

OLD CLEE PRIMARY ACADEMY

ATTENDANCE POLICY

Inspired to Believe, Learning to Succeed



June 2024



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Our Aims:

- Develop and maintain a whole Academy culture that promotes the benefits of high attendance.
- Have a clear Academy attendance policy which all staff, pupils and parents understand.
- Support pupils and their parents / carers in the establishment of the highest possible levels of attendance and punctuality.
- Ensure that all pupils have full and equal access to the best education that we can offer in order to increase learning.
- Regularly monitor and analyse attendance and absence data to identify pupils or cohorts that require support with their attendance and put effective strategies in place.
- Build strong relationships with families, listen to and understand barriers to attendance and work with families to remove them.
- Enable pupil to progress smoothly, confidently and with continuity through the Academy.
- Make parents / carers aware of their legal responsibilities

We will also support parents to perform their legal duty to ensure their children of compulsory Academy age attend regularly, and will promote and support punctuality in attending lessons

Targets:

Year	Pre Pandemic 2019	2021/22	2022/23	2023/24	2024/25
Attendance Target	<u>??</u>	93%	98%	98%	98%

Legislation & Guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

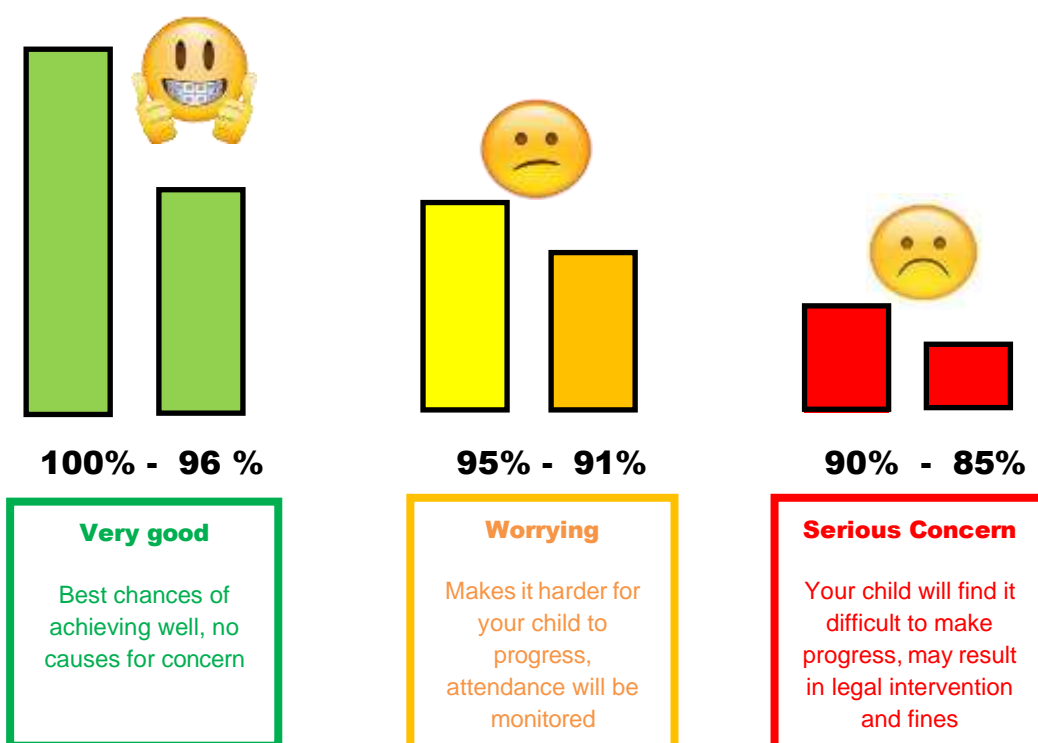
- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

Attendance Expectations

At Old Clee Primary Academy we are committed to providing an education of the highest quality for all our children, and making a positive community where all pupils feel valued, welcomed and included. For our children to achieve their full potential we encourage parents and children to understand that every day counts, and by having excellent attendance and arriving at school on time, this will support their achievement. As a school we strive to achieve a goal of at least **98%** attendance.

Good attendance is being at school at least 96% of the year!



Attendance Percentage	Weekly	Termly	Yearly
95%	¼ day missed per week	3 ½ days missed per term	10 days missed per year
90%	½ day missed per week	7 days missed per term	19 days missed per year
85%	1 day missed per week	10 days missed per term	29 days missed per year

Days missed = Learning time missed

What Old Clee Primary Academy expects from Parents/Carers:

- We expect you to ensure your child attends the Academy every day and on time, and any issues preventing attendance are discussed with a member of the Attendance Team.
- If your child is going to be absent from school, we expect you to contact the Academy before **8.45am** on the first morning of absence.
- Provide medical evidence for absences/ appointments where possible.
- We ask that you inform the Academy office of any changes to contact information.
- To avoid arranging holidays during term time
- To avoid keeping their child away from the Academy for any reason other than illness or other authorised explanation.

