

# Attendance policy

Date presented to Governors: Spring Term 2018

Review date: Spring term 2020

Signed **Ms S Ward**  
Headteacher

Signed **Mrs F Good**  
Chair of Governors

## Attendance policy

### Rationale

- School education lays the vital foundations of a child's life.
- Research clearly demonstrates the link between regular attendance and educational progress and attainment.
- Parents, carers and school staff should work in partnership in making education a success and ensuring that all children have a full and equal access to all that the school has to offer
- As a school we will encourage parents/carers to ensure that their child achieves maximum possible attendance and that any problems that prevent this are identified and acted on promptly.
- As parents it is your responsibility to ensure that your child arrives at school and returns home safely.
- Term times are for education: this is the priority. It is a government legal requirement that all children attend school for 190 days. It is also a government requirement that we monitor attendance and apply the legal requirement.
- Children and families have 175 days off school to spend time together, including weekends and school holidays.
- Burton Pidsea Primary School is striving to achieve our goal of 97% attendance. It is our policy that no child's attendance should fall below an acceptable level.
- Burton Pidsea Primary School recognises that good attendance is central to raising standards and pupil attainment.

This policy is written with the above statements in mind and this policy underpins our school ethos to:

- Support pupils and their parents/carers in our establishment of the highest possible level of attendance and punctuality
- Promote children's welfare and safeguarding
- Ensure every pupil has access to a full time education which they are entitled to
- Ensure that pupils succeed and realise their full potential whilst at school
- Make parents/carers aware of their legal responsibilities.

## **Expectations**

### **We expect that all pupils will:**

- Attend school every day
- Attend school punctually
- Attend appropriately prepared for the day (ie; PE kit, Book Bags, Spellings, water bottles etc.)

### **We expect that parents/carers will:**

- Ensure regular school attendance and be aware of their legal responsibilities
- Ensure that their child arrives at school punctually and prepared for the school day
- Ensure that they contact the school daily of any absence, before 9.30am (please note that emails may not be checked before this time so must not be relied upon for initial communication)
- Notify school asap detailing the reason for absence, on the first day of absence.
- Notify school immediately of any changes to emergency contact details.

### **As a school we will:**

- Provide a welcoming atmosphere
- Provide a safe learning environment
- Keep regular and accurate records of AM and PM attendance and punctuality; monitor individual child's attendance and punctuality
- Contact parents when a child fails to attend and where no message has been received to explain the absence
- Encourage good attendance and punctuality through a system of rewards and recognition;
- Inform parents of the attendance of all pupils
- Inform parents /carers via a series of letters regarding their child's punctuality and poor attendance.

## **Celebrating Achievements**

At Burton Pidsea Primary School, we promote positive attendance and publicise students with excellent attendance. All children achieving 100% attendance at the end of each academic year will be rewarded for their valuable efforts. They will each receive a certificate signed by the Headteacher and a reward presented during assembly.

## **Registers, Punctuality and Lateness**

Punctuality to school is crucial. Lateness into school causes disruption to that individual's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time.

- The doors open at 8.50am.
- The register will be taken at 9.00am; the register will then be closed in the classroom (this is a legal requirement).
- A child arriving after 9.00am but before 9.15am will need to be accompanied by a parent or carer to school via the reception desk. They will receive a 'late' mark
- A child arriving after 9.15am will need to be accompanied by a parent or carer to school via the reception desk. They will receive an 'unauthorised' mark
- The registers are held electronically (SIMs)
- The attendance team will monitor all pupils' attendance on a weekly basis.

### **Reporting absence**

Parents / carers should call the school office before 9.30am to report their child absent and provide a reason.

This should continue for each day of absence.

Reasons for absence are logged on SIMs

**(see Data Protection policy)**

### **Attendance Statistics**

Attendance is monitored every week and any concerns highlighted during this process are reported to the Headteacher.

Before the end of every half term, a report of pupils falling below our 95% target will be run from SIMs. Those pupils with valid reasons for absence such as hospitalisation, notified illness and authorised holidays will be noted.

