Cadishead Primary School

Attendance Policy
2023

Attendance Policy
Policy Review Sheet

Date Reviewed	Date of Next Review	Name/signature
Autumn 2021	Autumn 2022	*J Thomas*
Autumn 2022	Spring 2023	*J Thomas*
Spring 2023	Spring 2024	*J Thomas*

<u>**Aims and Objectives:**</u>
Cadishead Primary School aims to improve attendance figures to 96% and to encourage high levels of attendance and punctuality by promoting the following strategies:

- To demonstrate a strong attendance ethos.
- To have a clear policy on absence.
- To have effective systems for monitoring attendance.
- Use attendance data to improve school and pupil performance.
- Early intervention when individual pupil absence gives cause for concern.
- To reward and celebrate good and improved attendance and punctuality.
- Informing parents of their legal requirements regarding attendance and punctuality.
- Provide clear guidelines for staff on the registration process and the accurate use of register codes
- Ensure that clear information is regularly communicated to parents/carers in a variety of ways
- Raise awareness of attendance and punctuality at parents evenings and new intake meetings

<u>**Procedures and Intervention Techniques**</u>

We demonstrate a strong attendance ethos by having:

- A whole school approach, which reinforces good attendance, teaching and learning to encourage all pupils to attend and to achieve.
- An attendance and behaviour policy, which is easily understood by all and regularly updated and shared with all stakeholders.
- Appropriate attendance targets.
- The Attendance Lead monitoring the school's attendance weekly, alongside the school's Business Manager. Attendance figures for the whole school, below **95%** analysed and any concerns discussed and acted upon.

- Personalised letters sent to the parents/carers of the child whose attendance is a concern, outlining the impact poor attendance is having on the child's education and wellbeing.
- Close working relationships with our Education Welfare Officer (**Chrissie Leach**) who will receive emails of concerns and letters sent to parents/carers and meet regularly with the Attendance Lead to follow up attendance concerns within the school.
- Informal, supportive, Panel meetings for persistent absentees, held by the Education Welfare Officer and the Attendance Lead which may involve our Special Educational Needs Co-Ordinator (**Karen Gelder**) and/or other support services where necessary.

Registration and Absence Procedures

We expect the parent/carer to make contact with school before 9.30am on each day to report that their child will be absent from school.
Parents may notify school by phone (0161 921 1430) or Parentapp.

The school has a first day response system in place in which the following happens:

- Day One: Text message sent to 1st contact for an absent child, if no response then a phone call will be made.
- If no satisfactory explanation is received the absence counts as unauthorised.
- Registration is the responsibility of the class teacher or teaching assistant and is done twice a day, 8.55am (by 9.10am in the FS) and between 12.40pm and 1.20pm depending on the year group)
- The school actively discourages parents going on holiday in term time.

Following Salford City Council guidelines the school can request the issue of a penalty notice to parents in the following circumstances:

- For unauthorised holidays in term time (5 days / 10 sessions or more absence)
- When a child has 10 unauthorised sessions, including any unauthorised sessions recorded as a 'U' code in the register, due to arriving late for school (after 9.30am) 1 day = 2 sessions. The request for a Fixed Penalty Notice (FPN) in this instance would be for truancy.

Holidays in Term Time

Parents are strongly urged to avoid booking a family holiday during term time. Parents have a legal duty to make sure that their child aged 5-16, if registered at a school, attends that school regularly and consistently punctual.

The Government legislation does not give ANY entitlement to parents to take their child out of school during term time. Even is a child has good attendance, this will not be taken into consideration. Any absences will be marked as unauthorised unless they are deemed exceptional circumstances (see attached appendix 1).

Requests for holidays in term time must be made on the form via ParentApp (available from the school office as a paper copy). On receipt of the request, parents will be sent a response, indicating whether the school is able to authorise the leave of absence or not. If parents, contrary to the school refusing the request, still decide to take their child out of school for a leave of absence then the absence will be coded as unauthorised and a fixed penalty notice may be issued.

