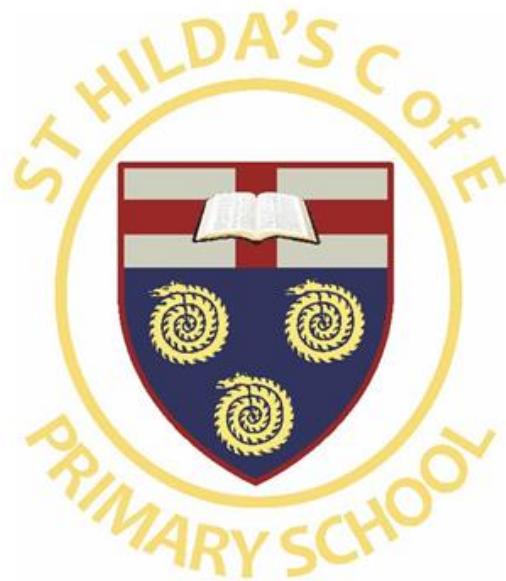


# ATTENDANCE POLICY



Document Name	Attendance Policy
Document written by	Rhian Williams
Date for next revision*	January 2024
Responsibility	
Approved by	

\*subject to any relevant changes in legislation or other appropriate guidelines

Version	Date	Reviewed	Approved	Signature
1.0				

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## Statement of intent

St. Hilda's C of E Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We are committed to:

- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that:

“The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable –

(a) to age, ability, and aptitude, and

(b) to any special educational needs, he/she may have

Either by regular attendance at school or otherwise.”

- Promoting and modelling good attendance behaviour.
- Ensuring equality and fairness of treatment for all.
- Implementing our policies in accordance with the Equality Act 2010.
- Early intervention and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.

Signed by:

\_\_\_\_\_ Principal

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

## 1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Education (Pupil Registration) (England) Regulations 2006 (As amended)
- Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2018) 'School attendance'
- DfE (2015) 'Child performance and activities licensing legislation in England'
- DfE (2018) 'Keeping children safe in education'
- DfE (2016) 'Children missing education'

1.2. This policy will be implemented in conjunction with the following school policies:

- **Complaints Procedures Policy**
- **Self Esteem and Behaviour Policy**

## 2. Roles and responsibilities

2.1. The Local Advisory Board (LAB) has overall responsibility for:

- The implementation of the Primary Attendance Policy and procedures of St. Hilda's C of E Primary School.
- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability, or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Having regard to 'Keeping children safe in education' (2018) when making arrangements to safeguard and promote the welfare of children.

2.2. The Principal is responsible for the day-to-day implementation and management of the Primary Attendance Policy and procedures of the school and distributing these to parents.

- 2.3. Staff, including teachers, support staff and volunteers, are responsible for:
- Following the Primary Attendance Policy and ensuring pupils do so too. They are also responsible for ensuring this policy is implemented fairly and consistently.
  - Modelling good attendance behaviour.
  - Using their professional judgement and knowledge of individual pupils to inform decisions as to whether any welfare concerns should be escalated.
- 2.4. Parents are expected to take responsibility for the attendance of their child during term-time.
- 2.5. Parents are expected to promote good attendance behaviour and ensure that their child attends school every day.
- 2.6. Pupils are responsible for their own attendance at school and any agreed activities throughout the school year.
- 2.7. If the pupils attendance falls below our set standards of 96% we will reach out to parents in the first instance, where absence persist we will escalate to Trafford's Pupil Absence Team and penalty notices may be applied.
- 2.8. Year 6 may commute to and from school independently only with the expressed permission of their parents/ carers and where they are seen as responsible enough to ensure they are at school on time. If they are persistently absent or late we will review and if needs be will remove this privilege.
- 2.9. KS1 and EYFS pupils are to be picked up and collected by an adult over the age of 16 who must always accompany the child into the building/ playground and supervisor them until they have been taken into school. They should not be left at the gate where they could leave the school grounds.
- 2.10. KS2 Students, who do not have permission to walk to commute to school independently, must be picked up and dropped off by an adult over the age of 16. In exceptional circumstances under 16's may drop off or collect with express permission of the Principal. Decisions regarding under 16's dropping off or collecting will be made on a case by case basis.

