work schedules etc)

.....

.....

.....

I understand that if my/our request for leave from school is granted, it will count as an authorised absence and will be included in my/our child's attendance figure.

This will only be granted if your child's attendance, over the previous 2 terms, is 95% or above **and** in exceptional circumstances.

Signed Date

This section will be returned to you.

Child(ren)'s name(s)

Attendance over previous 2 terms

.....

.....

.....

.....

.....

.....

This absence from to

will be recorded as authorised/unauthorised

If unauthorised the reason is:

Signed (Headteacher) Date

Appendix 3



Huntley C of E Primary School

Ross Road
Huntley
Gloucester
GL19 3EX

Tel: (01452) 830510

Fax: (01452) 830510

admin@huntley.gloucs.sch.uk

www.huntleyschool.co.uk

Headteacher: Mrs E Curtis

Attendance Letter 1

Dear

We have noticed that
95%.

's attendance has fallen below

If you require any support or have any questions regarding this matter please do not
hesitate to contact me.

Yours sincerely

Mrs E Curtis
Headteacher



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Headteacher: Mrs E Curtis

Attendance Letter 2

Dear

Please find a copy of _____'s Attendance Certificate which shows that he/she has missed _____ sessions during the last _____ weeks. Each school day has a morning and an afternoon session. His/her overall attendance has fallen below 90%.

If a child of compulsory school age who is registered at a school fails to attend regularly at that school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the Local Authority who will start a legal process. I enclose a leaflet which gives more detail about school attendance.

Please make every effort to ensure that _____ attends school every day. If you require any support, or have any questions regarding this matter, please do not hesitate to contact me.

Yours sincerely

Mrs E Curtis
Headteacher



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Headteacher: Mrs E Curtis

Attendance Letter 3

Dear

Please find a copy of _____'s Attendance Certificate which shows that he/she has missed _____ sessions during the last _____ weeks. Each school day has a morning and an afternoon session. His/her overall attendance has fallen below 85%.

If a child of compulsory school age who is registered at a school fails to attend regularly at that school then the parent is guilty of an offence under Section 444(1) of the Education Act 1996. There is a risk that if your child's attendance remains at the current level a referral may be made to the Local Authority who will start a legal process. I enclose a leaflet which gives more detail about school attendance.

The school office will contact you to arrange a suitable time to meet with me for an Attendance Improvement meeting, during which an Attendance Improvement Plan will be drawn up

Please make every effort to ensure that _____ attends school every day. If you require any support, or have any questions regarding this matter, please do not hesitate to contact me.

Yours sincerely

Mrs E Curtis
Headteacher



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Lateness Letter 1

Dear

We have noticed that _____ has been late on _____ separate occasions over a school term. I enclose a leaflet which gives more detail about school attendance. Your child's attendance will be closely monitored and further lateness will result in the Local Authority being notified and this may result in a penalty notice being given.

If you require any support, or have any questions regarding this matter, please do not hesitate to contact me.

Yours sincerely

Mrs E Curtis
Headteacher