



Huyton with Roby CE Primary School

Policy for Attendance

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Governor's Meeting: Recommended by Pupil and Personnel Committee, Ratified at Full Governing Body Meeting

Review Date: Spring 2015

Signed.....Chair of Governors

Date of Signature.....

Introduction

All children of compulsory school age have the right to an efficient full-time education, regardless of age, aptitude, ability and any special needs s/he may have. Regular school attendance is essential if a child is to make the most of the educational opportunity available to them. Huyton with Roby CE (Aided) Primary takes seriously its responsibility to monitor and promote the regular attendance of all its pupils. It acknowledges that irregular attendance seriously disrupts continuity of teaching and learning, disrupts the educational progress of pupils and can lead to underachievement and low attainment. It can also impede the child's ability to develop friendship groups within school. It can place the children at risk and in some cases can result in children engaging in anti social acts.

This policy has been developed in consultation with Governors, staff, School Attendance Services and School Council. It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

The policy will aim to raise and maintain levels of attendance by:

- By encouraging regular attendance at school the policy aims to promote the maximum opportunities for the children to enjoy school and to benefit both educationally and socially by taking a full part in school life.
- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued.
- Raising the awareness of the importance of a differentiated and relevant curriculum.
- Promoting opportunities to celebrate and reward pupil's successes and achievements.
- Raising awareness of the importance of good attendance and ensuring that all parents, governors, staff and children understand what constitutes good attendance at Huyton with Roby CE (Aided) Primary School.
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.
- Developing good habits for the world of work.

How children can help us:

- Attending school regularly.
- Respecting other children and adults at home and in school.
- Being positive, caring and happy so that they can establish positive and productive friendships with their peers at school.
- Having good organisational skills so they can attend school regularly and punctually.
- Going to bed at a reasonable time so that they are alert for school and ready to tackle the demands of school life.
- Informing a trusted adult, at home or school, if they feel that they are being bullied.
- Informing a trusted adult, at home or in school, of problems that may stop them from attending school.

How parents/carers can help us;

- Ensuring that their children regularly attend school, that they arrive on time and do not condone any unwarranted absence from school.
- Contacting the school, before 9:30am, every time their children are absent, giving details of the reason for the absence and the approximate length of time their children will be away.
- Always sending a letter into school confirming the reason for their children's absence on their return to school.

- Helping their children to prepare for the school day by encouraging their children to have 10 to 12 hours sleep, all homework has been done and that their children are prepared for school the following day.
- Making an appointment with the class teacher in the first instance and then with the learning mentor for additional support to discuss progress and problems if there are changes or issues in family circumstances which may affect their children.
- Contacting the school if problems arise which may keep their children away from school. The staff at school may be able to help.
- Working closely with the school and School Attendance Service (SAS) to resolve any problems that may impede their children's attendance.
- Always avoid taking family holidays during term time, especially during September when their children start their new classes and in May while their children engage in end of year assessment tests.
- Parents/carers will be required to complete a leave of absence request form available from the school office and return it to school.
- Supporting their children and recognising their successes and achievements

How school can help children and parents/carers;

- Create a welcoming and trusting Christian environment that encourages the children to attend school.
- Give parents/carers reassurance that school staff will deal with all attendance issues in a professional, sensitive and confidential manner.
- Give a high priority to punctuality and attendance by rewarding children's excellent attendance by giving certificates and golden time.
- Encourage open communication channels between home and school.
- Make early contact through first day response when children fail to attend school, if no reason has been provided.
- Develop a range of effective strategies to follow up intermittent and persistent absenteeism and promote good attendance.
- Develop accurate and detailed procedures that enable the school to identify follow up and record; unauthorised absence, patterns of absence, parent/carers condoned absence, with effective monitoring and intervention.
- Ensure the children are safe; teachers and designated support staff are in the classrooms at the start of every designated morning and afternoon teaching sessions.

How Knowsley Local Authority can help;

- The Local Authority has a responsibility to provide education and promote regular attendance of all statutory school age children.
- Through the School Attendance Service the Local Authority provides support to schools and parents to fulfil their legal duty.
- The School attendance Service is the enforcement agency of the Local Authority and as well as providing guidance and support through its officers may take a parent to court for not fulfilling their duty under section 444(1) of the Education Act 1996. The court may fine the parent and put in place a School Attendance Order (SAO), an Education Supervision Order (ESO) or a Parenting Order.
- From 1st September 2013, The Education (Pupil Registration) (England) (Amendment) Regulations 2013 amends the 2006 Regulations and makes clear that Head Teachers may not grant leave of absence during term time unless there are exceptional circumstances. The Local Authority will support school in the enforcement of this regulation.

