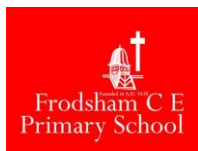


# ATTENDANCE AND PUNCTUALITY POLICY



**As God's family we love, learn and play together**

**At Frodsham CE Primary School we endeavour to:**

- Create a warm and welcoming ethos centred on shared Christian values.
- Develop happy, confident and resilient children who show respect for themselves and others, and make a positive contribution to their community.
- Make learning fun inside and outside of the classroom by providing a broad range of exciting and rich learning experiences which challenge and motivate all children.
- Recognise every child is unique, meet their individual needs and celebrate their achievements.
- Encourage all to be the best they can be.

Our core Christian values are: Love Respect Kindness Community Faith Resilience

**Presented to Staff and Governors: May 2023**

**Next Review: May 2024**

**Person Responsible: Lucy Kirby**

## **Introduction**

We expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children.

## **1. Aims**

The aims of this policy are:

1. To ensure the safeguarding of our children.
2. To ensure attendance targets are met and the school has high levels of pupil attendance.
3. To promote a positive attitude towards punctuality, preparing pupils for adult life.
4. To provide a clear framework which defines agreed roles and responsibilities and promotes consistency in carrying out designated tasks.
5. To promote effective partnerships with the Education Welfare Service and with other services and agencies.

## **2. Implementation**

### **PUNCTUALITY**

- Gates are opened at **8.40am** for children to enter the school playground.
- Children line up on the playground where all teachers meet their class (with the exception of nursery) at 8.45am.
- **At 8.50am** all children should have arrived and gone into class. The school gates are closed.
- **Registration is at 8.50am.** Registers are called immediately and attendance is recorded and saved on SIMS by **9am**. The doors are closed as soon as the last child has come off the playground.
- Children arriving after 8.50am must enter school through the main entrance at the school office and are marked in the register as late.
- The register is closed at 9.10am. Children arriving after 9.10am will receive an unauthorised mark which could lead to a Fixed Penalty Notice being issued by the Local Authority.
- Children late more than 5 times in one half term will have a letter sent home, reminding them of the importance of attending school on time.
- If lateness persists and registers show a high number of lates (e.g.10 or more in one term) parents will be invited to attend a meeting to discuss their difficulties in arriving at school on time and consider how school may help including support from the Family Support Worker. A punctuality target may be set.

### **ABSENCE**

Under the Education (Pupil Registration) (England) Regulations 1996 the Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both

## ATTENDANCE AND PUNCTUALITY POLICY

the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

On each occasion the school must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances.

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not;
- Identify the correct code to use before entering it on to the school's electronic register or management information system which is used to download data to the School Census.

### Authorised Absence

Frodsham CE Primary decides on how an absence is to be recorded according to the DFE School Attendance Guidance for Maintained Schools, 'Advice on School Attendance' (2020). This states that:

"Authorised absence means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence." Only the school can make an absence authorised. Parents do not have this authority. Consequently, not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

Authorised absences include:

- **Off-site educational activities or visits or sporting activities**
- **Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. The school considers each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.

- **Holiday authorised by the school**

Amendments to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment)**

**Regulations 2013** remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted.

- **Illness (not medical or dental appointments)**

Parents must notify the school as soon as possible when a child is ill. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the seriousness of the illness but should advise parents of their intention. Medical evidence can take the form of prescriptions, appointment cards, text or email confirmation of appointments.

- **Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

- **Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong.

- **Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.

### Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence.

# ATTENDANCE AND PUNCTUALITY POLICY

## Unauthorised absences include:

- **Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

- **Holiday not authorised by the school or in excess of the period determined by the Headteacher**

If a school does not authorise a leave of absence and the parents still take the child on holiday, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for the leave of absence in advance the absence must be recorded as unauthorised.

- **Reason for absence not yet provided**

Frodsham CE Primary will follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. If no reason for absence is provided after a reasonable amount of time it should be marked with absent from school without authorisation.

- **Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

## Repeated unauthorised absences

If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to attend an Attendance Panel and discuss the issue and set targets for improvement. If the situation does not improve, the school will then contact the school's Education Welfare Officer.

## Penalty Notices

Penalty notices are fines of £60 (within 21 days) or £120 (within 28 days) imposed on parents. They are an alternative to the prosecution of parents for failing to ensure that their child of compulsory school age regularly attends the school where they are registered or at a place where alternative provision is provided. They can only be issued by a head teacher, a local authority officer or the police.

All schools and the police must send copies of penalties issued to the local authority. Penalty notices can be issued to each parent liable for the attendance offence or offences.

Penalties can be used where the pupil's absence has not been authorised by the school.

Penalties may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. The parents must have been notified by the school at the time of the exclusion of this and the days to which it applies.