Those pupils identified as not having any of these valid reasons will be reported to the Headteacher for further appropriate advice and action.

Attendance statistics will be reported to parents 3 times a year:

**Autumn & Spring Term** Parents' evening discussion with class teacher as necessary.

**Summer Term** - a copy of the registration certificate will be distributed to each child with their report

### **Managing Attendance in School**

At Burton Pidsea Primary School, we follow the Local Authority guidance, actions, procedures and documentation to ensure children attend regularly.

There is a nominated attendance officer who is responsible for monitoring pupil attendance. Their duties include:

- Data management (ensuring correct register codes are used)
- Monitoring late marks and unauthorised marks (after the register has closed)
- Preparing regular attendance reports for the Headteacher, Local Authority and Governing body
- Identifying patterns of absence, attendance rates are carefully monitored and recorded
- First day absence calls to parents, between 9.15am and 9.30am

The attendance officer will report any concerning absence patterns to the head teacher at an early stage as timely intervention often helps prevent any problems escalating.

### **When a pupil's attendance is identified as a cause for concern:**

When attendance drops below 95% (or a pattern is identified on a specific day of the week) a letter of concern will be sent home to the parents, making parents aware that attendance is below national average (Appendix: Letter 1)

If no response is received within 1 week, or no improvement is seen, the parents will be contacted and invited into school for an Attendance Action Plan meeting. The Attendance Action Plan (Appendix 5) will set out clear targets to improve attendance, and will be reviewed every 2 weeks. If the parents do not attend, a letter should be sent, enclosing the action plan.

(Appendix: Letter 2)

When attendance drops below 90% (or a pattern is identified on a specific day of the week) a formal letter will be sent home requesting parents attend an Attendance Action Plan meeting. The Head Teacher may undertake an assessment of need (TAF) where necessary and consider involving Educational Welfare Officers

(Appendix: Letter 3)

When attendance drops below 85% (or a pattern is identified on a specific day of the week) the school will refer the case to the Educational Welfare Services for either a penalty notice or fast track to prosecution

**(For further information, please refer to ERYC Guidance and information for referring attendance concerns to the Educational Welfare Service)**

When the number of Late marks causes concern (or a pattern is identified on a specific day of the week) a letter of concern will be sent home to the parents

(Appendix: Letter 4)

### **Safeguarding**

If a child who is subject to a child protection issue or a cause for concern, is absent without any valid reason been given, the Head Teacher reserves the right to contact any external agencies involved.

### **Unreported Absence**

If a child is absent from school and the school has not been notified of the child's absence, we will ring home. If we cannot get through we will send a text message to the priority 1 contact on the day of absence. If no reason for the absence is received a 'O' (unauthorised absence) mark will be awarded.

(see Local Authority procedures Appendix 2)

### **Other reasons for absence**

From time to time children need to be absent from school for other reasons such as medical appointments. School should be informed of such absences in writing in advance with accompanying documents (hospital letters, dentist appointment cards etc).

Every effort should be made to arrange medical appointments outside school hours.

If it is necessary for a child to be out of school for this reason, the child should be returned to school directly after the appointment.

### **Holidays in term time**

The Department of Education state that parents/carers have to get permission from the head teacher if they want to take their child out of school during term time.

You can only do this if:

- you make an application to the head teacher in advance (as a parent the child normally lives with)
- there are exceptional circumstances

It is important to note that the head teacher can determine the length of the authorised absence as well as whether a particular absence is authorised. The head teacher may take a pupil's record of attendance into account when making absence-related decisions.

Any application for leave must only be in exceptional circumstances. Permission must be obtained by completing an application for leave of absence form at least four weeks before the expected absence. Forms can be obtained from the school office.

In the case of unauthorised absence, the decision to prosecute or seek a fine then rests with local authorities.

Parents will be fined by means of Penalty Notices or Prosecutions in the Magistrates Courts by the Local Authority for taking their child on holiday during term time without consent from the school.