Attendance and pre aged School Children

- Excellent home school links are encouraged to boost attendance in school. Parents/carers actively participate in all aspects of their children's education.
- Home visits are an appropriate way of raising awareness of attendance and also a means to discuss any difficulties with attendance.
- Regular attendance at the nursery and reception classes will benefit the children enormously. They and their parents/carers will have a good idea of what is expected of them.

The role of the class teacher:

- The class teacher has a legal responsibility to take the register at the start of every morning and afternoon teaching session.
- The class teacher/ designated LSA, at the start of every morning and afternoon teaching session, will take a register recording who is present and absent from school at **8.50am (9:00am in nursery)**. The register officially closes at **10.00am** and any pupil arriving after this will be marked absent for the session. A reason for the lateness will need to be provided and a decision made by the school to mark it as an authorised or unauthorised absence.
- At 8:50a.m. any child who is not present to receive a dot on the register until afternoon registration when the teacher must record a L or a U mark.
- The register is taken to the school office at the end of the last day of the week during term time. This is normally a Friday afternoon. The register should be in the office no later than 1:30p.m.
- The class teacher must keep an absence file of all the letters sent into school by parents/carers explaining their child's absence from school.
- The class teacher must ensure that all N codes are changed to code O (unauthorised absence) if no reason has been provided within two weeks.
- Teachers to complete accurate and consistent registers.
- The class teacher must send out a letter, asking parents to explain why their child has been absent from school.
- The class teacher should ensure that a child receives certificates that celebrate 100% attendance for half term, full term and full year.

The role of the School Secretary

- Every Friday afternoon the secretary to input all attendance data into the computer.
- Every Monday morning ensure that the class teachers have registers for the current week.
- To provide weekly print outs to class teachers of all outstanding unauthorised attendance marks and class list of children whose attendance is below 95%.
- To record in the late book the names and reasons of all children arriving late to school.
- The school secretary must record children leaving school during the school day, i.e. medical appointment.
- Supply the Head teacher with details of any requests for leave of absence including holidays.
- Every Monday morning to give the best attendance of the week in KS1 and KS2 to learning mentor.

The role of the Learning Mentor/Pastoral Care Manager

- To work with individual children and their parents/carer to reduce barriers to poor attendance.
- The Pastoral Care manager organises attendance panels for parents, attended by the School Attendance Improvement Officer, the school nurse and staff of the school to discuss attendance issues.
- To update the attendance display in both halls weekly.

The role of the Learning Support Assistant

- LSA to make telephone calls to parents/carers whose children are away from school on the first day of absence. If no contact is possible, parent mail is used to send a text to parents/carers. Details of absences for children should be given to Pastoral Care Manager if considered appropriate.

The role of the Headteacher

- To ensure that he/she is regularly informed by the Pastoral Care Manager of important attendance issues.
- To ensure that governors are informed of attendance issues via the termly head teacher's report.
- To ensure that all relevant attendance forms and data are sent to the DCFS and Knowsley Local Authority.
- Ensure that leave of absence procedures are adhered to.

School Procedures for Recording and Monitoring Attendance

Recording

- The class teacher has a legal responsibility to take the register at the start of every morning and afternoon teaching session.
- The class teacher/ designated LSA, at the start of every morning and afternoon teaching session, will take a register recording who is present and absent from school at **8.50am(8.40am in Nursery)**.
- Any late children should then enter the school through the main entrance. If any pupil arrives late the office staff will record in a Late Book the child's name, class, time and reason for lateness. If a child arrives unaccompanied the office staff will ask the pupil to offer a reason. All staff need to be aware that any child arriving late **MUST** register at the office for purposes of fire regulations.
- The register officially closes at **10.00am** and any pupil arriving after this will be marked absent for the session. A reason for the lateness will need to be provided and a decision made by the school to mark it as an authorised or unauthorised absence.
- The register is again taken at **12.40pm (Foundation). 1.10pm. Key Stage 1 classes and 1:15pm Key Stage 2 classes.**
- Reasons for absence should be offered verbally by phone but **must** be followed by a letter on the child's return to school. The school may then decide if it wishes to authorise the absence or record it as an unauthorised absence. This decision will be made within the guidance set out in the 1996 Education act, which identifies the following reasons as acceptable reasons for an authorised absence.
 - The child is ill or is prevented from attending by unavoidable cause.
 - The child is absent 'with leave'. This refers to leave being granted by the school, not by the parent/carer. A reason for a period of absence is always required.

