

Attendance Policy

Date agreed by Governors: _____

Review date: _____

Governor signature: _____

Date of next Review: Spring Term 2019

General Introduction:

This policy supports the work of the school in promoting its mission statement, aims and values.

Mission statement:

St Michael's C of E Primary School endeavors to provide a happy, safe, caring and stimulating learning environment, based on Christian principles in which all members of the school community are valued as individuals and are encouraged to reach their full potential.

School aims:

At St Michael's we value every member of our school community and our aims are for every child, whatever their background or circumstances, to have the support they need to:

- Develop their understanding of the value of leading a healthy lifestyle
- Work and play in a secure and safe environment in which they are encouraged to develop moral values and mutual respect
- Experience an exciting curriculum which fosters their enthusiasm, develops an enquiring mind and enables every child to achieve his/her full potential
- Access an education for life which promotes British Values that enable all learners to become effective and reliable members of the wider community
- Foster ambition and expectation to carry through to adult life

To achieve these aims all learners, staff, parents and governors will work together to promote our **core values** of peace, courage and respect.



Policy Aims:

To create a culture in which good attendance is accepted as the norm.

To demonstrate that good attendance and punctuality is valued by the school.

To maintain and develop effective communication about attendance between home and school.

To enable and support all pupils in achieving at least 96% attendance by the end of the academic year.

School's Attendance Target

The School's attendance target is 96% as agreed and set with the board of Governors.

Legal Framework and Statutory Guidance

The Education Act 1996 states that parents have the primary responsibility for ensuring that children of compulsory school age receive a suitable education, either by regular attendance at school or otherwise.

This policy ensures the School fulfills its statutory duties under the above Act and complies with the following:

- The School Admissions Code 2014
- The Education (Pupil Registration) (England) Regulations 2006, 2010, 2011, 2013 and 2016,
- The Education (Penalty Notices) (England) Regulations 2007 and 2013
- Education and Inspections Act 2006
- A Guide to Absence Statistics 2016
- Children Missing Education Statutory Guidance 2016.

This policy also takes into the following non-statutory guidance, 'School attendance: Guidance for maintained schools, academies, independent schools and local authorities.' 2016.

Pupil Registration:

The School ensures that an attendance register is taken twice a day, once at the start of the morning session and once at the start of the afternoon session.

Registration is recorded electronically on INTEGRIS G2. In the event of a computer failure, paper registers will be made available to teachers by office staff. These are returned to the office immediately on completion.

Responsibilities of Parents/Carers:

Parents/Carers have the prime responsibility for ensuring that pupils attend school regularly. If a child does not attend regularly, parents/carers should work closely with the School through the attendance lead and education social worker to resolve any difficulties.

Absence:

Where a pupil of compulsory school age is absent, the school has a responsibility to:

- Ascertain the reason
- Ensure the proper safeguarding action is taken
- Indicate in their register whether the absence is authorised by the school or unauthorised



- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is then used to download data to the school census. (In accordance with the DFE guide to absence statistics May 2016)

Authorised absence is where the School has either given approval in advance or has accepted an explanation offered afterwards as satisfactory justification for absence. All other absences must be treated as unauthorised.

Persistent Absence

School-age pupils are persistent absentees if they miss more than 10% of their possible sessions in a school year. The school will regularly monitor pupil's absence rates and take action to identify children at risk of being persistently absent. The school have a duty to inform the Local Authority of the details of pupils who fail to attend regularly.

It is the responsibility of everyone in the School community to be aware of, and bring attention to, any emerging attendance concerns. In cases of persistent absence, the School will try to resolve the problem with the parents/carers. As part of the school's safeguarding duty, the school will investigate any unexplained absence.

Frequent Medical Absences:

For those pupils who frequently miss days due to medical reasons the School may request parents/carers to provide a medical evidence from their child's doctor. The school follow the Department of Health guidance when considering what may be an appropriate length of time for the nature of the illness. It is the school's decision as to whether they accept the reason provided for absence by the parent/ carer.

