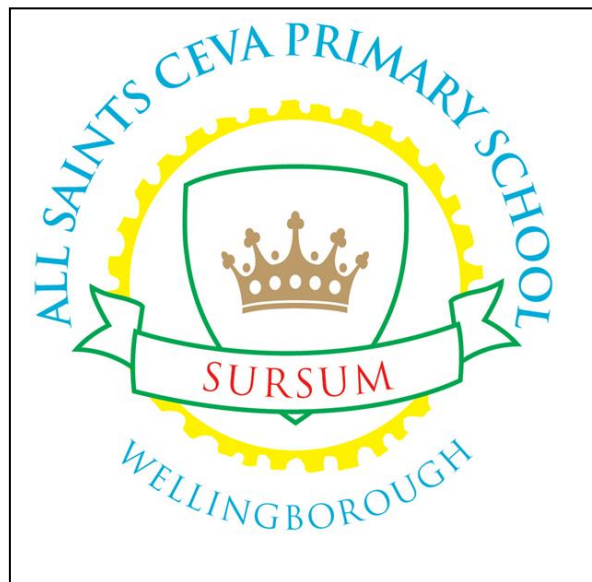


ALL SAINTS CEVA  
PRIMARY SCHOOL  
AND NURSERY UNIT

POLICY  
For  
Attendance and  
Punctuality

With Jesus as our guide we will inspire a passion for learning,  
high aspirations and respect for all



**ALL SAINTS CEVA PRIMARY SCHOOL ATTENDANCE & PUNCTUALITY  
POLICY 2023**

<b>POLICY TITLE:</b>	<b>Attendance and Punctuality Policy</b>
<b>POLICY REFERENCE NUMBER:</b>	

<b>POLICY OWNERSHIP:</b>	
<b>School</b>	<b>Head Teacher</b>
<b>Governors</b>	<b>Chair</b>

<b>POLICY IMPLEMENTATION DATE:</b>	<b>January 2018</b>
<b>POLICY REVIEW DATE:</b>	<b>January 2020 then 2022 Reviewed Sept 2023</b>

# ALL SAINTS CEVA PRIMARY SCHOOL ATTENDANCE & PUNCTUALITY POLICY 2023

## POLICY REVIEW DOCUMENT HISTORY

This policy is monitored by the Policy Owner(s) and will be reviewed every year, or as dictated by school requirements or legislation.

Version	Date	Author	Amendment	Approval / Adoption
1	5.01.16	E Johnson		
2	16.1.18	E. Johnson		
3	29.1.20	E. Johnson		
4	28.1.22	E. Johnson and attendance team		
4	26.9.23	E. Johnson and attendance team		

## IMPLEMENTATION / UPDATING

Following approval, it is the responsibility of the Policy Owner(s) to ensure that the policy is:-

- circulated to all relevant stakeholders
- uploaded onto the school website

## RESOURCE IMPLICATIONS

Training time to staff and cost of update training.

## REFERENCES/LINKS/CONSULTATION

## LEGAL COMPLIANCE & EQUALITY STATEMENT

At the time of ratifying this policy, the policy owner was satisfied that, to the best of their knowledge, this document complies with all relevant legislation.

The school is committed to the principles of Equality and under this policy no person will be treated less favourably on grounds of race, colour, nationality, ethnic or national origin, disability, gender, marital or parental status, age, religion or belief, sexual orientation, proposed or actual gender re-assignment, economic group, employment status, or any other condition or legally protected characteristic which cannot be shown to be wholly justified in relation to the effective operation of the school.

# ALL SAINTS CEVA PRIMARY SCHOOL ATTENDANCE & PUNCTUALITY POLICY 2023

## Introduction

All Saints CEVA Primary School welcomes our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.

We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

The Law relating to attendance.

Section 7 of the Education Act 1996 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.'*

The Law relating to safeguarding.

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

All Saints CEVA Primary School and Nursery Unit seeks to ensure that all its pupils receive a fulltime education which maximises opportunities for each child to realise his/her true potential. This can only be achieved if a child attends school regularly and punctually. There is a strong statistical link between attendance and attainment; schools with high attendance levels tend to have higher levels of attainment.

## 1. Aim

- To improve the overall percentage attendance of pupils at school.
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, staff and governors.

## 2. Statutory Framework

## ALL SAINTS CEVA PRIMARY SCHOOL ATTENDANCE & PUNCTUALITY POLICY 2023

Under Section 199 of the 1993 Education Act, a pupil or student is required to attend regularly at the school where he/she is a registered pupil.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the school is satisfied as to the validity of the explanation offered by the letter or message will the absence be authorised.