What Old Clee Primary Academy expects from pupils:

- To attend regularly and on time
- To be punctual to all lessons
- To ensure all messages and notes from parents/carers are taken to the appropriate place

What you can expect from Old Clee Primary Academy:

- Emphasise that it is the responsibility of everyone in the Academy to improve attendance and punctuality
- Ensure that all pupils access full time education which meets their needs and allows all to realise their potential.
- Strive to provide a safe and caring environment where every child can access all opportunities offered.
- Keep a regular and accurate register of your child's attendance.
- Contact you using our automated absence system and text if your child is absent and you haven't provided a reason. We may also call you, or make a home visit.
- Work with children and families to enable every child to have good attendance and punctuality.
- Engage closely with children and families who are considered to be vulnerable and who may give low priority to attendance and punctuality, offering support packages where necessary.
- Promote and encourage good attendance in weekly attendance assemblies.
- Reward children for good attendance.
- Display attendance figures in the Academy for each class.
- Monitor absence, and call or invite you to a meeting at the Academy, or visit you at your home if your child's attendance falls below 90%.
- Ask you to provide evidence if your child has a poor attendance record.
- Attendance is monitored by the **Attendance Lead (Miss J Smith)**
- Daily attendance monitoring completed by **Mrs N Utley (Admin Assistant)**
- Daily absence contact via text/calls are made by the **Admin Team and Welfare and Wellbeing Team**
- Strategic attendance approaches are overseen by **Miss L Dobbs (SLT)**.

Encouraging Good Attendance

At Old Clee Primary Academy we understand the impact regular attendance has on your child's learning and well-being and that having good attendance is directly linked to raising achievement and develops skills for life and work.

We have many initiatives to celebrate and support attendance and we believe that rewarding good attendance and punctuality helps engage and motivate our children.

How we promote and support good attendance and punctuality



- **Old Clee Attendance H.E.R.O's**

We ask all of our children to be an Attendance **H.E.R.O** (Here Every day Ready On time) and we encourage all children to keep our three attendance promises:

1. I will try my best to come to school every day.
2. I will try my best to arrive on time every day.
3. I will try my best to be prepared for school every day.

Here are some of the ways we celebrate and reward attendance at the Academy:

Weekly:

- Celebrate attendance weekly in assembly.
- Teachers track and celebrate class attendance.
- Weekly attendance reward for best class in EYFS/KS1, Lower KS2 and Upper KS2
Prizes include class certificate, pupil sticker and class treat.

Every Term:

- Whole school year attendance reward for best class in EYFS/KS1, Lower KS2 and Upper KS2.
Prizes include class certificate, class trophy, pupil sticker and a celebration
- Whole school 100% Attendance pupils receive a certificate and sticker and will receive a celebration/recognition event

Every Year:

- Whole school 98% and above attendance pupils will go into a prize draw to win a bike/scooter

Lateness and Punctuality

The doors at Old Clee Primary Academy open at **8.30 am** and close at **8.45 am**. Once the doors are closed, pupils must arrive through the main entrance.

We monitor pupils who arrive at school after **8.45am** with a view to offering potential intervention. All pupils who arrive after **8.45am** will be marked as late, late marks can lead to poor attendance. Arriving after this time can affect your child's progress. It also disrupts the classroom when lessons have already begun. Therefore, not only must children attend school regularly, but they must not be late.

It is the parent's responsibility to ensure children are at school on time, if your child is persistently late you may be invited to a meeting to discuss this, or you may be issued with a penalty notice.

Being 5 minutes late every day adds up to:	3 days of school missed per year
Being 15 Minutes late every day adds up to:	2 Weeks of school missed per year
Being 30 minutes late every day adds up to:	19 Days of school missed per year

As you can see, if your child is late for just 5 minutes every day that can add up to over three days lost each year and arriving 15 minutes late each day is the same as being absent for 2 weeks a year: for that reason, it is imperative that your child is punctual.

Absence

If your child will not be attending school, please inform the school office by **8.45am** on the first morning of absence. You can either report the absence through **ParentPay**, **Teachers2Parents** text system or by calling the school office on **01472 691887**.

If no contact has been made, a member of the Attendance Team or Welfare and Wellbeing Team will contact you for a reason for absence. You may be asked to provide evidence for the absence.

*Please note if your child's attendance is **below 95%** you may be contacted by a member of the Attendance Team even if you have informed school about your child's absence.