First Day of Absence:

Parents are expected to contact the School on the first day of absence. If a parent fails to make contact, the school will attempt to contact the family and confirm the reason for absence. The appropriate code will then be entered into the register with any additional notes provided by the parent/ carer.

Continued Absence:

If a child continues to be absent for more than one day without parents/carers confirming the reason, the School will call all named contacts to ascertain the reason for absence. The Head Teacher may use his/her discretion to make a decision as to whether a home visit is required.

10 Days Absence:

Under the Children Missing Education Statutory Guidance for Local Authorities 2016, the school are now required to inform the Local Authority of the details of all pupils who have missed ten school days or more without permission.

Leave of Absence

Any request for leave of absence should be made in advance in writing to the head teacher who will consider all requests made on an individual basis. The head teacher will have regard for the Government guidelines and will not grant leave of absence unless there are exceptional circumstances. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.



Lateness:

Morning registration will take place between 08.40 and 08.50. Children arriving after 8.50am will need to present to the school office and will be marked as late. Children who are arriving after the close of registration will be given an unauthorised late mark (U code). This will be considered as irregular school attendance and will be identified through the school's attendance monitoring.

Attendance Monitoring:

The school monitors attendance on a daily basis through the recording of any absences. The school reviews the attendance of all pupils on a fortnightly basis through the school attendance lead and the school's education social worker (ESW). Where it is identified that a pupil's attendance has fallen below 96% and is at risk of becoming persistently absent, the school writes to parents/ carers making them aware of the concerns and the importance of consistent and regular attendance at school.

If there is no subsequent improvement in a pupil's attendance a second letter is sent home informing parents of school expectations and asking them to ensure that their child's attendance improves, offering support and advice where necessary and an opportunity to meet with a member of staff to discuss the issue.

Should a pupil's attendance continue to be of concern, the school's Education Social Worker will consider what further action is necessary. The school will consider the use of parenting contracts, penalty notices, education supervision orders or prosecution in order to secure a child's regular school attendance at school.

Penalty Notices:

The School in complying with The Education (Penalty Notices) (England) (Amendment) Regulations 2013 has elected not to issue penalty notices itself, but to do so through the Local Authority. The School signs up to the Local Authority's Penalty Notice Code of Conduct. Penalty Notices will be considered where a pupil has irregular school attendance either through frequent unauthorised absence or through an unauthorised leave of absence. When considering a penalty notice, the school will consider a child's attendance over the previous three terms and whether it falls below the school's attendance target of 96%.

Attendance Incentives:

To promote and acknowledge good attendance the school operates an award scheme. At the beginning of each term awards are given to those pupils with 100% attendance for the previous term. 100% attendance for the year is rewarded with an award and certificate in the last assembly of the summer term. An attendance trophy is awarded to the class with the best attendance each term.

Children Missing Education

The school recognises that children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. The school will therefore share information effectively with the local authority to ensure all children are safe and receiving a suitable education. Any pupils considered to be 'children missing education' will be referred to the Local Authority.



Attendance Policy

When a pupil leaves outside of the standard transition point, the school will ensure it notifies the Local Authority when they are about to remove a pupil's name from the school admission register under any of the fifteen grounds listed in the regulations. (Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

The school will make reasonable enquiries to establish the whereabouts of a pupil jointly with the Local Authority, before deleting the pupil's name from the register if the pupil has left outside of the standard transition point. This will involve contacting all emergency contacts and may involve a home visit from the school if the whereabouts of the child are not confirmed.

The school will also notify the Local Authority within five days of adding a pupil's name to the admission register at a non-standard transition point. This will include all the details contained in the admission register for the new pupil.

Where a parent notifies the school in writing that they are home educating, the school will delete the child's name from the admission register and inform the local authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school for twenty consecutive school days, the pupil may be removed from the admission register when the school and local authority have failed to establish the whereabouts of the child after making reasonable enquiries.

