



Talavera Infant School – Attendance Policy

<i>Policy Type</i>	<i>Reviewed by</i>	<i>Approved on</i>	<i>Review cycle</i>	<i>Next review</i>
Curriculum	Governing Body Leadership TeamStaff		Annual	May 2010

National guidance

The policy was drawn up using a range of national documents.

Section 1:

Rationale / Statement of Intent:

For our children take full advantage of the educational opportunities offered it is vital your child is at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff and future aspirations depend on good attendance.

Good attendance is important because:

- Statistics show a direct link between under-achievement and absence below 95%
- Regular attenders make better progress, both socially and academically
- Regular attenders find school routines, school work and friendships easier to cope with
- Regular attenders find learning more satisfying
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training

The foundation for good attendance is a strong partnership between the school, parents and the child. The Home/School agreement will contain details of how we will work with parents and our expectations of what parents will need to do to ensure their child achieves good attendance.

To help us all to focus on this we will:

- Provide information on all matters related to attendance in our monthly newsletters and website
- Report to you on your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by displaying class achievements;
- Reward good attendance through class certificates, attendance cup and star time (special time in school when the class has achieved 10 weeks of good attendance).
- Set Targets for the school and for classes for attendance and display these in the school.

2.2 Roles and Responsibilities:

Responsibilities of the School's Attendance Leader

A member of the Senior Leadership Team will oversee, direct and co-ordinate the school's work in promoting regular and improved attendance and will ensure the Attendance Policy is consistently applied throughout the school. This person will also ensure that attendance is both recorded accurately and analysed. They will ensure that attendance issues are identified at an early stage and that support is put in place to deal with any difficulties.

If absence is frequent or continuous, except where a child is clearly unwell, staff will discuss with parent/carers the need and reasons for their child's absence and will encourage them to keep absences to a minimum. A note or explanation from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence **will always rest with the school.**

Responsibilities of Classroom Staff:

- Ensure that all students are registered accurately
- Promote & reward good attendance at all appropriate opportunities.
- Liaise with the Attendance Leader on matters of attendance and punctuality
- Communicate any concerns or underlying problems that may account for a child's absence.
- Ensure classroom doors are open and closed at the correct time.
- To ensure children are welcomed into the class and supported if transition is difficult.
- To provide a stimulating curriculum.

Responsibilities of Students:

- Attend every day unless they are ill or have an authorised absence.
- Arrive in school on time.

Responsibilities of Parents and Carers:

Ensuring your child's regular attendance at school is a parent/carers legal responsibility (section of the 1996 Education Act) and permitting absence from school that is not authorised by the school creates an offence in law.

Parents will:

- Inform the school on the first day of absence.
- Complete a request for absence form prior to any planned absences well in advance.
- Support the school with their child in aiming for 100% attendance each year.
- Make sure that any absence is clearly accounted for by phone or text on the first and subsequent days of absence, or by letter if a phone is unavailable.
- Avoid taking their child out of school for non-urgent medical or dental appointments.
- Only request for leave of absence if it is for an exceptional circumstance

Section 3:

3.1. Recording Attendance:

Legally the register must be marked twice daily. This is once at the start of the school day 9.00am and again for the afternoon session at 1.00pm.

Section 3:

3.2. Lateness /Punctuality

It is important to be on time at the start of the morning and afternoon school sessions. The start of school is used for early morning work and instructions. If your child is late they can miss work, time with their class teacher getting vital information, cause disruption to the lesson for others, and can be embarrassing leading to possible further absence.

- The school day begins at 8.50 for Year 1 and Year 2 and 8.45 for Year R and all **pupils are expected to be in school at the time**. Morning registration is at 9.00 am and it closes at 9.30.am.

- All lateness is recorded daily. This information will be required by the courts, should a prosecution for non-attendance or lateness be necessary
- Arrival after the close of registration will be marked as unauthorised absence code 'U' in line with county and Department for Education (DfE) guidance. This mark shows them to be on site, but is legally recorded as an absence.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M'. Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. On-going and repeated lateness is considered as **unauthorised absence and will be subject to legal action** (see section 6 for further detail).

Parents, guardians or carers of pupils who have patterns of lateness will be contacted to discuss the importance of good time keeping and how this might be achieved. If lateness persists, parents, guardians or carers will be invited to attend the school and discuss the problem and support offered. If support is not appropriate or is declined and a child has 10 or more sessions of unauthorised absence due to lateness recorded in any 10 week period the school or the Hampshire County Council will be required to issue parents with a penalty notice in accordance with Hampshire's Code of Conduct for issuing penalty notices for non-attendance (See section 6 of this policy for further detail).

Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns as necessary with other agencies.

First Day Absence

A child not attending school is considered a **safeguarding** matter. This is why information about the cause of any absence is always required.