Authorised Absence

An authorised absence is when your child has been given permission to be absent from school. Regular reasons for authorised absence are illness, medical and dental appointments, religious observance, exceptional circumstances and exceptional leave (see below). Authorised absence is at the Head Teacher's discretion and you may be required to provide school with evidence of the absence.

Accepted evidence:

- Appointment card or letter
- Letter or note from GP
- Medication or prescription with correct name and dates
- Comment slip or receipt from the Pharmacy
- Notification from a medical professional

Routine doctor and dental appointments should be booked at the end of the day and during school holidays where possible. We know that sometimes you cannot choose hospital appointments, so please just make sure you only take your child out of school for the

appointment and return them to school when they have finished. Your child may be marked as unauthorised for one of the sessions if your child was expected to return to school. Evidence should be provided for all scheduled appointments.

Valid Reasons for Authorised Absence

- Illness and medical/dental appointments (evidence provided)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the Academy will seek advice from the parents' religious body to confirm whether the day is set apart
- Exclusion
- Exceptional family circumstances e.g. bereavement of close immediate family

Unauthorised Absence

An unauthorised absence is when no explanation for absence has been given to school, or if the reasons provided doesn't meet guidelines set out by the Department of Education.

It is important to note that it is the responsibility of the parent to ensure their child attends school regularly, and on time. Regular unauthorised absences can lead to a referral to the Education Welfare Service regarding your child's poor attendance record. You may be asked to attend an attendance panel meeting. Failure to improve your child's attendance and engage with the Attendance Lead will result in legal proceedings. If found guilty of failing to secure your child's regular school attendance you could receive a fine of up to £1000 and a criminal record.

Exceptional Leave

Department of Education states that **no child is expected to be absent from school on holiday during term-time.** We expect that parents will take their child on holiday during the approved school breaks. It should be noted that there are **175 days each year** when a child is on holiday from school which is sufficient time for holidays to be taken.

In exceptional circumstances a Head teacher may permit up to 10 days authorised absence. Most authorised requests are based on a child having an excellent attendance record (**in most cases 96% or over**), but there can be a degree of flexibility dependent on the circumstances of the request.

If your child needs to leave the area or country and will miss school due to exceptional circumstances during term time, you **MUST** complete a Leave of Absence request form. All exceptional leave requests **MUST** be requested at least 10 days prior to leave taking place.

Requests that MAY be considered:

- Bereavement of a close family member
- Participation in a sporting event at city, regional or national level
- Recognised examinations for music or dance
- Other exceptional circumstances agreed on an individual basis by the Head Teacher

You will NOT be given permission for:

- Availability of cheaper holidays.
- Parent work/shift patterns.
- If your child is in **Y1, Y2 & Y6**, as these are key year groups for statutory testing & assessment.
- Trips away e.g. (sporting or musical events, day trips, shopping).
- Taking a long weekend away.
- General family celebrations.

If you take your child without permission the following could happen:

You could be referred to the Education Welfare Service, and you may be issued a fine on your return - **£80 per parent, £80 per child** (e.g. a family of 4, with 2 parents and 2 children would be fined a total of £320). If the fine is **not paid in 21 days** the fine will increase to **£160 per child, £160 per parent** (e.g. the family of 4 would now have a fine of £640).

The Penalty Notice threshold will be reached when a pupil has been recorded as having unauthorised absences for 10 sessions within a 10-school week period. These sessions can be consecutive (e.g. 10 sessions of holiday in one week) or not (e.g. 6 sessions of unauthorised absence taken in 1 week and then 1 per week for the next 4 weeks). The period of 10 school weeks can also span different terms or school years (e.g. 2 sessions of unauthorised absence in Summer Term and a further 8 within the Autumn Term).

In the case of repeated fines, if a parent receives a second fine for the same child within any three-year period, this will be charged at the higher rate of £160.

Fines per parent will be capped to two fines within any three-year period. Once this limit has been reached, other action like a parenting order or prosecution will be considered.

If you're prosecuted and attend court because your child hasn't been attending school, you could get a fine of up to £2,500.

Failure to pay the fine can result in legal action.

If your child is granted exceptional leave, your child must return to school on the agreed return date. **If they do not we will have no alternative but to start proceedings, registering your child as 'a child missing education'.**

Attendance Monitoring

- Absences are monitored on a daily basis by Admin, Pastoral and SLT.
- Telephone Calls/Texts and Truancy system are used daily to contact parents for reason for absence.
- Attendance concerns relating to vulnerable pupils (Safeguarding, SEN, PP) are discussed at weekly pastoral meetings with SLT, Welfare and Wellbeing Team and Attendance Lead.
- Attendance Review Meetings are held fortnightly with Attendance Lead and Education Welfare Officer.
- Class teachers are aware of regular pupil absences and will raise any concerns with Admin/SLT and discuss with parents.
- The persistence Absence threshold is **90%**. Therefore, any pupils with attendance below **90%** are classed as persistent absentees.