### **3. Definitions**

- 3.1. For the purpose of this policy, the school defines:

- **“Absence”** as:
  - Arrival at school after the register has closed.
  - Not attending school for any reason.
  
- An **“authorised absence”** as:
  - An absence for sickness for which the school has granted leave.
  - Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave.
  - Religious or cultural observances for which the school has granted leave.
  - An absence due to a family emergency.
  
- An **“unauthorised absence”** as:
  - Parents keeping children off school unnecessarily or without reason.
  - Truancy before or during the school day.
  - Absences which have never been properly explained.
  - Arrival at school after the register has closed.
  - Absence due to shopping, looking after other children or birthdays.
  - Absence due to day trips and holidays in term-time which have not been agreed.
  - Leaving school for no reason during the day.
  
- **“Persistent absenteeism”** as:
  - Missing **10 percent** or more of schooling across the year **for any reason**.

## 4. Training of staff

- 4.1. The school recognises that early intervention can prevent poor attendance. As such, teachers will receive training in identifying potentially at-risk pupils as part of their induction and refresher training.
- 4.2. Teachers and support staff will receive training on this policy as part of their induction.
- 4.3. Teachers and support staff will receive regular and ongoing training as part of their development.

## 5. Pupil expectations

- 5.1. Pupils are expected to attend school every day and will sign an agreement at the beginning of each school year, to agree to keep their attendance at, or above, 96 percent throughout the year.

## **6. Absence procedures**

- 6.1. Parents are required to contact the school as soon as possible on the first day of their child's absence.
- 6.2. Alternatively, parents may call into school and report to the school office where arrangements will be made to speak to a member of staff.
- 6.3. As soon as registers close at 9am, an absence report will be printed, and the office staff will list pupils who are absent from school. This will be cross checked against phone calls received and messages left on the school phone system.
- 6.4. A phone call will be made to the parent of any child who has not reported their child's absence on the first day that they do not attend school.
- 6.5. In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer.
- 6.6. If we are unable to contact a parent/carer then a home visit will be made on that day. In the interests of safety, two members of staff MUST attend a home visit. If we are unable to speak to a parent or carer during the home visit, then a letter will be posted through the door asking parents/carers to contact school as soon as possible.
- 6.7. The school will inform the LA, on a termly basis, of the details of pupils who fail to attend regularly, or who have missed 10 school days or more without permission.
- 6.8. If a pupil's attendance drops below 95 percent, the Attendance Officer will be informed, and a formal meeting will be arranged with the parents. A Penalty Warning Letter will be sent out to parents.
- 6.9. If a pupil's attendance drops below 90 percent, the Principal will be informed, and a formal meeting will be arranged with the parents.
- 6.10. If a pupil's attendance drops below 85 percent a formal meeting will be arranged with the parents to attend an Attendance Panel, with the Principal and Members of the LAB. During this meeting an Attendance contract will be signed with parents.
- 6.11. If a pupil's attendance drops below 90 percent, the Attendance Officer will complete the paperwork for fines and sent it to the LA.

- 6.12. Where a pupil has not returned to school for 10 days after an authorised absence or is absent from school without authorisation for 20 consecutive school days, the school will remove the pupil from the admissions register if the school and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

## 7. Contact information

7.1. Parents are responsible for:

- Providing accurate and up-to-date contact details.
- Providing the school with more than one emergency contact number.
- Updating the school if their details change.