### **Exceptional circumstances**

The fundamental principles for defining 'exceptional circumstances' are that they are 'rare, significant, unavoidable and short'. Examples are an absence for the bereavement of a close family member, a funeral or important religious observances.

However, if an event could reasonably be scheduled outside of term time, then it would not normally be allowed as an authorised absence

Schools have a duty to make reasonable adjustments for pupils with special educational needs and/or disabilities.

### **Unauthorised absences**

Unauthorised absences are those which the school does not consider reasonable and for which no authorisation has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings. Some examples are provided below:

- Parents / carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Shopping, looking after other children or birthdays.

Whilst any child may be off school because of illness, sometimes they can be reluctant to attend school. Any problems with regards to attendance are best sorted out between the school, parents and the child. If a parent thinks their child is reluctant to attend school then we will work with that family to understand the root problem.

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

Persistent Absence equates to 10 instances in a 12 week period.

Absence at this level is causing considerable damage to a child's education and we need parents' fullest support and co-operation to tackle this

Attendance Percentages are worked out as follows:

99% - 100% Excellent

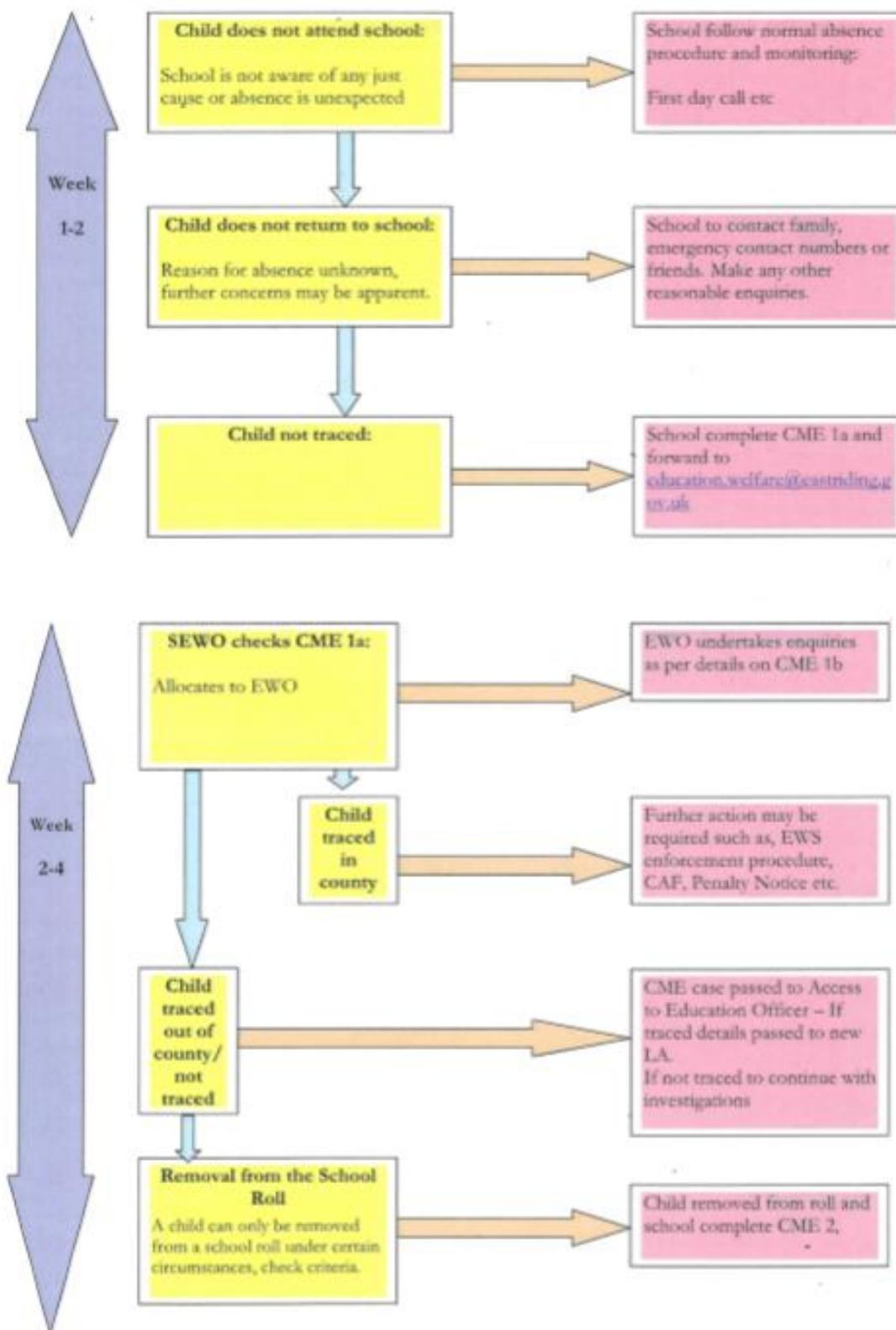
97% - 98% Very Good

95% - 96% Good

94% or below – Unacceptable

### Children Missing Education (CME)

In the case of child missing education (CME), the school will make all reasonable efforts to locate the child/ren as required by the current DfE guidance.



For further information see ERYC Children Missing Education (CME) guidance & procedures

## School Illness Guidelines

Please check that your child knows how to wash his/her hands thoroughly to reduce the risk of cross-infection.

School attendance could be improved for all if children and families wash and dry their hands well five or more times a day.

Chickenpox	Stay off school until blisters have all crusted over or skin has healed, usually 5-7 days from onset of the rash.