***Absence at this level is causing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to tackle this. Any child whose attendance has reached the PA threshold or is at risk of moving towards it are given priority for intervention.**

Possible intervention will be:

- Education Welfare involvement
- Attendance panel meetings including creating an action plan for improvement.
- Possible utilisation of extra-curricular clubs to improve attendance and punctuality.
- Intervention groups with the Welfare and Wellbeing Team to promote positive attitudes

towards attendance and punctuality.

- Engaging with parents/carers and offering support packages where possible.
- Where parents fail to co-operate with support and strategies provided by the Academy, further advice may be sought which could lead to legal sanctions being imposed.

Staff work in partnership with the Local Police, PCSO's and Children's Services to support pupils and their families who have become persistent absentees.

Old Clee Primary Academy's response to Absence

Pre Step	Discussion with identified member of staff	Informal offer of support if required.
Step 1	Letter to inform parents attendance is dropping and offers parents the opportunity to rectify this	Attendance dropping below 95% is a cause for concern. This is an initial letter to make parents aware and warn of possible SAP intervention if it doesn't improve. This starts a 4 week monitoring period .
Step 2	Letter to invite parents in for School Attendance Panel meeting (SAP) as there is no improvement and additional absences.	Meeting held in school with Education Welfare Officer to form an attendance action plan with support where required. 4 week monitoring with 100% target expectation set.
Step 3	If attendance continues to drop parents will be issued with a pre-MAP (Management Attendance Panel Meeting) warning letter	This letter warns parents that unless there is improvement in attendance they will be invited in for a Governor Attendance Panel meeting 2 week monitoring period with 100% target expectation set.
Step 4	Letter inviting in to MAP meeting	Continued absences result in a formal MAP meeting held in school. Formal attendance plan and expectations set out. Failure to improve will result in intent to prosecute. 4 week monitoring period with 100% target expectation set.
Step 5	Notice of prosecution	EWO refers the case to the Local Authority for intention to prosecute for continued non-attendance.

Roles and Responsibilities

The Governing Board

The governing board is responsible for monitoring attendance figures for the whole Academy on at least a termly basis. It also holds the Head teacher to account for the implementation of this policy.

Head Teacher and Senior Leaders

- Will promote attendance through assemblies.
- Will ensure the attendance policy is implemented and reviewed regularly.
- Will ensure the whole Academy ethos promotes excellence in attendance and punctuality.
- Monitor the curriculum to develop ways of improving the provision of educational experience.
- Utilise attendance data to inform strategic planning

The head teacher is responsible for ensuring this policy is implemented consistently across the Academy, and for monitoring school-level absence data and reporting it to governors. The head teacher also supports other staff in monitoring the attendance of individual pupils and issues fixed penalty notices, where necessary.

The Attendance Team

- Will monitor absence and attendance regularly by use of weekly attendance reporting.
- Will discuss absence and attendance concerns and set targets for improvement.
- Will contact parents/carers where attendance concerns have been identified.
- Will support families to improve their attendance.
- Will work with all staff to share information to improve attendance.
- Will discuss attendance concerns with parents/carers and liaise with relevant staff members.
- Will report on absence regularly to identify trends or concerns.
- Will complete the Attendance report and issue to relevant staff on a weekly basis.
- Will identify absence trends or concerns and raise these with the appropriate members of staff.
- Will discuss attendance concerns with parents/carers and liaise with relevant members of staff.
- Will work with outside agencies, including the Local Authority, where appropriate to improve attendance of individual children.
- Will provide data to the Head teacher, Senior Leaders and the Governing Board on a regular basis

The Admin Team:

Office staff are expected to check absence applications, emails and take calls from parents about absence and record it on the Academy system. Office staff are expected to contact parents when absence has not been reported as per the policy guidelines.

Class Teachers

- Welcome and value the attendance of all children to lessons.
- Will ensure all children are accurately registered at **8.45am and by 1:30pm.**
- Will ensure children know that the register is being taken.
- Will identify child absence from lessons and take appropriate action.
- Will identify any absence trends or concerns and will raise these with the appropriate members of staff.
- Will be involved in conversations with parents about attendance and punctuality via telephone or in person as appropriate.

Class teachers are responsible for recording attendance on a daily basis. Teachers record absence as an N code and attendance and correct codes are added by the Academy office. Class teachers are responsible for working with parents to ensure improved attendance for identified pupils. Class teachers are responsible for reporting any concerns about patterns of

absence to the Head teacher, office staff and on CPoms when it is considered a Safeguarding issue.