If your child is absent you must:

- Contact us as soon as possible on the first day of absence either in person at the school office, by telephone or text;

If your child is absent we will:

- Telephone or text you on the first day of absence if we have not heard from you;
This is because we have a duty to ensure your child's safety as well as their regular school attendance
- Invite you in to school to discuss the situation with our Attendance Officer and/or Pastoral Leaders, Assistant Headteacher if absences persist;
- Refer the matter to the Hampshire's Attendance Legal Panels if absence is unauthorised and falls below 90%.

When we receive the information an admin assistant will record this electronically on the child's class register.

Third Day Absence

If your child is absent for three days then you must

- Contact the school to provide further information.

If your child is absent for three days and there has been no contact made with further information the school will

- Telephone or text you
- Write a letter to you to ask for the information in some circumstances this may be hand delivered

Please Note: If your child is not seen and contact has not been established with you any of the named parent/carers after three days of absence the school is required to start a child missing in education procedures as set down by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to known friends, wider family

Recommended text to include:

Please Note: If your child is not seen and contact has not been established with you any of the named parent/carers after three days of absence the school is required to start a child missing in education procedures as set down by Hampshire County Council Guidance. We will make all reasonable enquires to establish contact with parents and the child including making enquires to known friends, wider family.

Ten Day's Absence

Recommended text to include:

We have a legal duty to report the absence of any pupils who is absent without an explanation for 10 consecutive days. If the child is not seen and contact has not been established with the named parent/carer then the Local Authority is notified that the child is 'at risk of missing'. Children's Services Staff will visit the last known address and alert key services to locate the child. So help us to help you and your child by making sure we always have an up to date contact number. There will be regular checks on telephone numbers throughout the year.

Continued or Ongoing Absence

Continued or Ongoing Absence

If your child's misses 10% (3 weeks / sessions) or more schooling across the school year for whatever reason they are defined as **persistent absentees**. Where this absence is authorised the school will:

Absence for whatever reason disadvantages a child by creating gaps in his or her learning. Research shows these gaps affect attainment when attendance falls below 95%. As such we monitor all absence thoroughly and all attendance data is shared with the Local Authority and the Department for Education. If your child has had absence and their attendance level is falling towards 90% we will contact you and depending on the reasons for the absence will.....

Schools may wish to further add comments such as:

All our PA pupils and their parents are subject to an Attendance Plan or home school contract and these may include:

For primary & special schools comments such as: Children at this school are dependent on their parents/carers, who are responsible for their level of attendance and punctuality. It is vital that children enjoy coming to school, and whilst being encouraged to attend well and on time, will not carry blame and be made to feel unhappy if their parents are not supportive or effective in these areas.

Continued or Ongoing Absence

If you child's miss 10% (3 weeks / 21 sessions) or more schooling across the school year for whatever reason they are defined as **persistent absentees**. Where this absence is authorised the school will...

Section 4:

Request for Leave of Absence:

NOTE: This section should set out the law related to request for leave of absence and procedures for how parents can make a request.

See 'Schools Guidance Writing an Attendance Policy' for some suggested text, guidance notes and links to national and county guidance

Section 5:

Understanding types of absence – Authorised & Unauthorised:

NOTE: This section should set out the difference between authorised absence and unauthorised absence and clarify it is the school who decides whether to accept the reasons given by the child/parents or carers. It should set down clearly which attendance codes are unauthorised absences.

Section 6:

Penalty Notices for Non Attendance and other Legal Measures:

NOTE: This section schools need to set out the use of penalty notices and other legal measures. It should cover when a legal measure will be considered and set down clearly when penalty notices will be issued so that Hampshire's Code of Conduct is consistently applied. Schools should state how parents will be warned of a penalty notice. Schools should refer to the use of Attendance Legal Panels and any other internal procedures for communicating with parents/carers of the possibility of any legal measures being taken.

See 'Schools Guidance Writing an Attendance Policy' for some suggested text, guidance notes and links to national and county guidance

Recommended Text:

In Education law, parents/carers are committing an offence if they fail to ensure the regular attendance of their child of compulsory school age at the school at which the child is registered, unless the absence has been authorised by the school.

Legal Measures for tackling persistent absence or lateness

Hampshire Schools and Hampshire County Council will use the full range of legal measures to secure good attendance. Legal measures will only be considered through a referral to Hampshire's Attendance Legal Panels where:

1. **The child or family do not require the support from any agency to improve the attendance**
2. **The child has 10 or more sessions of unauthorised absence in any continuous 100 session period, and parents are complicit in the child's absence.**

The following legal measures are for pupils of compulsory school age who are registered at a school:

- Parenting contracts set at Education Planning Meetings
- Parenting orders
- Penalty notices
- Education Supervision Orders
- Prosecution

Where a child has **unauthorised absence** the school must enforce Hampshire's Code of Conduct for issuing Penalty Notices or follow its guidance on other Legal Measures for Non-Attendance. The Code of Conduct is a statutory document that ensures that powers for legal sanctions are applied consistently and fairly across all schools and their families within the authority. A copy is available from