	1 st day of absence	On child's return to school. period of absence	If no letter received from parent/carer. week after period of absence
Parent/ Carer	Contacts school with reason by phone and/or letter	Parent/ Carer provides a letter stating reason for absence	Teacher to send letter. (Pro-forma at the back of this policy)
School	School will phone parent/carer to inform them the child is not in school and request a reason. If no contact - parent mail text.	Teacher files away letter in absence file. Teacher ensures correct code recorded on register.	Letter sent by class teacher. If no response to letter, school secretary records as unauthorised absence.

Attendance codes

- A set of standard codes are used consistently within the register. These codes are input into the electronic register as required and are used to give depth of meaning to the register and provide statistical meaning to the absences.

Codes used to record absences

/ Present (AM) Present In for whole session

\ Present (PM) Present In for whole session

B Educated off site (Not dual registration) Approved Educational Activity Out for whole session

C Other authorised circumstances Authorised Absence Out for whole session

D Dual registration Present Out for whole session

E Excluded Authorised Absence Out for whole session

F Extended family holiday (agreed) Authorised Absence Out for whole session

G Family holiday (not agreed) Unauthorised Absence Out for whole session

H Family holiday (agreed) Authorised Absence Out for whole session

I Illness(not med/dental etc. appoints) Authorised Absence Out for whole session

J Interview Approved Educational Activity Out for whole session

L Late (before reg closed) Present Late for session

M Medical/Dental appointments Authorised Absence Out for whole session

N No reason yet provided for absence Unauthorised Absence Out for whole session

O Unauthorised absence Unauthorised Absence Out for whole session

P Approved sporting activity Present Out for whole session

R Religious observance Authorised Absence Out for whole session

S Study leave Approved Educational Activity Out for whole session

T Traveller absence 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 DCFS # : School closed to pupils Attendance not required Out for whole session

Y Enforced closure Attendance not required Out for whole session

! DCFS X : Non-compulsory school age absence Attendance not required Out for whole session

School closed to pupils and staff Attendance not required Out for whole session

* DCFS Z: Pupil not on roll Attendance not required Out for whole session

- All should attend / No mark recorded No mark No mark for session

Dealing with Truancy

If a pupil is thought to be playing truant then the school will inform:

- The parent/carer
- The police

All truants will receive:

- Sanctions
- Support
- Discussions with the Pastoral Care Manager to understand the seriousness of the matter.
- A programme of monitoring and support.

The Police must be informed immediately if a pupil leaves school without prior permission.

Monitoring

- The Pastoral Care Manager and the School Attendance Service will review the attendance of all the schools children's on a regular basis, and any pupils identified as cause for concern or who have persistent absences will be monitored closely. A letter from the Pastoral Care Manager will be sent to the parents of any pupil identified as having attendance problems, informing them of the school's concerns and offering support to resolve any issues that may be impeding children from attending.
- The pupil's attendance will be closely monitored and if after a reasonable period there appears to be no improvement, the parents of the pupil may be invited to a panel meeting

with the Pastoral Care Manager and School Attendance Service. The purpose of this meeting will be to discuss the barriers causing poor attendance and to offer support.

- Persistent absences will be referred to the School Attendance Service.
- The electronic registration system provides many reports and information that assist the school to monitor attendance. These reports will be accessed when relevant and provide information to assist the school in strategically managing attendance issues.
- The School Attendance Service will also have access to this information and will use the reports to support their role.

Leave of absence

- Parents/carers will be required to complete a leave of absence request form available from the school office and return it to school.
- Where possible parents/carers should submit the request four weeks prior to the date of the leave of absence.
- Parents/carers may be required to attend an interview with Head Teacher or Pastoral Care Manager to discuss their request for a leave of absence.
- Parents/carers will normally be notified of the outcome of their application for a leave of absence within ten school days of the date of the application.

If the leave of absence is not agreed by the school, but the pupil is absent on the requested dates, the absence will be recorded as 'O' this will mean the absence has been recorded on the school attendance register as unauthorised.

Where a pupil is absent from school without permission of the school, the parent/carer of the pupil may be issued with a £60.00 Penalty Notice per parent, per child. If the notice remains unpaid after twenty one days, the penalty increases to £120.00. If the notice remains unpaid after twenty eight days, the Local Authority may commence proceedings under section 444(1) of the 1996 Education Act in the Magistrates Court.

Exceptional Circumstances

In exceptional circumstances, Huyton with Roby CE School will consider a request for leave of absence for one period of absence during the academic year.

The Head Teacher or person designated by the Head Teacher will determine what are considered to be exceptional circumstances.

