

# WHOLE-SCHOOL ATTENDANCE POLICY

**Holy Trinity Church of England Primary School,  
Raglan Road, Burnley, BB11 4LB**

**Mission Statement – Growing and learning in Christ through, faith, family and friendship**



## **Introduction:**

Holy Trinity CE Primary is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

## **Why Regular Attendance is so important:**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## **Promoting Regular Attendance:**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils, all members of school staff and governors.

### **To help us all to focus on this we will:**

- Promote a culture across the school which identifies the importance of regular and punctual attendance;
- Report to you yearly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Reward good or improving attendance with certificates and prizes;
- Carry out transition work with pupils moving between nursery and reception, and before leaving for high school;

- Further develop positive and consistent communication between home and school
- Make attendance and punctuality a priority for everyone associated with school, including parents, pupils, staff and governors.
- Set targets to improve individual pupil and whole-school attendance.

### **Understanding types of absence:**

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school too late to get a mark
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- holidays that exceed the amount agreed by the Headteacher

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

### **Persistent Absenteeism (PA):**

A pupil becomes a 'persistent absentee' when they miss **10%** or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support through a Mentor, use of circle time, individual incentive programmes, parenting contracts and participation in group activities around raising attendance. All PA cases are also automatically made known to the Local Authority Attendance Team.

### **Absence Procedures:**

### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence;
- Or, you can call into school and report to the school office.

### **If your child is absent we will:**

- Telephone you on the first day of absence if we have not heard from you;
- The Attendance Officer/Learning Mentor may make a home visit.
- Invite you in to discuss the situation with our Attendance Officer and/or Headteacher if absences persist;
- Refer the matter to the Attendance Officer linked with school if attendance moves below 90% as per Local Authority protocol.

### **Telephone numbers:**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year. Text Messages are sent regularly

### **In-School Strategies to Improve Attendance/Punctuality**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. School may consider using the following strategies to help support parents in improving their child's attendance and/or punctuality. This includes:

- Meetings in school between parents, pupils, pastoral staff and the Headteacher;
- Parenting contracts;
- Use of the Common Assessment Framework (CAF) and/ or referral to outside agencies (including the Local Authority Attendance Officer and PAST (Pupil Attendance Support Team)).
- Penalty notices
- Legal Interventions

### **What is a Penalty Notice?**

**Penalty notices are fines that can be issued to parents by the Local Authority for their child's irregular school attendance. The notice will state the fine payable and the timescales for doing so (if paid within 21 days £60/ £120 if paid within 28 days). All payments are made to the Local Authority.**

Penalty notices provide an alternative to prosecution and enable parents to discharge potential liability for conviction for an offence by paying the penalty.

### **What are Legal Interventions?**

Legal action may be used as a strategy to improve attendance when parents\* have failed to secure their child's regular attendance at school.

**Parents\* of children who are registered pupils at a school are required by law under the Education Act 1996 to ensure that their child attends school and are committing an offence if they fail to do so.**

The school and the Local Authority must support parents in their legal duty to ensure that their child attends school regularly and on time.

If parents fail to ensure their child attends school regularly they may be committing an offence and the Local Authority may have to enforce the law through legal proceedings:

- Parents may be issued with a **penalty notice**
- An **Education Supervision Order** may be applied for, which can remove some parental rights regarding the education of a child
- Parents may be **prosecuted** and fined up to £2,500 or even imprisoned
- A **Parenting Order** may be imposed, which means they will have to attend parenting classes

If, as a school, you feel you have taken steps to support a parent and they have not engaged, or attendance has not improved, you should contact the **School Attendance Legal Team** to ask for advice.

\*The expression "parent", in relation to a child or young person, includes any person who is not a parent of the child but who has parental responsibility for him or her, or who has care of the child

### **The Local Authority Attendance Officer:**

If difficulties cannot be sorted out using in-school strategies, the school may refer the child to the Attendance Officer from the Local Authority. She will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

### **Lateness:**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

### **How we manage lateness:**

The school day starts at **8.55am** and we expect your child to be in class at that time.

Registers are marked by **9.00am** and your child will receive a late mark if they are not in by that time.

At **9.30am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Headteacher and/or a member of the pastoral support team to resolve the problem, but you can approach us at any time if you are having

problems getting your child to school on time.

### **Holidays in Term Time:**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

**There is no automatic entitlement in law to time off in school time to go on holiday.** All applications for leave must be made in advance using the application for leave of absence form from the school office. Then it is at the discretion of the headteacher that the leave may be authorized. This will only be given in '**exceptional circumstances**'.

Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a **Penalty Notice**. Parents of a registered pupil whose child fails to attend school regularly are committing an offence under section **444(1) Education Act 1996**. A fixed penalty can be issued if a pupil has a minimum of five school days (10 sessions) lost to unauthorised absence during the current term.

This decision was made following guidance from the Schools Attendance Consultancy Team at Lancashire County Council and Ofsted.

### **Religious Absence:**

The school will authorise one day 'leave' per religious festival, e.g. Eid, but no more than 3 days in any one academic year. Parents must request this leave in advance.

### **Roles and responsibilities for attendance matters in this school:**

#### **Parents:**

- Ensure children attend regularly and punctually
- Contact school on 1<sup>st</sup> day of absence
- Avoid holidays in term time wherever possible and apply in advance using form
- Attendance at meetings in school
- Participation in Parenting Contracts and Common Assessment Framework, and cooperate in support and interventions offered by school or other agencies

#### **Pupils:**

- Acknowledge behaviour needed out of school, e.g. early bedtime
- Attend school/registration punctually
- Speak to parents/teacher if issues arise that may have an effect on school attendance
- Cooperate and participate in interventions and support offered by school or other agencies

#### **Headteacher / (School Attendance Officer):**

- Take the lead in ensuring attendance has a high profile within the school
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school conforms to all statutory requirements in respect of attendance

#### **Designated Staff:**

- Mrs Colette Breen is our Attendance and Parent Support Officer employed by school

- LA Attendance Officer(allocated by case)
- PAST representative (allocated by case)
- First day response: Contact parents if a reason for absence has not been provided
- Input and update the attendance registers
- Regularly identify and monitor pupil, class and whole school attendance and punctuality levels, particularly that of vulnerable groups
- Regularly communicate pupil attendance and punctuality levels to parents
- Work with children and parents to remove barriers to regular and punctual attendance and using Parenting Contracts where appropriate

**All School Staff:**

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupils' concerns
- To be aware of factors that can contribute to non-attendance
- To see pupils' attendance as the responsibility of **all** school staff
- Participate in training regarding school systems and procedures

**Governors**

- Adopt the whole-school policy and review regularly
- Monitor the consistent implementation of the attendance policy
- Agree statutory targets for the school

**School targets, projects and special initiatives:**

The school has targets to improve attendance and your child has an important part to play in meeting these targets. These targets are reviewed annually.

The minimum level of attendance for this school is **97%** attendance (**2016 – 96.22%**) and we will keep you updated regularly about progress to this level and how your child’s attendance compares. Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in the area.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided in the newsletter and we ask for your full support.

**Summary:**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils, as this is the best way to ensure as high a level of attendance as possible.

**Date of Policy:** November 23<sup>rd</sup> 2017

**Date Review Due:** Autumn Term 2017

