



LEIGH ST PETER'S CE PRIMARY SCHOOL

Together with God we challenge minds, recognise talents and build dreams

Attendance Policy

Date of Policy: Autumn Term 2016

Review Date: Annually

Member of staff responsible: Attendance Officer

- Leigh St Peter's C.E. Primary School is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all.
- We will endeavour to provide an environment where all pupils feel valued and welcome.
- For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.
- School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Children, Schools & Families.
- Each year the school will examine its attendance figures and set attendance/absence targets. These will reflect both national and Wigan attendance targets.
- The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.
- This policy will contain within it the procedures that the school will use to meet its attendance targets.

School Procedures

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity. Only the Headteacher or the Attendance Officer can authorise an absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

Punctuality

Morning registration will take place at;

8.50 am

Pupils arriving after the start of school but **before** the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close. **(L)**

Registers will be closed at 9.30am. Any pupil arriving after this time will be marked as **(U)** In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. **(M)**

Registration

To ensure that no pupil is not marked into the register they must not be returned back to the school office before: **9:00am**

After this time the school gates will have been closed and pupils will be signed in at the main office. The registers will be stored in the day outside the school office.

Afternoon registration on both sites takes place every day – registers should then be returned to school office.

Staff taking the register should not leave a blank space in the register. They should use the / \ or 0. All other marks will be entered by the staff responsible for attendance.

Attendance Policy

All staff will be given a copy of the attendance policy. Copies of the attendance policy will also be included in the handbook given to new staff, students and supply teachers.

All staff who are responsible for taking the register will be given a copy of school expectations when marking the register. Registers should be marked in **black /blue pen.**

First Day Absence Procedure

- Parents are expected to contact school to inform of the reason for absence by using one of the following options:
- Call the attendance line on **671442** and **choosing option 2.**
- A member of the Pastoral team will try to contact by telephone the parents/carers of children who are not present without good reason after registers have been returned to the office.
- Home visits **may** be made by a member of the Pastoral team if there is no response by telephone.
- Other agencies may be contacted if school has concerns for a child's safety and well-being.
- If there has been no reason for the absence received by the time the child returns to school a letter will be sent home to parents/carers. If there is still no response the absence will be recorded as unauthorised.

Please be aware that when a parent/carer telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.

Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school office. (Please note: that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)

Medical Appointments

Whenever possible; medical appointments should be made for out of school hours or at the end of the day. General GP/Dentist appointments will not warrant a full days' absence.

Head lice treatment

Only one session will be authorised for treatment – children should not be kept off school for a full day because they have received treatment for head lice.

Information sharing with Parents and Carers

½ Termly Traffic Light Updates

Each ½ term a coloured registration certificate will be sent home. This procedure is used to keep you informed and updated about your child's attendance

- Red** Attendance less than 93%
- Amber** Attendance between 92.9% - 94.5%
- Green** Attendance of 95%
- Purple** Attendance of 100%

Attendance newsletter

An attendance newsletter is sent home monthly this shares information about statutory guidance and school policies. Class/whole school attendance is also published to promote and encourage good attendance.

Children Missing Education

The school has adopted the Local Authority policy for Children Missing Education and follows the guidelines and procedures in this policy.

In year transfers

Parent's and carers will be expected to attend a transition interview with the attendance officer to ensure all key information is gathered and expectations shared.

Attendance monitoring stages of intervention (see appendix 1)

Stage 1

- When attendance reaches 93% (or near to) a letter is sent to parents/carers to inform them that attendance is at a level of concern. **(see appendix 2)**

Stage 2

In cases where a pupil begins to develop a pattern of absences, the school will invite parents/carers to attend a meeting to endeavour to resolve the problem; this may mean that parents/carers will be asked to comply to an Early Help Plan. At this time it will be explained that no further absences will be authorised without medical evidence **(see appendix 3)** The school may also refer to the school nurse if the problem appears to be a medical one

Stage 3

- If attendance shows little or no improvement a referral will be made to **Start Well** who will support the family alongside school and attend Early Help Review Meetings.

Stage 4

- If attendance shows little or no improvement a referral will be made by Gateway to the **Local Authority Attendance Enforcement Team** who may take up legal proceedings against parents/carers.

Persistent Absence (Defined in legislation as 10% or more absences)

Parents/Carers of pupils who are persistent absentees will be informed in person or by letter that a referral has been made to the local authority Gateway Service so they can intervene and support an improvement in attendance. Gateway can if they see no improvement refer the case onto the Attendance Enforcement Team who will take legal proceedings should no improvement be made.