Conjunctivitis/Ringworm	Please refer to ERYC / NHS guidance.
Diarrhoea and/or vomiting	This is 48 hours after the last bout. Please check your child understands why they need to wash and dry their hands frequently. In some circumstances your child may need to refrain from swimming for 2 weeks after the diarrhoea has settled.
German measles/rubella	Return to school 6 days after rash appears but advise school immediately as any pregnant staff members need to be informed.
Head Lice	Please refer to ERYC / NHS guidance.
Impetigo	Stay off school until the sores have crusted over and healed or 48 hours after commencing antibiotic treatment.
Measles	Stay off school for 4 days after rash appears.
Mumps	Stay off school for 5 days after swelling appears.
Scabies	Your child can return to school once they have been given their first treatment although itchiness may continue for 3-4 weeks. All members of the household and those in close contact should receive treatment.
Scarlet Fever	Can return to school 24 hours after commencing appropriate antibiotic treatment.
Slapped cheek	No need to stay off school (infectious before rash), however, school to be advised immediately as any pregnant staff members need to be informed.
Whooping cough	Stay off school until 5 days of antibiotics have been given, or 21 days from onset of illness if no antibiotic treatment has been prescribed.
Shingles	Stay off school only if rash is weeping and cannot be covered. School to be advised immediately as any pregnant staff members need to be informed.

**Appendix: Letter 1**

Headteacher: Ms S Ward  
Sen. Admin Officer: Mrs S. A. Patchett  
Telephone: (01964) 670518  
Facsimile: (01964) 670518  
E-mail: burtonpidsea.primary@eastriding.gov.uk  
Website: www.burtonpidseaprimarieschool.co.uk



Burton Pidsea Primary School,  
Church Street,  
Burton Pidsea,  
East Riding of Yorkshire  
HU12 9AU

Dear

Re:

A recent examination of our registers has shown ----- attendance to be -----%. We are committed to improving achievement through attendance and any pupil whose attendance falls below 95% per cent becomes a cause for concern.

I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided. I will continue to monitor ----- attendance and hope to see an improvement. If there are any problems affecting attendance please do not hesitate to contact me at the school.