## 3. Roles and Responsibilities

### Parents' Role

- Parents are responsible for ensuring that their child attends school regularly, punctually and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible using the school's dedicated absence phone line.
- To notify the school office if a child has a medical appointment, prior to the appointment.
- Holidays are not permitted during term time. In exceptional circumstances an event may require term time absence.
- Parents asking for Leave of Absence for any reason other than medical, must do so in writing, in advance. Letters or emails should state the purpose of the absence and the exceptional reason for them wanting to take it in term time.
- Parents are informed promptly of any concerns that may arise over a child's attendance or punctuality.
- A pupil's absence from school is considered as unauthorised until a satisfactory explanation is forthcoming from the parents.

### Class Teacher's Role

- Staff endeavour to encourage good attendance and punctuality through personal example.
- Registers are called promptly at 8:50 a.m. and at 1.15pm and completed on SIMs in accordance with the list of symbols shown. **No gaps must be left for any child.**
- Registers should be saved.
- If class teachers have concerns about a child's attendance or punctuality they make their concerns known to the Headteacher, who may take a range of actions, such as contacting parents directly or involving the Family Support Worker.

## ATTENDANCE AND PUNCTUALITY POLICY

- Individual pupil attendance and punctuality is reported to parents in their Annual Report.

### School Bursar and Administrator Officer Role

- To ensure pupils who are late enter school via the school office and are recorded in the 'Late Book' and register as late.
- To record all telephone messages regarding absence on the designated clip board in the office and enter codes onto the register.
- To phone the parent of any child who is still absent by 9.10am and has not contacted school to explain this absence.
- To record in the 'Pass Out' book any children who are arriving late due to an appointment or who are leaving school to attend an appointment.
- To print off registers daily and make available to staff, along with the 'Pass Out' book, during a fire alarm.
- Meet with the Education Welfare Service for the annual register check.
- To produce regular reports to the head teacher and governors on pupil absence, identifying any pupils with persistent absence and regular lateness. Send letters to parents.
- Manage any requests for absence, and provide written response, as well as apply for FPN when necessary.

### Headteacher's Role

- The parents of pupils whose attendance is a cause for concern (i.e. where a child's attendance falls below 90% through a term) are contacted by letter and the matter discussed, if necessary, with the Headteacher.
- If a child's attendance falls below the national average of 90% due to illness, parents/carers will be challenged by the school and medical evidence will be required to authorise future absences.
- If a pupil is persistently absent or late, and the school's efforts to effect an improvement have been unsuccessful, the situation is referred to the Education Welfare Service for support and guidance.
- The Headteacher will implement initiatives to celebrate and promote good attendance and punctuality where necessary.
- To authorise leave of absence under exceptional circumstances.
- To liaise with other agencies: Education Welfare Service, Family Support worker and Social Care when this may serve to support and assist pupils who are experiencing attendance difficulties.
- To report attendance figures to Governors termly through the school self-evaluation summary.
- The school will keep accurate attendance records on file for a minimum period of three years.

### The role of governors

- To set and agree an annual target for attendance. The targets are challenging yet realistic and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.
- To monitor attendance and punctuality and ensure action is taking place to address any concerns.
- To ensure the attendance and punctuality policy is reviewed annually and regularly monitor and evaluate its implementation.
- To support the school and Headteacher when addressing any individual pupil concerns with regards to attendance and punctuality.

### 4. Opportunities for Spiritual and Moral Development

In Christian education, we are aware that God is at the heart of all that we do. Children need to be present at school to experience the full range of opportunities for Spiritual and Moral Development.

### 5. Equal opportunities

We will ensure that the specified aims are implemented for all children regardless of race, religion, gender, ability and disability.

Children with specific special needs, preventing good attendance at school, will have this taken into account if a request for additional leave is requested.

Teachers will provide school work to be completed at home only under exceptional circumstances where a child's medical condition necessitates a prolonged absence from school and whose parents or carers request it.

### 6. Health and Safety

## ATTENDANCE AND PUNCTUALITY POLICY

Correct completion of registers is vital in ensuring the health and safety of our pupils. This policy must be adhered to by all staff to ensure that the safeguarding of children is our main priority and that in the event of an emergency such as a fire, all children are accounted for.

	Date	Reviewed by	Notes
Policy received	Oct 09	Admin staff and governors	
Reviewed/amended	May 2011	Admin Committee	Gail to address lateness
Reviewed/amended	Sept 2012	Gail Fullbrook	
Reviewed/amended	May 2013	Lucy Kirby	
Reviewed/amended	Mar 2016	Lucy Kirby	
Reviewed/amended	Dec 2017	Simon Jones	
Reviewed/amended	Jan 2019	Lucy Kirby	
Reviewed/amended	Jan 2020	Lucy Kirby	
Reviewed/amended	Feb 2021	Lucy Kirby	
Reviewed/amended	Nov 2021	Nathalie Bell	New morning procedure updated
Reviewed/amended	Mar 2022	Lucy Kirby	
Reviewed/amended	May 2023	Lucy Kirby	