Absence notes

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period. If a reason has been provided by phone or in person to a member of staff parents/carers do not need to send in a written explanation.

Holidays in term time

Holidays during term time are to be discouraged. Parents will be reminded of the effect that absence can have on a pupil's potential achievement. Amendments to the 2006 school attendance regulations make clear that ***Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances.*** Holidays taken without permission of the Headteacher will result in these absences being marked as 'unauthorised.' leaving parents open to Local Authority investigation and potential financial penalty. (If the Headteacher agrees that the criteria for exceptional circumstance has been met up to a maximum of 5 days (10 sessions) will be authorised. Please note that you can be fined for taking your child on holiday during school time without the schools permission. .

**There is no automatic entitlement in Law to time off in term time to go on holiday
Unauthorised leave taken in term time may result in the issuing of a fixed Penalty Notice or prosecution.**

Attendance Targets

The school will set attendance targets each year. A system for analysing performance towards the targets will be established and a senior school manager will be responsible for overseeing this work. **School Target 2016/2017** 5% Absence

Poor Attendance Sanctions

The school will advise the Local Authority if it deems appropriate to either;

- (a) Enter into a Parenting Contract (agreement)
- (b) Issue an Education Penalty Notice (fine)

Attendance Awards/Promoting Attendance

The school will use the following systems to reward and promote attendance.

Weekly Class Awards

There will be a display in a prominent place on both sites to encourage and promote excellent attendance. Each week a KS1 and KS2 class with the best attendance will be given a reward.

Monthly Class Awards

The class of the month will receive a treat taken from a list of suggestions made by the pupils themselves.

Double dojo days

Children receive two dojos every day for arriving in school on time in the correct uniform. On rotating days each week this reward is doubled. Both staff and children are unaware when DDD will be until the register is opened on the day.

Individual Attendance Reward Charts

Some children may need extra help to motivate them to attend. These pupils will meet daily with the Attendance Officer and earn stickers for their chart for each day they attend. A prize will be given when a target has been met.

A Welcome Back

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

Truancy

Dealing with Truancy

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

- The police;
- The parent/carer.

All truants will receive:

Sanctions;

- Support;
- Discussions with the attendance officer 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.

As a parent you are legally responsible for making sure that your child has an education, whether that is home education or at school.

If you're having trouble getting your child to go to school, the school and local council can help.

The school will discuss attendance problems with you and should agree a plan with you to improve your child's attendance.

Help could include:

- Support to reduce the burden on children where families are in difficulty (for example if a child is spending a lot of time caring for someone)
- Working with families and schools to overcome bullying and other serious problems

Penalty Notices for Unauthorised Absences

Leigh St Peter's CE Primary School complies with the Local Authority procedure on the provision of penalty notices to address poor attendance at school.

The following circumstances will be considered as appropriate reasons for the issuing of Penalty Notices:

- A Penalty Notice can only be issued in cases of unauthorised absence.
- Use of Penalty Notices will be restricted to one per pupil per academic year. As with prosecutions under Section 444 of the Education Act 1996, a Penalty Notice may be issued to EACH parent liable for the offence/offences.
- In cases where families contain more than one poor-attending student/pupil, multiple issues may occur but this will be the subject of careful consideration and co-ordination.
- There will be no restriction on the number of times a parent/carer may receive a formal warning of a possible issue of a Penalty Notice.

The law relating to attendance

Section 7 of The Education Act 1996 requires parents and carers to ensure their child receives efficient full- time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise. Under current government legislation, all absence figures, together with the reasons for absence have to be reported to the Schools Governing Body, Local Authority (LA), and the Department for Education (DfE).

The registration system

The School will use a computerised system for keeping the school attendance records. The following national codes will be used to record attendance information.

