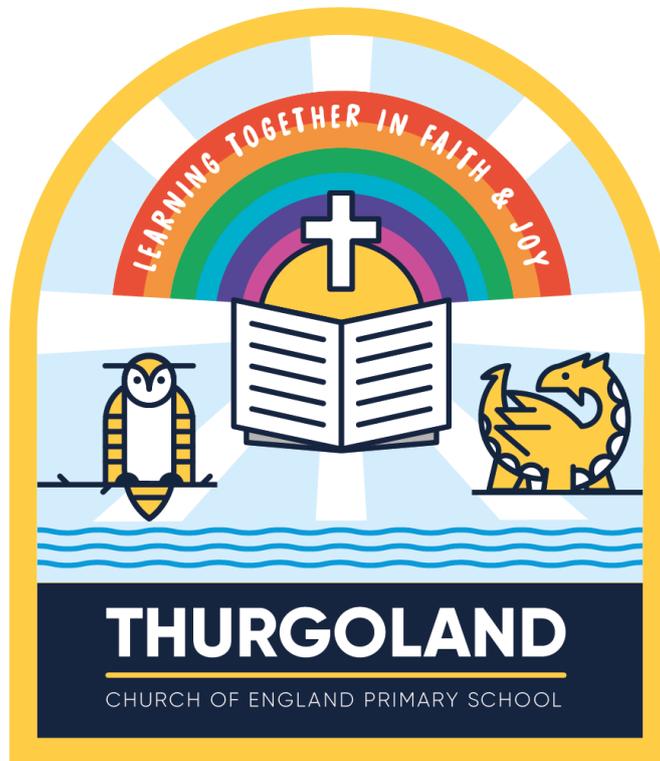


THURGOLAND C.E. PRIMARY SCHOOL

ATTENDANCE POLICY



Approved by:

Headteacher Mr D Jordan

Date: 16.3.2022

Chair of Governors Mr N Shiggins

Date: 16.3.2022

Review date: Spring 2023

Introduction

In line with the school's general aims, we respect the uniqueness of each child and nurture their personal and individual gifts to prepare them for a successful adulthood. Our children have Christian values at the heart of everything they do: caring for others; welcoming everyone regardless of differences; and working together to contribute to a thriving class, school and local community. We strive to provide a learning environment that promotes and develops each child to their 'BEST SELF'. 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.

Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

Governing Body Responsibilities

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

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 and reports to the governing board.
- Ensure regular evaluation of attendance procedures.
- Follow the registration guidelines issued by Barnsley Local Authority (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 School Information Management System (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 Education Welfare Officer (EWO) if no information or 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.

Attendance register

We will keep an attendance register, and place all pupils onto this register.

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

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

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: 01142 883300 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.

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 or from the school website). Parents will be notified as soon as possible as to whether the absence has been authorised.

Persistent Absence

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

Legal sanctions

The school or local authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

Penalty notices can be issued by a headteacher, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

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.

Monitoring

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by the Heateacher. At every review, the policy will be approved by the full governing board.

Links with other policies

This policy links to the following policies:

- > Child protection and safeguarding policy
- > Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on

		holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody

Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day