Under the new legislation from DFE, holidays during term time are not permitted except in exceptional circumstances and under the discretion of the Head teacher. Unauthorised holidays taken during term time may result in a £60 fine per pupil per parent. If the fine is not paid within 21 days, the fine will increase to £120.
IF A CHILD'S ABSENCE HAS BEEN RECORDED AS SICKNESS BUT IT IS LATER PROVEN THAT AN UNAUTHROISED HOLIDAY HAS TAKEN PLACE, A FINE CAN BE ISSUED AFTER THE CHILD RETURNS TO SCHOOL.

Should a holiday be taken when no written request has been made, a request for the implementation of a penalty notice will be made to the Local Authority.

Requests for absences will not be authorised in September for any pupil, or between January-May (Year 6) regardless of circumstances.

Medical Appointments

Should a child have a medical appointment, it is expected that they return to school to complete the school day. Appointment cards with times and dates should be shown to school when taking your child out.
FAILURE TO PRODUCE MEDICAL EVIDENCE WILL RESULT IN AN UNAUTHRISED ABSENCE

Persistent Absence

Pupils are categorised as being 'persistently absent' if they accumulate **10%** or more absences (**below 90%**). For children whose attendance falls in the 'persistent absence'

category, school will refer to the Education Welfare Officer who may implement the Governments 'Fast Track to Prosecution' scheme.

During these meetings:

- An action plan will be compiled with input from the parent/carer and school.
- Targets will be agreed and reviewed
- There will be a focus on how the school can support the child and his / her family to promote improved attendance, progress and attainment in school in an informal setting
- A contract will be agreed

If there is no improvement in attendance then the matter will proceed to Court.

DEFINITIONS

Authorised Absence

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell and the parent has followed the procedures as set out in the policy.

Only the school can authorise an absence. Parents do not have this authority and consequently not all absences supported by parents will be classified as authorised.

Unauthorised Absence

An absence is classified as unauthorised when a child is away from school without the permission of the school.

Therefore the absence is unauthorised if a child is away from school without good reason, even with the support of a parent.

Religious Observances

The school will authorise religious observances e.g. Diwali and will need a letter or email from the parent / carer to the Headteacher or School Business Manager, explaining the details of the absence.

The school will provide alternative educational provision for the children who cannot participate in the school's Christian Celebrations e.g Christmas Nativity rehearsals, concerts, Christmas Parties and Easter productions due to their religious beliefs.

Details of the alternative education will be provided to the parents / carers of the children concerned at the appropriate times.

Absences will not be authorised for families who do not participate in the offered educational provision.

Punctuality and timings of the school day

Punctuality is vital to the educational process.

If your child misses the start of the day, they can miss work and do not spend time with their class teacher missing vital information and news for the day. This can significantly reduce achievement, regardless of academic ability. Pupils who arrive late also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Parents must take responsibility for getting children to school on time.
The start of the day for each year group is as follows:

Nursery and Reception (EYFS): 8.40am - 3.10pm
Years 1 & 2 (KS1): 8.45am – 3.15pm
Years 3 & 5 (KS2): 8.45am – 3.15pm
Years 4 & 6 (KS2): 8.50am – 3.20pm

Children arriving after their designated time must enter through the main entrance. Children should be accompanied to the office by an adult if late. An arrival between their start time and 9.30am will be marked at late arrival in the register (L code). After **9.30am** an arrival will be marked as an unauthorised absence (U code).

Persistent latecomers will be investigated by the Headteacher and School Business Manager, who will send personalised letters to parents / carers and inform the Schools Educational Welfare Officer (EWO) **Chrissie Leach** of the concern. A meeting with the parents / carers of the child, the Headteacher and the EWO may be arranged to put plans into action to support the family and improve punctuality

Rewards

Good attendance and punctuality are vital to the progress of our pupils at school. At Cadishead Primary we promote good attendance in many ways:

- During Friday assembly the class with the best attendance will be given the 'Attendance bear' to keep for the following week.
- At the end of each term children who have 100% attendance will receive a certificate
- At the end of each term the class in each key stage that has the best attendance will receive a reward afternoon of their choice

Monitoring and Evaluation

Cadishead Primary School will evaluate the effectiveness of its strategies annually. The Senior Leadership Team are involved in monitoring and evaluation.