CODE DESCRIPTION MEANING

/ Present (AM) Present

\ Present (PM) Present

B Educated off site (NOT Dual registration) Approved Education Activity

C Other Authorised Circumstances (not covered by another appropriate code/description)

D Dual registration (i.e. pupil attending other establishment) Approved Education Activity

E Excluded (no alternative provision made)

F Extended family holiday (agreed) Authorised absence

G Family holiday (NOT agreed or days in excess of agreement) Unauthorised absence

H Family holiday (agreed) Authorised absence

I Illness (NOT medical or dental etc. appointments) Authorised absence

J Interview Approved Education Activity

L Late (before registers closed) Present

M Medical/Dental appointments Authorised absence

N No reason yet provided for absence Unauthorised absence

O Unauthorised absence (not covered by any other code/description)

P Approved sporting activity Approved Education Activity

R Religious observance Authorised absence

S Study leave Authorised absence

T Traveller absence Authorised absence

U Late (after registers closed) Unauthorised absence

V Educational visit or trip Approved Education Activity

W Work experience Approved Education Activity

X Untimetabled sessions for non-compulsory school-age pupils

Y Enforced closure

Z Pupil not yet on roll

School closed to pupils

Registers by law must be kept for at least 3 years.

Entries in paper registers must be in ink.

All corrections must be visible (no correcting fluid)

Appendices

1 The Law

The Education Act 1996 Part 1, Section 7 states:

The parent of every child of compulsory school age shall cause him to receive efficient fulltime education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have.

either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in:

The Education [Pupil Registration] (England) Regulations 2006

EWS 2007 (updated) Page 7 of 7

Categorisation of Absence

Any pupil who is on roll but not present in the school must be recorded within one of these categories.

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

1. Unauthorised absence

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

2. Authorised absence

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996.

3. Approved Educational Activity

This covers types of supervised educational activity undertaken off site but with the approval of the school.

Note Pupils recorded in this category are deemed to be present for attendance returns purposes.

This would include:

- Work experience placements
- Field trips and educational visits
- Sporting activities
- Link courses or approved education off site
- Most types of dual registration

These Procedures are based on:

The Education (Pupil Registration) (England) (Amendment) Regulations 2011.

Race Relations Act 1976

Equality Act 2006

Children Act 1989

Education Act 2002

Children Act 2004

Wigan ACPC

Safeguarding Children Wigan MBC:

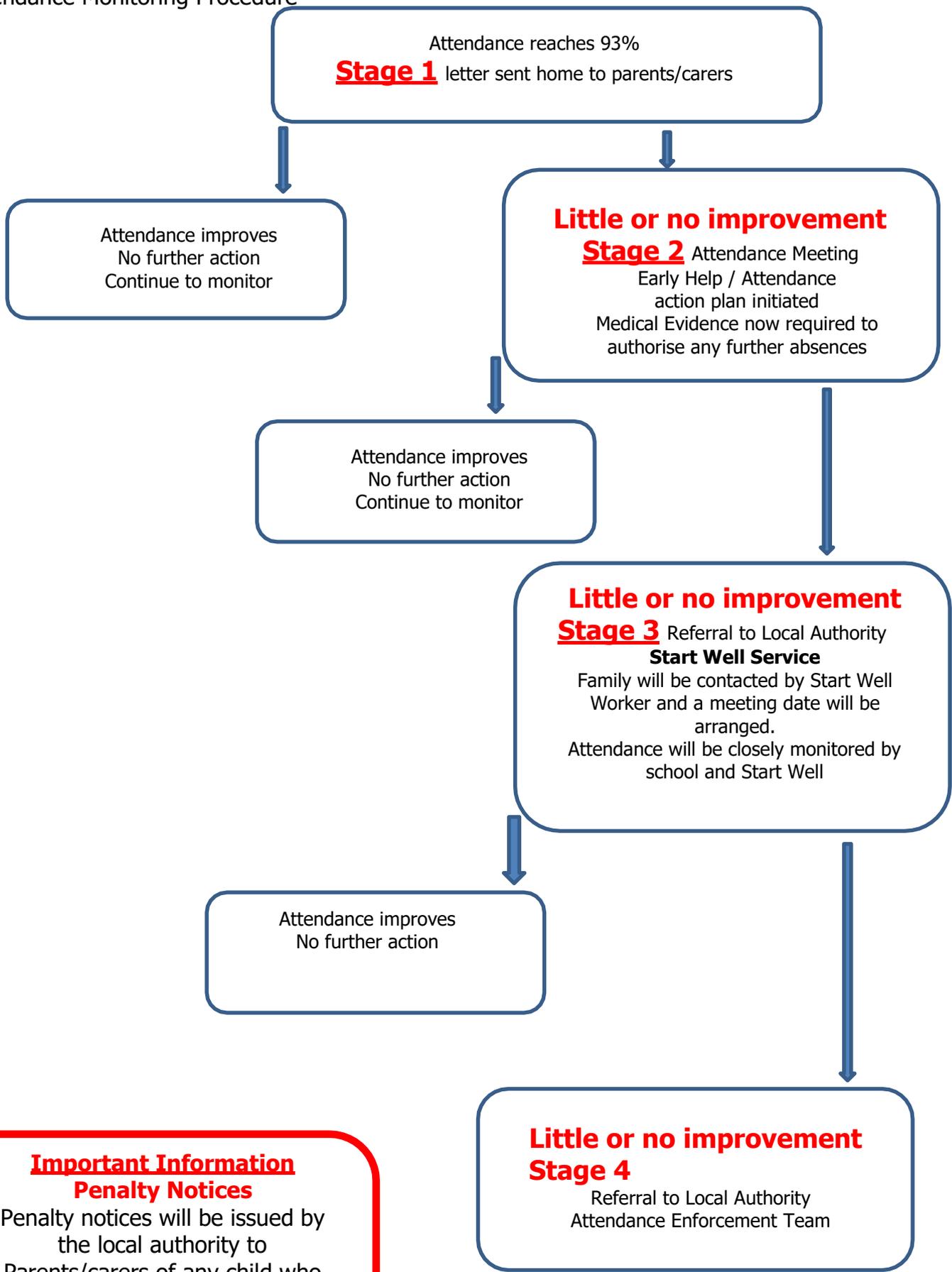
Chair of Governors

Date

Appendix

- **Attendance Monitor Procedure**
- **Example of Stage 1 letter**
- **Example of Stage 2 letter**
- **Good Practice in Marking Attendance Register**

Appendix 1
Attendance Monitoring Procedure



Important Information
Penalty Notices
Penalty notices will be issued by the local authority to Parents/carers of any child who has 5 or more days of unauthorised absences within fixed term periods throughout the school year.

Appendix 2

Less than 93% Letter

19th March 2015

Dear Parents

Name ***** Current attendance

As part of our school attendance procedure, we write to parents and carers when the attendance of a pupil falls below 93%. **Please note that this letter is sent to parents whose children have either authorised and/or unauthorised absences as we feel it is best to keep parents and carers informed about their child's attendance %.**

Pupils are classed by the Government as being a persistent absentee when attendance falls below 90%. Our school target is 95% and we expect all pupils to attend school every day unless there is a valid medical reason.

We will continue to monitor attendance weekly should there be no improvement you will be asked to come into school to attend a pre-referral attendance meeting.

If you would like to discuss any issues about your child's attendance or you would like support to help improve the situation please do not hesitate to contact me in school.

I have attached a copy of your child's registration certificate to this letter.

Yours sincerely

Mrs A Fletcher
Attendance Officer

Traffic Light Attendance

GREEN = 95% and above

AMBER = 92.9% - 94.9%

RED = 93% and below

Appendix 3

Medical Evidence Request Letter

29th April 2015

Dear

Re: ***** Current attendance **86.86%**

I am sorry that you were unable to attend the attendance meeting in school yesterday. I am now writing to inform you that from the date of this letter we will require medical evidence in order to authorise any further absences.

This evidence can be;

Medical appointment card/letter

Prescription issued by GP/Nurse/Hospital

Medicine bottle with label on with patients name on

Medical note from your GP

On receipt of any of the above we would be happy to consider authorising any further absences.

As ***** level of attendance is nearing that of persistent absence should her attendance continue to show no improvement school will have to follow procedure and refer the matter on to the local authority Gateway service.

I have attached a copy of ***** attendance certificate. Please do not hesitate to contact me should you wish to discuss this matter I am always willing to help.

Yours sincerely

Mrs A Fletcher
Attendance Officer

Appendix 4

GOOD PRACTICE IN MARKING ATTENDANCE REGISTER

- Can all teachers ensure that registers are marked in **BLACK**
- **If a child is absent do not leave the space black please mark 0**
- All registers should be kept in class until 9.00am
- Any pupils who have the responsibility of setting up the hall for assembly should be told to come to class for their mark at registration time. Teachers should know who these children are and should check before they send the register back to the office.
- Any child arriving after the register has been done should be sent back to the school office to have their name added to the late register.
- All registers should be kept in class until 9.00am
- Children who arrive late via the main office will be marked as late in the register by the pastoral team

Schools are responsible for recording pupil attendance twice a day

Thank you

A Fletcher