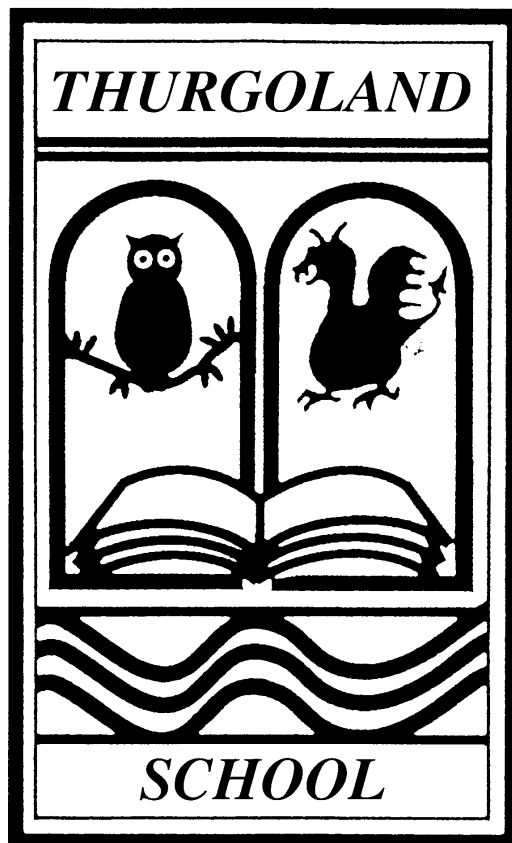


**THURGOLAND C.E.
PRIMARY SCHOOL**

ATTENDANCE POLICY



Reviewed September 2020
Next review September 2021

Acronyms

EWO – Education Welfare Officer
SIMS – Schools Information Management System
LA – local authority

Introduction

In line with the school's general aims, we are committed at Thurgoland C.E. Primary School to provide a broad, balanced and effective education for all our pupils. We believe that if pupils are to benefit fully from education, then good attendance and punctuality are crucial factors.

We aim to make our curriculum, teaching and learning opportunities as stimulating and vibrant as possible, addressing individual learning needs – in order to encourage our pupils to have a love of school and an accompanying reluctance to miss school sessions.

Staff and governors strive to create a safe and welcoming environment where high standards of health and safety and personal guidance enable pupils to grow in self-esteem. The resultant climate of security and well-being contributes to high levels of attendance.

We recognise that parents have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is a concern about attendance. If problems affect a pupil's attendance we will strive, in partnership with parents, to identify and resolve these problems as efficiently as possible.

Governing Body Responsibilities

The governing body has a statutory duty to ensure that the school meets its statutory responsibilities and ensures that the children attending the school are safe.

Management Responsibilities

The school managers will:

- Consult with all members of the school community and the Educational Welfare Service in developing and maintaining the whole school attendance policy.
- Set unauthorised absence and attendance targets for each school year.
- Monitor and analyse attendance data monthly / termly.
- Ensure regular evaluation of attendance procedures.
- Follow the registration guidelines issued by Barnsley LA.
- Ensure that all staff follow registration procedures.

- Ensure staff receive in-service training on registration regulations and education law.
- Ensure that attendance procedures are followed.
- Ensure procedures are followed including checking message service, calling parents when the reason for absence has not been reported
- Communicate clearly to parents the school's expectations and procedures in respect of attendance, giving reminders where they have failed to inform school about absence.
- Contact parents where there are concerns about a child's attendance
- Remind pupils and parents about the importance of good attendance.

Teacher's Responsibilities

Teachers will:

- Complete registers accurately at the beginning of each morning and afternoon session.
- Work towards ensuring that all pupils feel supported and valued. Create the ethos whereby absent pupils feel they will be missed.
- Have in place procedures which allow absentees to catch up on key learning experiences without disrupting the learning of others in the class.
- Help the pupil's re-integration where a pupil is returning to school after an absence.
- Celebrate 100% attendance termly.
- Establish good and effective links with parents and work together to meet the needs of the pupils.
- Remind pupils and parents about the importance of good attendance.
- Give feedback to parents about attendance and punctuality at parents' evenings.

Administrative Responsibilities

The school office will:

- Administer SIMS Register Module.
- Supply attendance data on request.
- Update registers for students arriving after registers closed.
- Maintain a record of children granted authorised absence.
- Support / assist with the following procedures.

Procedures

- Through the school's weekly newsletters, ensure that all parents are informed that absences need to be reported by telephone on the morning of the first day of absence.
- Contact parents by telephone / text by 9:30 am on the day of absence if no information has been received regarding their child's absence.