Yours sincerely

Ms S Ward  
Headteacher

**Appendix: Letter 2**

Headteacher: Ms S Ward  
Sen. Admin Officer: Mrs S. A. Patchett  
Telephone: (01964) 670518  
Facsimile: (01964) 670518  
E-mail: burtonpidsea.primary@eastriding.gov.uk  
Website: www.burtonpidseaprimarieschool.co.uk



Burton Pidsea Primary School,  
Church Street,  
Burton Pidsea,  
East Riding of Yorkshire  
HU12 9AU

Date

Name & Address

Dear

**Re:**

Burton Pidsea Primary School is committed to improving achievement through attendance and monitors the attendance of all of its pupils. Any pupil whose attendance falls below 95 per cent will be monitored, and as a parent I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided.

I enclose a copy of your child's school attendance record. You will see that the attendance is now per cent, which I am sure you will agree, is a cause for concern.

I would like you to contact me during the next 7 days to make an appointment to come into school to discuss any problems affecting attendance.

I will continue to monitor your child's school attendance and, with your co-operation, I anticipate a gradual improvement. I may speak with your child in school to discuss this matter. The school works closely with the Education Welfare Officers at the Local Authority and as such it may be that they also speak with your child.

Yours sincerely,

Ms S. Ward  
Headteacher

**Appendix: Letter 3**

Headteacher: Ms S Ward  
Sen. Admin Officer: Mrs S. A. Patchett  
Telephone: (01964) 670518  
Facsimile: (01964) 670518  
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Website: www.burtonpidseaprimarieschool.co.uk



Burton Pidsea Primary School,  
Church Street,  
Burton Pidsea,  
East Riding of Yorkshire  
HU12 9AU

Date

Dear Parent/Carers

It has come to our attention that \_\_\_\_\_ attendance has now fallen below 85% for this year to date.

We feel that our support in your child's attendance has not been successful. We have therefore, made a referral to the Education Welfare Service who will be in contact to offer their help and support.

We have enclosed a copy of your child's school attendance record.

Yours sincerely

Ms S Ward  
Headteacher

**Appendix: Letter 4**

Headteacher: Ms S Ward  
Sen. Admin Officer: Mrs S. A. Patchett  
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E-mail: burtonpidsea.primary@eastriding.gov.uk  
Website: www.burtonpidseaprimarieschool.co.uk



Burton Pidsea Primary School,  
Church Street,  
Burton Pidsea,  
East Riding of Yorkshire  
HU12 9AU

Date

Parent Name & Address

Dear

A recent examination of our registers has raised concerns over ..... attendance. The attendance reports show that your child is consistently late. The school day starts at 8.50am, registers close at 9.15am and any child arriving between 9.00 and 9.15am is deemed late. Children arriving after 9.15am, after registers close, are marked with a U and are unauthorised.

I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided. I will continue to monitor ..... 's attendance and hope to see an improvement. If there are any problems affecting attendance please do not hesitate to contact me at the school.

Yours sincerely

Ms S Ward  
Headteacher

**Appendix 5: Attendance Action Plan**

Weekly Log of Contacts and Discussions, with Outcomes			
Staff Present	Action planned to be taken by whom	Desired Outcome(s)/Target	
Year 5 Date			

Attach SIMS PA Record and enclose any additional plans (e.g.: from an Attendance Panel, IBP or PSP Meeting or Review).

**Persistence Absence Support Plan**

Student	Historic Attendance Details	
	Academic Year	% Attendance
	Reception	
	Year 1	
	Year 2	
	Year 3	
	Year 4	
	Year 5	
	Year 6	

Parent(s)/Carer(s)	Contact Number(s)
Lead Person(s)	Class

**Other People Involved**

School Support	Name	Job Title	Contact Number	Assessment Completed
Teacher				
Class Support Worker				
School SENCO				
Child Protection Coordinator				
School Health				
Other Agencies	Name	Job Title	Contact Number	Assessment Completed*
EWS				
EIT				
Social Worker				
FSS				
CAMIHS				
Other				

\* Indicate type and date (e.g.: CAF, Initial, Core, CAMHS, EPBST). Assessments made by other agencies should be enclosed with this Record. They will also be held in the student's main school file, along with Reports and other academic information (which are also held on SIMS).