### **3. Rights and Responsibilities**

Improving attendance at school is the responsibility of everyone in the school community, pupils, parents and staff.

#### **Pupils and Students**

All pupils are expected to attend school regularly and punctually.

#### **Parents**

Parents are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped, and in a fit condition to learn. If a child is prevented for any reason from attending, or is late, parents are requested to notify the school as soon as possible preferably by a telephone call or in writing. A pupil's absence from school must be considered as unauthorised until a satisfactory explanation is forthcoming from the parent.

Parents will be promptly informed of any concerns which may arise over a child's attendance. Parents should avoid if at all possible, making medical / dental appointments for the child during school hours.

Parents whose first language is not English or have literacy problems will be offered appropriate support from school in matters of communication.

Parents are strongly urged to avoid taking family holidays during term time. Indeed, parents do not have the right to take their child out of school for such a holiday. If parents apply to the school in advance, the school may grant up to 5 school days term-time absence in any year and this can only be given in exceptional circumstances

#### **School**

School will endeavour to encourage good attendance and punctuality. Attendance is the responsibility of all school staff.

### **4. Registers**

It is a legal requirement for staff to complete the school register at the start of the morning and afternoon sessions.

## ALL SAINTS CEVA PRIMARY SCHOOL ATTENDANCE & PUNCTUALITY POLICY 2023

The method of maintaining the class registers is through SIMs Attendance Module. Class teachers complete the register twice daily.

The children in Nursery and Reception can also use a self-registration system. The expectation is that all children should be in school ready to work for 8.50 am. The register is closed at 9.00 and the admin team will then enter the appropriate code for the child either relating to absence or late.

Attendance information is entered daily into the SIMS Attendance data management system. Absence reports will be printed and reasons for absence recorded using the relevant codes. The child's attendance is monitored through monthly Attendance meetings with the Head Teacher, Inclusion Manager, Admin Team and Pastoral and Family Support Officer (PFSO). Whole school attendance is scrutinised and vulnerable groups are analysed. The meeting is used to discuss individual attendance and trends on a class level with particular focus on vulnerable groups. Letters are generated and also the possibility of an attendance review meeting with parents. (See Appendixes)

### 5. School Procedures for Absences

Our school operates a First Day Calling System. This means that parents should contact school **before 8.30am** on the first day of absence to inform us if their child is going to be absent from school. There is an automated voicemail service available. If we don't receive a call or voicemail message, school will contact parents to ascertain the reason for their child's absence. The contact whole list stored on SIMS supplied by parents will be exhausted in order of priority.

If no message is left by parents by 9.30 am a text message is sent asking parents to call leaving a message

If we don't receive a call or voicemail message by 10.00 am school will contact parents to ascertain the reason for their child's absence. The contact whole list stored on SIMS supplied by parents will be exhausted in order of priority.

If no contact is obtained a home visit will be carried out

A phone call should be made each day the child is absent, unless it is known in advance how long the child will be absent from school. On day 3 we will contact you to carry out a welfare call.

The welfare call will be made throughout a period of absence and home visits may well be carried out after three days of absence.

Reasons for a pupil's absence such as shopping, birthday treats and siblings' birthdays are not 'unavoidable causes' warranting authorised absence.

Parents should avoid, where possible, making medical and dental appointments for their child during school time. Leave may; however, be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school time.

## **6. Authorised and Unauthorised Absences**

Every half-day absence from school has to be classified by the school as either **Authorised** or **Unauthorised**. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason such as illness or another unavoidable cause.

Absences will be authorised for the following reasons:

- Illness
- Unavoidable medical / dental appointments
- Days of religious observance
- Exceptional family circumstances e.g. bereavement
- Attendance at examinations e.g. music.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. The ultimate responsibility to authorise absence rests with the Head Teacher. If the Head Teacher is not satisfied with the reasons provided, the absence may be categorised as unauthorised.

This includes:

- Parents keeping children off school unnecessarily
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Term time holidays.

## ALL SAINTS CEVA PRIMARY SCHOOL ATTENDANCE & PUNCTUALITY POLICY 2023

It is a legal requirement for a school to report percentages of authorised and unauthorised absences to parents in the annual Governors Report and to the DfES.

Parents have a responsibility to telephone the school if their child is ill. If a child needs to be absent for a medical appointment the class teacher must be informed before the appointment. If there continues to be an issue then the MASH team will be consulted for advice and the Educational Inclusion and Partnership team (EIP)

Where there is cause for concern, i.e. when attendance is below 90% in any term, the reasons for this will be investigated and where appropriate, discussed with the Education Entitlement Team.

During the school year children over the age of 5 years must attend 195 days a year.