## 8. Attendance register

8.1 The designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present
- Absent
- Attending an approved educational visit
- Unable to attend due to exceptional circumstances

8.2 The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Authorised absence
- E = Excluded but no alternative provision made
- H = Authorised holiday
- I01 = Illness
- M = Medical or dental appointments
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X01 = Not required to be in school
- T = Gypsy, Roma, and Traveller absence



- V = Education visit or trip
- P = Participating in a supervised sporting activity
- D = Duel registered – at another educational establishment
- Y = Exceptional circumstances
- Z = Pupil not on admission register

8.3 When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g., induction days.

8.4 All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

8.5 Every entry received into the attendance register will be preserved for three years.

## **9. Attendance officer**

9.1. If they are persistently absent, pupils will be referred to the attendance officer who will attempt to resolve the situation through a parent agreement.

9.2. If the situation cannot be resolved and attendance does not improve, the attendance officer has the power to issue sanctions such as prosecutions or penalty notices to parents.

## **10. Lateness**

10.1. Punctuality is of the utmost importance and lateness will not be tolerated.

10.2. The school day starts at 8.50am. Pupils should be in their classroom at this time.

10.3. Registers are marked by 9:00am. Pupils will receive a late mark if they are not in their classroom by this time.

10.4. The register closes at 9:30. Pupils will receive a mark of absence if they do not attend school before this time.

- 10.5. After lunch, registers are marked by 13:00. Pupils will receive a late mark if they are not in their classroom by this time.
- 10.6. The register closes at 13:10. Pupils will receive a mark of absence if they are not present.
- 10.7. Pupils attending after 9:15 will receive a mark to show that they were on site, but this will count as a late mark.

## 11. Term-time leave

- 11.1. At St Hilda' Primary School our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the school holidays as prescribed.
- 11.2. The Principal is unable to authorise holidays during term-time.
- 11.3. The Principal is only allowed to grant a leave of absence in exceptional circumstances. Applications will be made in advance and the Principal will be satisfied by the evidence, which is presented, before authorising term-time leave.
- 11.4. The Principal will determine the amount of time a pupil can be away from school during term time. Any leave of absence is at the discretion of the Principal.
- 11.5. Any requests for leave during term-time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
- 11.6. Requests for leave will not be granted in the following circumstances:
  - Immediately before and during assessment periods
  - When a pupil's attendance record shows any [unauthorised absence](#)
  - Where a pupil's authorised absence record is already above 10 percent for any reason
- 11.7. If parents take their child out of school during term-time without authorisation from the Principal, they may be subject to sanctions such as penalty fines.

## 12. Leave during lunch times

- 12.1 Parents may be permitted to take their child away from the school premises during lunch times with permission from the Principal – it is at the

Principal's discretion as to whether a pupil will be allowed to leave the premises.

- 12.2 Parents are required to submit a written request, outlining the reasons for their child to leave the premises during lunch time – this request will be submitted to the Principal.
- 12.3 The Principal will consider the request and will invite the parent into the school for a discussion regarding any concerns, as well as the timely return of their child at the end of lunch time and their child's behaviour when not on the school premises.
- 12.4 The Principal reserves the right to grant or refuse a request and will inform the parent in writing of their decision within one week of the request.
- 12.5 Pupils will leave the school premises within 10 minutes of the start of lunch and will return no later than 5 minutes before the end of lunch.
- 12.7 Parents will be required to meet their child at the school office when taking them off the premises – the pupil will be signed out and back in using the lunch time register at the school office.
- 12.8 A member of staff will be available at the school office before the pupil leaves the premises and upon their return to sign them back in. No pupil will leave the premises before the member of staff has given their permission.
- 12.9 If a pupil is expected to be leaving the school premises, they are required to do so – pupils will go home as soon as they leave the site and will not loiter outside the premises.
- 12.10 If a pupil expected to leave no longer has reason to do so, e.g., a medical appointment is cancelled, they should inform a member of staff at the school office immediately.
- 12.11 Pupils will not be permitted to leave the school premises where they have a lunch time detention – parents will be informed promptly if this is the case and suitable arrangements will be implemented, e.g., access to a school lunch.
- 12.12 Pupils may also not be permitted to leave the school premises where they have displayed poor behaviour at any time – parents will be informed promptly if this is the case and suitable arrangements will be implemented, e.g., access to a school lunch.
- 12.13 The Principal reserves the right to withdraw their permission at any time – this may occur, for example, where a pupil displays poor conduct of behaviour when off the premises, or where there are attendance concerns.