The following are examples of exceptional circumstances:

- To allow a pupil to return to their country of origin for family, religious or cultural reasons.
- Unavoidable circumstances, e.g. The parent/carer has inflexible leave allocation and this has been confirmed by the employer.
- There has been bereavement or serious illness in the family and a leave of absence is deemed appropriate.
- Leave of absence connected to children of service personnel.

Official Register

- A copy of the electronic register will be printed weekly providing a paper version of the electronically stored information for the previous term. The register will also have an audit trail of changes printed with it to provide a 'history of change' for the registration period

printed. The monthly printouts will be bound together to form a year's record and stored for a period of 3 years in a secure location.

Strategies used to promote good attendance and punctuality

- Class teacher will ensure that the curriculum is delivered within a culture of inclusion and in such a way that pupils feel that they have and can succeed.
- Individual pupils whose attendance has been a cause for concern will be encouraged to set and achieve personal attendance goals.
- Pupil attendance figures will be published with the annual academic reports.
- Positive verbal reinforcement is given to pupils who have been absent from school for a period of time.
- Best attendance of the week displayed in both school halls.
- 100% attendance celebrated and certificates given.
- Attendance addressed in newsletters and good attendance celebrated.
- Attendance leaflets given out to all pupils.
- LSA to make telephone call on the first day of absence and to give written copies to the class teacher and learning mentor when appropriate.

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Headteacher Mrs J Stratford

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Dear Parents/Carers

Re: Absence from School

Your son/daughter from class has been absent from school on the following dates

We have not received a telephone message or letter of explanation.

All unexplained absences must be followed up, as unauthorised absences highlight that your child has not received the education he/she is entitled to.

Please complete and return the slip below as soon as possible. You are welcome to contact the Pastoral Care Manager, or myself should you wish to discuss this absence in more detail.

Yours faithfully

Class Teacher.

.....
Please return the slip to your child's class teacher.

I have received your letter dated concerning the recent absence of my son/daughter in Class

The reason for the absence is

-
-
-

Signature of parent/carer Date

LSA 1st day telephone call to parents/carers

LSA to note: Date of call

Time of call

Name of child

Class

LSA to record brief notes the reasons for the child's illness

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-
-
-
-
-
-

Actions taken by LSA after telephone call to parents/carers

- Inform outcome of telephone call home to Learning Mentor or Pastoral Care Manager and Class Teacher.
- Written details supplied if considered appropriate.
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-
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Signed

LSA

Please print name of LSA

**Huyton with Roby C.E. Primary School
Application for leave of absence in term time**

From September 2013 changes to national regulations mean schools will only be able to authorise leave of absence from school in exceptional circumstances.

By law from September 2013 all parents requesting leave of absence during term time will be required to submit an application, made at least four weeks in advance, to the school requesting permission for absence to be considered by the Head Teacher. Failure to do so may result in the issuing of a Penalty Notice or fine.

Parents or carers wishing to apply for their child to have leave from school during term time, should complete this form and return it to school.

PARENTS SECTION (to be completed first)

Surname of child				First name		
Date of birth		Class				
Surname of parent/carer				First name		
Address of child						
Postcode			Telephone number			
About the request for your child's leave of absence	Reason for leave absence					
Length of absence (school days)		From (date)		To (date)		
Parent's/Guardian's signature						

SCHOOL SECTION (copy to parents / carers and copy for file)

Leave of absence in Term Time	(i) approved <input style="width: 30px; height: 15px;" type="text"/> (ii) not approved <input style="width: 30px; height: 15px;" type="text"/>	School days <input style="width: 30px; height: 15px;" type="text"/> school days <input style="width: 30px; height: 15px;" type="text"/>	If all / part of the leave is not approved the pupil's absence will be marked as unauthorised absence
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		which school is required to report to the School Attendance Service.
If not approved (highlight reason why)	<p>Whilst we understand that you may be disappointed by our decision, we trust that you understand that it has been taken with your child's best interests in mind.</p> <p>.....</p> <p>.....</p>	
If approved: Date of Meeting with Parent	<p><u>PLEASE CONTACT THE SCHOOL OFFICE TO ARRANGE A MEETING TIME TO AGREE WORK TO BE COMPLETED BY PUPIL DURING THE LEAVE PERIOD</u></p> <p>Date of Meeting:</p>	
Parent's signature.....	<p>I understand that keeping my child off school if the request is not granted, will result in the absence being recorded as unauthorised. This may result in a Penalty Notice being issued from the local authority for the non- school attendance of my child at school.</p>	
Head Teacher's signature		
Number of previous applications granted		

Please return a copy of this form to the parent after consideration.