The school day is divided into two sessions

- **Morning 8.50am - 12.00pm**
- **Afternoon 1.00pm - 3.15pm**

### **7. Holidays**

The government has amended the Education (Pupil Registration) Regulations from 2006. The regulations did allow Head teachers to grant leave of absence for the purpose of a family holiday during term time in "special circumstances" of up to five school days leave per year. Head Teachers could also grant extended leave for more than ten school days in exceptional circumstances.

Amendments to the 2006 regulations remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school if the leave is granted.

### **8. Fines to parents**



Amendments have been made to the 2007 Regulations in the [Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#). These amendments, as described below, will come into force on 1 September 2013. The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. Parents must pay £60 if they pay within 28 days; or £120 if they pay within 42 days.

Amendments to 2007 regulations will reduce the timescales for paying a penalty notice. Parents must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecutions.

### **9. Special Leave for Exceptional Circumstances**

Parents are asked to complete a Special Leave Request form explaining clearly the exceptional circumstances for requesting the need to have time away from school. These requests should be made at least two weeks in advance. Parents will receive a written response from the school explaining whether or not special leave has been granted.

If parents choose to take their children out of school during term time, the school will not be responsible for setting work missed or preparing additional work whilst the child is absent. A child's learning needs are based on on-going daily assessments.

The following factors will be taken into account when considering a parents' request:

- Amount of time requested.
- Age of pupil
- Pupil's previous and current attendance record\*
- Proximity to National Testing
- Pupil's ability to catch up work missed.
- Purpose of leave/circumstances of the request
- Previous requests for special leave.
- If the pupil's attendance has been below 97% in the last 12 months from the date of the request, special leave will be unauthorised. This will be calculated on a rolling 12-month period, e.g. if special leave request was made on the 15<sup>th</sup> January 2022, the pupils attendance will be calculated from 15<sup>th</sup> January 2021 to 15<sup>th</sup> January 2022

## **10. Punctuality**

Children are expected to be punctual; lateness without good reason is unacceptable.

The school day begins at 8.30 a.m. when the doors are opened in order for the children to enter. The gate is locked, and doors closed at 9.50 am, all children arriving after this time will need to report to the office and will be marked as late.

Parents of children who persistently arrive late will be approached and reminded of these times and their obligation to comply. It will be explained that the lateness not only interrupts their child's education but also that of others in the class.

If a child arrives more than half an hour late, with no reason given by their parent, this will constitute as a late mark.

If parents know their child is going to be late for any reason, they should let the school know.

If a regular pattern of lateness is observed, parents will be asked to attend an Attendance Review Meeting with the Pastoral Mentor.

Repeated, unexplained lateness or persistent lateness without an acceptable reason will be referred to the Education Entitlement Team and/or Social Services where relevant.

## **11. Medical Appointments**

Parents must report directly to the office, when collecting a child for, and returning them from, a medical appointment during the school day. The child must be signed out and back in using the book in the entrance area.

If a child has an appointment in a morning or afternoon session and does not attend school for the other session, this will be recorded as an unauthorised absence unless it has been agreed with the Head Teacher.

If a child is in hospital for a long period of time arrangements will be made with the hospital teaching staff and the parents to provide planned work for the children to complete.

## **12. Off-site activities**

Occasionally children are taught off site (e.g. swimming lessons, Cluster activities). These activities are part of the curriculum and attendance is required. If a child is unable to take part in these activities alternative teaching arrangements will be made for them in school.

## **13. Rewards for Attendance**

Each week attendance will be mentioned in assembly and the class with the highest percentage of attendance from the previous week will be rewarded with an extra 10 minutes playtime. This additional time is left to the discretion of the class teacher.

To promote attendance in the EYFS especially when children are not at the statutory age for school we promote attendance with the awards of our Attendance Bears in Reception and Nursery who come home with a child to spend the weekend with them following 100% attendance.

## **14. Children Reluctant to attend school**

Children are sometimes reluctant to attend school. Any problems with regular attendance are best resolved by contacting the school and discussing the specific issues initially with the child's class teacher. If the child is reluctant to attend school, do not attempt to cover up their absence or give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.

## **15. Children not collected after school hours**

There are rare occasions when perhaps due to an emergency, parents are not able to collect their children promptly from school or make arrangements for their collection at the end of the school day. Parents should always attempt to contact the school as soon as possible if they are likely to be late collecting their child.

In accordance with North Northants Council policy, if a child is not collected, the school will make enquiries to find the parents using the emergency contact numbers provided by the parents. If after one hour it has not been possible to contact parents/carers then

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the local Police will be informed of the situation. The school will also contact the MASH (Multi Agency Safeguarding Hub) to inform them of a possible problem.

