



Rosherville Church of England Primary Academy

At Rosherville we embrace the Christian ethos, within a nurturing environment where everyone can 'ASPIRE, ACHIEVE AND ACCOMPLISH.'

| Attendance Policy | | | |
|-------------------|-------------|--------------|----------------------|
| Date | Review Date | Co-ordinator | Responsible Body |
| March 2017 | March 2020 | Headetacher | Local Governing Body |

Rationale:

Rosherville CE Primary Academy aims to achieve a good level of attendance of at least 95% in line with national expectations. Research shows that an attendance level of at least 95% contributes to most children making good progress. Parents are responsible for ensuring that their child regularly attends school and arrives before school registration closes each day. We aim to work in partnership with parents to ensure that a good level of attendance and punctuality is maintained.

Aims:

- To work to ensure maximum attendance and punctuality by all children.
- To identify any problems that may impede full attendance and punctuality, and address these issues.
- To work in close collaboration with parents to achieve good attendance and punctuality levels.
- To ensure that all parents are aware of and understand this policy.
- To ensure that parents understand, that it is their responsibility to ensure their children attend and are on time, as laid down by DCFS guideline of 95% in Primary Schools.
- To operate a system of rewards for those who achieve high and improved levels of attendance.
- To rigorously address attendance and punctuality issues with the aim of achieving at least 95% for every child.

Guidelines:

The school Family Liaison Officer monitors attendance and punctuality daily and contacts parents as required. The Inclusion Manager and the Family Liaison Officer evaluate pupil attendance every six weeks and letters are sent to those families where the children have attendance of below 95% and 90% or poor punctuality since the beginning of that academic year. Letters also acknowledge improvement in attendance levels as appropriate. The Executive Headteacher is fully involved with attendance procedures. The Family Liaison Officer meets with parents; and liaises fully with the Education Welfare Officer.

Registration

Class Teachers will accurately register pupils, twice a day. This will occur before the start of the morning and afternoon sessions.

Late attendance

For children who arrive after the registration time between 8.45am and 8.55am but before the register has been closed at 9.15am the register should be marked L (Late). Where the child arrives after the register has closed at 9.15am the absence will be marked as U (Unauthorised). In this case it becomes unauthorised. This mark may be adjusted where an authorised reason is provided and accepted by the school.

Registers can be left open for a maximum period of 30 minutes (DCFS recommendation) after the register has first been taken. Each school can adjust as appropriate, however parent/carers must be aware of the time the register closes.

Where a child is not present for registration, the parent or carer should inform the school why the child is not attending. It is the parent's responsibility to contact the school. Please note where no contact is made the absence will automatically be marked as unauthorised, N (No contact) code, must be used.

The school should contact the parent or carer on the first day of a child's absence. Where the absence continues and there is no contact, the school will write, within 3 days, to the parent or carer requesting an immediate response, and identify the implications of continued non-attendance. After 10 unauthorised sessions the Education Welfare Officer (EWO) should be consulted.

Should the school have any concerns with regard to the child's safety, then Attendance and Behaviour Services, Social Services or the Police may be informed at any stage of the absence. Any referral to the ABS should be accompanied with all relevant information, and evidence of previous work carried out by the school to achieve improved attendance. Before referral to ABS, the school must, in the first instance, have tried the following:

- Telephone the parents or carers
- Written to the parents or carers
- Invited the parents or carers into school for a meeting

Where reasons are provided for absence, it is important to note that it is the Headteacher who has the right to authorise the absence not the parent or carers. Where there is continued sickness, schools can request medical evidence (not necessarily a Medical Certificate e.g. Appointment Card or Prescription) before authorising further absence and schools can make a referral to the School Nurse.

Letters explaining the absence should be received within 10 school days of the absence. Where this does not occur or the reason provided is considered to be unsatisfactory then the absence will be marked as unauthorised, using the O code.

School may make a referral to the EWO and request involvement from Multi-agency Behaviour Support Service in the first instance, if it is felt there is a specific reason for non-attendance (e.g. behaviour/social, emotional factors).

Leave of Absence

Any child who has 10 days holiday (20 Sessions) taken during the academic year will not achieve 95% attendance. It is important to acknowledge that parents or carers have no legal right to remove their children from school for family holidays or an extended leave of absence. Parents must seek permission, in writing, from the Headteacher to remove their children for any reason, using the appropriate form.

- Application for Leave of Absence should be made at least 2 school weeks prior to the date of departure.
- Application for Leave of Absence will be judged with regard to the following criteria:-
 - Amount of time requested
 - Age of child
 - Child's previous absence level
 - Proximity of internal and public exams
 - Child's educational needs
 - General welfare of the child
 - Family circumstancesWhere Leave of Absence requests are declined the reasons will be supplied in writing to parents or carers, within 5 days of the application being made.

Leave of Absence, which has been taken without authorisation, will be marked as an unauthorised absence. Parents or carers should be made aware this might lead to the issuing of a Penalty Notice. This information must be communicated directly to parents or carers in the form of a letter.

EWO will be informed where Leave of Absence are taken without authorisation.

Our school adopt Penalty Notices to ensure consistency.

Sanctions available to School where attendance does not improve

The below should only be put into operation where the absences are unauthorised. Where 10 unauthorised sessions occur within a school term (old term); the school can apply to the Local Authority to consider the issuing of a Penalty Notice. Such an application should be made in consultation with the EWO.

Where there is continued unauthorised absence a referral can be made to EWO.

The Education Act 1996 clearly states: 'If any child of compulsory school age who is a registered pupil at a school, fails to attend regularly, the parents of the child shall be guilty of an offence.'

The offence of non-school attendance is absolute, and the legal requirement regarding evidence is simply that the child did not attend. However, there are four statutory defences as defined under Section 444 of the 1996 Education Act.

The Keeping of Registers

School will abide by the regulations as identified by Education (Pupil Registration) (England) Regulations 2006 www.teachernet.gov.uk/wholeschool/behaviour/attendance.

All schools must keep both an Attendance and Admission Registers. Admission Register will contain valuable information, with regard to each pupil in particular, emergency contact details for pupils. Parents or carers must provide correct details to school and provide updated information as required. The register must be maintained and stored securely. The Attendance Register is a vital tool in enabling schools to assess poor attendance and absence patterns. As previously stated there is strong statistical link between attendance and achievement.

Attendance Registration must be completed using relevant coding.

It is imperative that the register is kept in accordance with the statutory regulations. The register may be required as evidence where prosecution occurs.

Role of The Education Welfare Officers

- The named EWO will visit the school on request dependent on the requirement of the school.
- The EWO will look at those pupils who have unauthorised absences or where a pupil's level of attendance falls below 90%. The EWOs work is dependent on the accuracy information supplied by the school.
- Referrals will be made using Referral form ABS1, EWOs will not accept referrals unless there are unauthorised absences.
- Imperative that the school provides all relevant information, most importantly with regard to Health and Safety issues.
- EWOs work in a multi-agency environment, with Social Services, The School Nurse Service, Camhs (Children, Adolescent and Mental Health Services) and other agencies where appropriate. EWOs now have available the possible use of Family Group Conferencing to improve attendance.
- Will be required to produce documentation required for prosecution.
- Will act in a monitoring capacity for the issuing of Penalty Notices.
- The role involves monitoring, and strategy building with both school and parents.
- The work is based ultimately on a strong collaborative relationship with the school.

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| Executive Headteacher: | D. Williams | Date: | March 2017 |
| Chair of Governing Body: | Jean Craig | Date: | March 2017 |
| Reviewed by: | Local Governing Body | Date: | July 2019 |
| Links to other policies: | Parental Involvement | | |