12.14 Any decision to withdraw permission will be in writing, explaining the reasons for the Principal's decision. If permission is withdrawn, parents are not entitled to appeal the decision.

12.15 Parents are able to withdraw their request at any time – the request will be submitted in writing to the Principal.

12.16 Permission will be updated on a termly basis – letters will be sent to parents at the beginning of each term to confirm whether they would like their request to continue.

### **13. Truancy**

13.1. Truancy means any absence of part, or all, of one or more days from school, during which the school has not been notified of the cause behind such absence.

13.2. All staff will be concerned about the regular attendance of pupils, and the importance of continuity in each child's learning.

13.3. All pupils are expected to be in their classes by 9:00am and 13:00, where the teacher will record the attendance electronically.

13.4. Any pupil with permission to leave the school during the day must sign out at the school office and sign back in again on their return.

13.5. Immediate action will be taken when there are any concerns that a child might be truanting.

13.6. If truancy is suspected, the Principal is notified, and they will contact the parent in order to assess the reasons behind the child not attending school.

13.7. The following procedures will be taken in the event of a truancy:

- In the first instance, a letter of warning will be sent to the parents of the pupil, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the school will consider issuing a penalty notice.
- A penalty notice will be issued where there is overt truancy, inappropriate parentally condoned absence, excessive holidays in term-time and persistent late arrival at school.

## 14. Missing children

14.1. Pupils are not permitted to leave the school premises during the school day unless they have permission from the Principal.

14.2. The following procedures will be taken in the event of a pupil going missing whilst at school:

- The member of staff who has noticed the missing pupil will inform the Principal immediately.
- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
- A member of staff will stay with the rest of the class, and all other available members of staff will conduct a thorough search of the school premises as directed by the Principal.
- The following areas will be systematically searched:
  - All classrooms
  - All toilets
  - Changing rooms
  - The library
  - Any outbuildings
  - The school grounds
- Available staff will begin a search of the area immediately outside of the school premises and will take a mobile phone with them so they can be contacted.
- If the pupil has not been found after 10 minutes, then the parents of the pupil will be notified.
- The school will attempt to contact parents using the emergency contact numbers provided.
- If the parents have had no contact from the pupil, and the emergency contacts list has been exhausted, the police will be contacted.
- The missing pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing.

- 14.3. If the missing pupil has an allocated social worker, is a LAC, or has any SEND, then the appropriate personnel will be informed.
- 14.4. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- 14.5. The Principal will take the appropriate action to ensure that pupils understand they must not leave the premises, and sanctions will be issued if deemed necessary.
- 14.6. Parents and any other agencies will be informed immediately when the pupil has been located.
- 14.7. The Principal will carry out a full investigation and will draw a conclusion as to how the incident occurred.
- 14.8. Appropriate disciplinary procedures will be followed
- 14.9. Prolonged periods of unauthorised absence without contact will be handled in accordance with clauses [6.6-6.8](#) of this policy.
- 14.10. A written report will be produced, and policies and procedures will be reviewed in accordance with the outcome.

## **15. Religious observances**

- 15.1. The school will take advice from local religious leaders of all faiths to establish the appropriate number of days of absence required for religious festivals.
- 15.2. Parents are required to inform the school in advance if absences are required for days of religious observance

## **16. Appointments**

- 16.1. As far as possible, parents will attempt to book medical and dental appointments outside of school hours.
- 16.2. Where this is not possible, a note and appointment card will be sent to the school office.
- 16.3. If the appointment requires the pupil to leave during the school day, they will be signed out at the school office by a parent.
- 16.4. Pupils will attend school before and after the appointment wherever possible.

## 17. Modelling, sport, and acting performances/activities

- 17.1. Under Section 37 of the Children and Young Persons Act 1963, all pupils engaging in performances/activities (whether they, or another person, receives payment or not), which require them to be absent from school, are required to obtain a licence from the LA which authorises their absence(s).
- 17.2. Where a pupil requests to be absent for a performance or activity, the individual or organisation responsible for organising, producing, or running the activity/performance is required to request a licence from the LA.
- 17.3. The organiser is required to allow sufficient time for the LA to process the request – the LA will refuse to consider an application if the performance or activity is less than 21 days away.
- 17.4. The LA will only approve a licence application once it is satisfied that:
  - The pupil's education, health and wellbeing will not suffer; and
  - The conditions of the licence will be observed.
- 17.5. The LA will impose any conditions it considers necessary to ensure that the pupil is fit to take part in the performance/activity, that there will be proper provision for the pupil's wellbeing, and that the pupil's education will not suffer.
- 17.6. The school will make additional arrangements for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.
- 17.7. The organiser of the performance/activity is responsible for ensuring these arrangements are carried out.
- 17.8. The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence.
- 17.9. The above requirement will be met by ensuring a pupil receives an education:
  - For not less than six hours a week; and

- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
  - On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
  - For not more than five hours on any such day.
- 17.10. Where the applicant is unable to specify the dates of the performance/activity, and the LA decides to grant the application, the LA will specify that the pupil can only take part in the activity for a specified number of days within a six-month period.
- 17.11. Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation is needed from the school.
- 17.12. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the Principal to authorise the leave of absence for each day.
- 17.13. The Principal will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent.
- 17.14. Where a licence has not been obtained, the Principal will not authorise any absence for a performance or activity.
- 17.15. The LA will be satisfied that arrangements for chaperones, accommodation, place of performance and rehearsal, and travel are suitable before it grants the application.
- 17.16. The LA may decide to place restrictions on any performance or activity – this can include maximum hours and breaks.
- 17.17. The maximum number of consecutive days that a child can perform is six – this applies to performances only.
- 17.18. Pupils who perform are entitled to a break of at least 14 days following the last performance where the pupil has been performing on the maximum number of consecutive days over a period of eight weeks, unless the period to which the licence applies is less than 60 days.
- 17.19. A licence is also required where a pupil will be absent from school and conducting a performance or activity abroad.
- 17.20. The LA is responsible for enforcing all licence requirements; they may carry out inspections of the premises:
- Where rehearsals during the performance period are taking place.



- Where performances or activities are taking place; or
- Where the pupil is receiving their education, in order to check that licensing conditions are being met.

17.21. The LA has the power to amend or revoke existing licences at any time.

17.22. If the LA refuses to grant a licence, it will provide reasons for this decision in writing to the individual/organisation applying for the licence.

17.23. The organiser of the performance/activity has the right to appeal the decision to a magistrates' court, including its refusal, revocation, or variation, and against any condition under which a licence is granted or an approval is given.

## **18. Young Carers**

18.1. The school understands the difficulties that face young carers.

18.2. The school will endeavour to identify young carers at the earliest opportunity from enrolment at the school and throughout their time at the school.

18.3. The school takes a caring and flexible approach to the needs of young carers and each pupil will be examined on a case-by-case basis, involving other agencies if appropriate.

## **19. Rewarding good attendance**

The school acknowledges good attendance following ways:

### Yearly

- End of year certificate and special assembly

### Termly

- 96+% attendance certificates and special assembly

### Weekly

- Reward incentives for the class with the best attendance each week.

## **20. Monitoring and review**

20.1. The school monitors attendance and punctuality throughout the year.

20.2. St. Hilda's C of E Primary School's attendance target is 96 percent.

- 20.3. Details of our absence levels can be found on our website and Newsletters.
- 20.4. This policy is reviewed every three years by the Principal; the next scheduled review date for this policy is January 2023.
- 20.5. Any changes made to this policy will be communicated to all members of staff and parents