### 16. School targets

The school has adopted the following absence target: 3%

### 17. Single Equality Duty

At All Saints we are committed to ensure that there is equality for all and therefore we follow these points:

- All learners are of equal value.
- We recognise and respect difference.
- We foster positive attitudes and relationships, and a shared sense of cohesion and belonging.
- We aim to reduce and remove inequalities and barriers that already exist.
- We base our practices on sound evidence and information.
- We formulate and publish objectives **at least every four years**, specific and measurable objectives, based on the evidence we have collected and published.

### 18. Monitoring, Evaluation and Review

A record of each child's record of attendance will be available on the child's individual report that is sent to parents on a yearly basis.

The Head Teacher will keep the Governors informed about attendance matters every full term in Full Governors meetings

All staff will be expected to comply with the policy and any issues will be discussed at staff meetings.

Emma Johnson

January 2018 Reviewed every 2 years reviewed Jan 2022 next review 2024

Reviewed September 2023

## APPENDIX 1

### ATTENDANCE PROCEDURE

#### **Yearly Attendance Procedure:**

At the beginning of each academic year an **Attendance Register** is compiled for the following categories:

- Children from the previous academic year who have had attendance below 90% , below 95% **and** who have been identified as having attendance issues.
- Children considered to pose attendance problems in the future.
- New reception children who have been identified as poor attendees at nursery school.
- The Attendance Register will identify pupils' attendance percentage from the previous year, the date they were put on the attendance record or taken off, their date of birth, current class and year and any relevant information.
- **An Individual Attendance Report** is created for each pupil on the attendance register. This will be used to track attendance, record letters sent to parents and meetings with parents as well as any other relevant information.
- **Individual Attendance summaries** for the previous attendance year are also kept on file. This allows attendance patterns to be compared year by year.

#### **Monthly Attendance Procedure:**

A monthly meeting is held to discuss attendance. The Head Teacher, Deputy Headteacher, Pastoral and Family Support Officer and Admin Team will attend the meeting. A monthly printout of all pupils' attendance is compiled for the meeting and is used to update Individual Attendance Reports. The attendance of **all** pupils attending All Saints School is scrutinised and a decision to take off or add pupils to the register is made.

Individual attendance summaries are printed for those children under discussion to identify patterns of lateness or attendance. Decisions to send letters to parents or organise meetings with parents are made at the meeting.

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### **Attendance Letters to Parents:**

**Letter 0** - to go out to all those parents whose children are on the attendance register being placed on it for attendance from the previous year and have attendance below 95%

**Letter 1** - Letter detailing attendance, notice of on the register and stating there needs to be an improvement.

**Letter 2a** - Letter detailing attendance, notice of on register and that there must be an improvement.

**Letter 2b** - If on the register already and attendance is low, must improve.

**Letter 3** - No improvement request an attendance meeting.

A leaflet is provided to explain the impact of absence.

### **Late Letters to Parents:**

**Letter 1** - to go out to all parents of children with more than 4 lates during the last month. A printout of attendance should be attached.

**Letter 2** - to go out to all those parents who have received letter 1 and whose children's lateness has not improved since the last letter. A printout of attendance should be attached. A meeting with parents is arranged after this letter has been sent out.

**Letter 3** - to go out to all those parents who have received letters 1 and 2 and whose children's lateness has still not improved. A printout of attendance should be attached. Educational Inclusion Services advice is sought.

### **Meetings with parents**

The following information should be available at each meeting with parents for discussion:

- Printout of attendance.
- Academic record - showing any correlation between performance and attendance or lateness.
- Brief report from the teacher indicating whether attendance or lateness has had an effect on performance or behaviour.
- Individual Attendance Report.

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### Weekly Attendance Procedure

- On Friday afternoons all pupils' attendance is checked on SIMS
- Each Friday, during celebration assembly, a weekly attendance award is given to the class with top attendance for the previous week.

### Parental Updates on attendance

All teachers provide attendance information at FLRM and each year on school reports for all children an annual figure is shared.

### Daily Attendance and Lateness Procedure

#### Late Gating Procedure

- Senior Leaders and Pastoral and Family Support Officer to perform a 'Good Morning and Welcome Greeting' to pupils between 8.30am and 8.50am.
- The school gates are locked at 8.50am for the start of the school day. All pupils arriving after this time must enter the school by the main reception door.
- The admin team will record those pupils who are late along with an explanation.

#### The school register closes at 9.00am

- If a child arrives late and the register is still open (i.e. before 9.00am) the child will be recorded as being present for that session but entered late on the register (indicated by an L on the manual register).
- If a child arrives after registration has closed (i.e. after 9.10am) the attendance will be recorded as unauthorised (indicated by a U on the manual register) and only changed when investigations prove otherwise.