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

Penalty Notices for non-attendance- Hampshire's Code of Conduct

The code of conduct states that:

Schools or Hampshire Local Authority will issue a Penalty Notice for any unauthorised absence where the pupil has been:

- absent for 10 or more half-day sessions (five school days) of unauthorised absence during any 100 possible school sessions – these do not need to be consecutive (codes G, U, or O on the register)
- persistently late (coded *U*) for up to 10 sessions (five days) after the register has closed
- persistently late before the close of the register (coded *L*), but the school has met with parents and has clearly communicated that they will categorise as unauthorised any further lateness (code *O*), and where the threshold of 10 sessions (five days) has been met
- absent for any public examinations of which dates are published in advance
- absent for any formal school assessments, tests or examinations where the dates have been published in advance unless the issuing of a Penalty Notice would conflict with other intervention strategies in place or other sanctions already being processed.

Legal Measures for absence taken when the Head teacher has declined parent/carers request for leave of absence

Where a pupil has unauthorised absence due to either:

1. non approval of a parent/carers request for leave of absence or
2. a holiday that has been taken without permission **and the unauthorised absence (coded G) is for 10 or more sessions (5 days) in any 100 possible school sessions/10 week period then a penalty notice for non-attendance will be issued**

If a child's has other types of unauthorised absence (coded O and U) and the family or child do not require any agency support to improve the attendance then a single Penalty Notice is issued for either:

1. **10 sessions (5days) of unauthorised absence or lateness in any 100 possible school sessions/10 week school period**
2. **1 or more sessions of unauthorised absence during a public exam, formal school assessment of testing where dates are published in advance.**

Parents and Carers will be warned of the likelihood of a penalty notice being issued for unauthorised absence either via a letter, through the leave of absence request form, or through the schools attendance policy and website. The penalty notice is a fine that is issued to each parent/carers who condoned (or was responsible for the child) during the period of unauthorised absence for which the fine has been issued. For each case of unauthorised absence the school or Hampshire County Council will decide whether a Penalty Notice is issued **to one or more parent/carers** for each child. **N.B** This could mean four penalty notices for a family with two siblings both with unauthorised absence for holiday i.e. one PN for each child to each parent

Each penalty notice carries a fine of £60 if paid within 21 days of the penalty notice being posted. If the fine is not paid within 21 days the Penalty is automatically increased to £120 if paid within 28 days. If the fine remains unpaid the Hampshire County Council will consider prosecution for the non-attendance. Payment methods are detailed on the Penalty Notices themselves. Penalties are to be paid to Hampshire County Council and revenue resulting from payment of Penalties is used by the County Council to help cover the costs of issuing Penalty Notices and/or the cost of prosecuting recipients who do not pay.

For further information parents/carers can request a leaflet from their school and should visit Hampshire County Councils website at:

<http://www3.hants.gov.uk/education/hias/learning-behaviour-attendance/attendance-guidance-for-parents/possible-penalties.htm>

Hampshire's Attendance Legal Panels:

Parenting Contracts:

Section 7:

Other Recommended Sections to Include:

7.1 What can I do to encourage my child to attend School?

NOTE: This section should set down advice and guidance to parents about how they can support and encourage their child to attend to regularly and punctually. The schools should set out what support is available to parents and carers from staff in school and other support services and agencies

See 'Schools Guidance Writing an Attendance Policy' for suggested text and guidance notes

My child is trying to avoid coming to School. What should I do?

NOTE: This section should set down what the expected procedures are for parents/carers whose children will be leaving for another school transfer.

See 'Schools Guidance Writing an Attendance Policy' for some suggested text, guidance notes and links to national and county guidance

7.2 Leavers

7.3 Absence through child participation in Public Performances, including theatre, film or TV work & Modelling.

7.4 Absence through competing at regional, county or national level for Sport.

Record preservation

School registers are legal documents. We will ensure compliance with attendance regulations by keeping attendance records for at least 3 years. Computer registers will be preserved as electronic back-ups or microfiche copies (if schools are not SIMS centrally hosted and do not have secure electronic server backup they must print hard copies of the official registers and bind into annual volumes

Gypsy Roma Traveller Showman and Showman families

Recommended Text:

Absence of a child from a traveller family that has left the area may be authorised if the absence is for **work purposes only** and it is believed that the family intends to return. To ensure the continuity of learning for Traveller children, dual registration is allowed. That means that a school cannot remove a Traveller child from the school roll while they are travelling. When the Traveller is away the home school holds the place open and records the absence as authorised through the T code. Distance Learning packs for traveller children are not an alternative to attendance at school

For further advice and guidance on Attendance & GRT and Showman see County Guidance at: <http://documents.hants.gov.uk/childrens-services/HIAS/Promotingpupilattendanceandrecordingabsence-Section6.pdf>

Further support & Guidance is available from Hampshire's EMTAS Service

Headteacher		Chair of Governors	
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Date		Date	
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