- All steps will be taken to contact parents. Further investigation into the whereabouts of the child will be initiated if contact with parents has not been made.
- The Designated Safeguarding Lead or deputy will visit the family home accompanied by another member of staff if no information is received by the school about the child's whereabouts before the end of the school day.
- Refer to the school's EWO if no information if contact is not made.
- Ensure that the Child Protection Policy is followed if there are concerns for a child's safety.
- Contact parents by letter to inform them if there are concerns about a child's attendance.
- Offer the parent the opportunity to meet with senior staff to discuss any issues that may be affecting attendance which school could assist with.

Parents' Responsibilities:

Children should only be kept at home if they have a significant illness or injury. If this is the case, parents should contact the school at the beginning of the first day of absence.

If a child has a minor illness e.g. mild headache, mild stomach ache etc. parents should inform the school and bring them in. If a child deteriorates through the day, school will contact parents so that a pupil can be collected.

If a pupil has a dental, or hospital appointment, parents should inform school. Pupils should be brought back to school immediately after appointments. Pupils should miss as little time as possible.

To report a child's absence, parents should contact the school office by phone: 01142883300 or email: office@thurgolandprimary.org

Therefore, parents are expected to:

- Ensure their child attends school.
- Ensure their child arrives on time every day.
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons.
- Arrange medical and dental appointments outside of school time wherever possible.
- Telephone to inform the school on the first day of absence for their child – before 9:30am.
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life which may impact on learning.

Safeguarding

The school recognises that ascertaining the whereabouts of pupils is a safeguarding issue and will communicate this to parents to ensure their support with regard to

early notification of absence, lateness etc. If senior managers have concerns that a pupil's non attendance at school could be a result of, or could result in, them being in an unsafe situation, then the EWO or the Police will be notified as appropriate.

A pupil's attendance record will be given full consideration in any monitoring of their general well being.

Staff will refer to Barnsley Safeguarding Children Partnership Child Protection Procedures if they suspect there is a link between attendance and well-being / safety.

Criteria for Assessing Requests for leave of Absence

The school will not grant leave of absence for the purpose of an annual family holiday during term time. Only in exceptional circumstances will absences be authorised, for example in the event of a serious illness or family bereavement. These are not exclusive situations and each case will be considered on its own merit. Parents wishing to take a child out of school during term time will be required to complete an Absence Request Form (available from the school office). Parents will be notified as soon as possible as to whether the absence has been authorised.

Thurgoland CE Primary

Attendance Policy: Coronavirus Addendum

Approved by:	J Robinson	Date: 28/09/2020
Last reviewed on:	28/09/2020	
Next review due by:	November 2020	

Contents

1. Aims and scope.....	7
2. Guidance and definitions.....	7
3. Attendance expectations.....	7
4. Where ‘non-attendance in relation to coronavirus’ applies	7
5. Recording attendance	9
6. Following up absence	9
7. Monitoring arrangements	9
Appendix 1: absence codes.....	9

1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) guidance on school attendance during the 2020/21 academic year.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's guidance on full reopening for schools (see number 9 in 'the system of controls').

3. Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

4.1 Pupil develops symptoms or lives with someone who does

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person the pupil lives with tests negative: the pupil will stop self-isolating and return to school

4.2 Pupil or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible, by ringing the school office on 01142883300 or emailing office@thurgolandprimary.org.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

4.3. Pupil has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter.

4.4 Pupil is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to office@thurgolandprimary.org or a photocopy to the school address.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

Should parents have any concerns about sending their child back to school, they should speak to the head teacher. School staff will work with parents to address any concerns they may have.

4.5 Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

- Our approach and expectations regarding remote education are set out in our remote learning contingency plan/policy.
- School staff will upload work onto the learning platform Seesaw on a daily basis.
- We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register.

- Pupils will receive feedback from their teacher on work they submit.

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to ‘exceptional circumstances’ (as defined on page 5 of our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Pupils must arrive in school at their designated time slot on each school day.

In the morning, the school register will be kept open for 10 minutes after the children’s arrival time.

6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by calling or texting parents by 9:30
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent are concerned about returning to school because of coronavirus, we will arrange a phone call/video meeting/in-school appointment between the parent and a member of the SLT to explain the protective measures the school is taking to keep pupils safe.

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every 2 months by Suzanne Brown (head teacher). At every review, it will be approved by the full governing board.

Appendix 1: pupil absence codes

The following codes are taken from the DfE’s addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)

I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown