



IRON ACTON
CE VC PRIMARY SCHOOL

ATTENDANCE
POLICY

COMMITTEE	Standards and Achievement
LAST REVIEW DATE	March 2019
NEXT REVIEW DATE	March 2020
REVIEW CYCLE	Annually

Regular school attendance is essential to ensure the best outcomes for our pupils. This means that all pupils attend each and every day that they are expected to attend. There may be exceptional circumstances when absences may be agreed in line with national attendance code guidance.

About 60% of all register marks relate to illness codes. In order to ensure health needs are addressed we will take full account of the health needs policy as set out in the following link
<http://www.southglos.gov.uk//documents/Medical-Needs-Policy-December-2016.pdf>

We make every effort to engage positively with parents at all times. A positive relationship will be built up to enable matters related to attendance to be discussed in a timely manner. Contact with parents may include informal conversations, formal attendance meetings and letters home.

Intervention will be triggered under the following circumstances:

1. Where there are more than 30% broken weeks in any period. A broken week is one where there is at least one late or absence mark in the register.
2. Where attendance falls below 95%
3. Where there have been repeat late or U code marks with or without other attendance concerns

Parental contact will be staged to become increasingly formal, beginning with informal conversations and ending in legal proceedings.

Stage	Trigger	Action
Pre-stage 1	Concerns about attendance are raised	Informal conversation with parent / carer about reasons for absence
Stage 1	Year to date broken weeks greater than 30% at term end Less than 95% attendance at term end	Letter 1 to offer support
Stage 2	Year to date broken weeks remains greater than 30% after second term Less than 95% attendance at second term or less than 90%	Letter 2 to make it clear that concerns are increasing
Stage 3	No improvement seen after previous interventions	Meeting with Headteacher and/or EWO <ul style="list-style-type: none"> • discuss impact of missed learning • investigate reasons for absence and solutions • set attendance targets • fining or Individual Health Care Plan creation discussed • Set review period

<p>Stage 4</p>	<p>Continued broken weeks</p> <p>Persistently less than 95% attendance or less than 90%</p> <p>No improvement after School Attendance Meeting</p>	<p>Following School Attendance Meeting review, meeting held with Head Teacher and/or EWO:</p> <ul style="list-style-type: none"> • Advise parent/carer that a panel meeting will take place. • School Attendance Panel meeting takes place (Letter sent to arrange) • If no improvement after 4 weeks, school completes a request for an Attendance Panel review chaired by LA representative.
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Attendance registration

We have a legal duty to register all pupils in the attendance register in the morning and afternoon. We will code according to national guidelines. Where there is a pattern of absence and no clear supporting evidence of acceptable reasons for absence we will mark these as unauthorised.

Punctuality

Our policy is that we will allow a pupil who is late arriving by up to 20 minutes from the start of registration to be marked as "Late" in the attendance register. We believe that a pupil arriving late will not receive the best outcomes. Arriving late can be unsettling for the pupil and may cause classroom disruption. Parents or carers of children who are persistently late will be contacted by the Headteacher by letter to discuss this.

Pupils arriving after 20 minutes from the start of attendance registration will be marked as (U) in the register. This has a meaning of an absence which is unauthorised. A pattern of unauthorised absence U code may lead to formal action for non-school attendance and a possible Penalty Notice fine.

Holidays during term time

Holidays during term time are not allowed unless there are exceptional circumstances as they disrupt a child's education and impair progress. They can only be agreed in exceptional circumstances and application should be made in advance. Each request will be treated on an individual basis and parents/carers will be asked to complete a Request for Leave of Absence form given during the meeting with the Headteacher.

Health and Attendance

Where illness is a clear reason for a pattern of absence with supporting information (for example repeat reference to medical aspects by young person, parent carer, prescription information, medical appointment cards, information from other health professionals) we will put in place an Individual Health Care Plan in line with the South Gloucestershire Council Medical Needs Policy. <http://www.southglos.gov.uk/documents/Medical-Needs-Policy-December-2016.pdf>

Where there are occasional absences such as for sickness and diarrhoea there is no requirement for medical supporting information. For repeat absences we will follow government guidance and agree to absences where there is appropriate medical supporting information.

Absences which are not agreed by the school (Unauthorised)

The 1996 Education Act requires parents and carers to ensure children attend school regularly and punctually. Where patterns of absence or broken weeks have been identified and where there are unauthorised absences we will seek to engage with parent/carers and the young person. Where efforts to address attendance do not lead to a reduction in unauthorised absence, consideration will be given to a formal legal process.

Penalty Notices

In cases where parents or carers take their child on holiday during term time we will follow the Code of Conduct and request that a Penalty Notice is issued by the local authority where applicable. Where all or almost all unauthorised absence marks are U coded (late after registration) we will first seek to engage with parents/carer and the young person. If U code absences persist we will request a Penalty Notice in line with the Code.

Engaging with parents and carers

We believe regular attendance is so important in ensuring best outcomes for our pupils that we will review our attendance performance each term. We will look at the pupils where there is a pattern of absence and where this falls below 95% at least twice per term. Where a child has a pattern of Broken Weeks we will contact parents and may arrange to meet and review progress. There is clear national evidence that children who are in receipt of free school meals attend less than other pupils. We will ensure that support to ensure attendance of all pupils who are in receipt of free school meals is prioritised.

SAEGUARDING

First Day of Absence Call

We will regularly request updates of parent-carer contact information. Adults who have day to day care of a pupil are legally responsible for ensuring regular attendance. We will contact parents/carers on the first day of unexplained absence. Where absences are of concern and all attempts to engage have failed we will refer to the Access and Response Team for further investigation.

Removal from Roll

There are strict grounds as to when schools may remove pupils from their admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006. Regulation 12(6) states that when a school has decided to delete a pupil's name from their admission roll they must notify their Local Authority as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register.

If the pupil has left the school without explanation and there are concerns about the pupil's welfare we will contact the local Access and Response Team immediately.

If there are concerns that a pupil may be at risk of Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM) or radicalisation we will contact the Access and Response Team immediately.

If the school is told that a pupil is leaving to attend another school, staff at the school of departure will establish the pupil's new address, the name and address of the new school and the date the

pupil will start there. Once the school has confirmation that the child has started at the new school they will update SIMs. Whenever a pupil leaves a school a Common Transfer File (CTF) must be completed.

If the school is concerned about any aspect of a transfer or if a pupil has “disappeared” the matter will be drawn without delay to the attention of the Access and Response Team. Please see further information in Children Missing Education Policy <http://www.southglos.gov.uk/education-and-learning/schools-and-education/behaviour-and-attendance/children-missing-education/>

Part-time time-tables

All pupils of compulsory school age are entitled to a full-time education. In exceptional circumstances there may be a need for a part time timetable to meet an individual pupil’s needs; this decision is made by the Head Teacher in consultation with external agencies. A part time timetable is time limited, must not be treated as a long-term solution and can only be made with parental agreement. This will be reviewed every two weeks within the time limited period. The school will mark the sessions where the pupil is not expected to attend as authorised absence. (Code C).

Celebrating Success

We will acknowledge excellence in attendance progress by class and where individuals have outstanding attendance. We will regularly share attendance information through awarding Be There Badger on a weekly basis and through termly attendance assemblies.

Review

We will review the attendance policy on an annual basis.

Advice

For advice regarding attendance processes please see.

<http://www.southglos.gov.uk//documents/Attendance-Guidance-July-2016.pdf>

For advice regarding use of attendance codes please see .

<https://www.gov.uk/government/publications/school-attendance>

(For Part Time and other frequently asked questions –Please see page 16)

Best practice guidance for Governors, Head Teachers

Other additional information

CHECK LIST

Have you

1. A named lead member of staff for attendance
2. A lead attendance governor
3. Clear understanding of traded agreement either with Integra Education Welfare Service or other provider
4. A threshold for engaging with parent/carer where there are identified pattern of absence.
5. A regular report stating numbers of young people having a pattern of broken weeks recommend there is a comparative number for the previous year.
6. Clear protocol for engaging with parent/carer when there is a pattern of absence.
7. Clear information to parent/carer (regular newsletter, warning of penalty notice (Holiday in Term Time)
8. Clear attendance targets. (Including broken weeks target. For example % of pupils having at least 30% broken weeks. (Free School Meals attendance Whole school attendance.....). SEN Support attendance Compared with previous year.
9. A current attendance policy with review date, shared with parents/carers and on school website.

Things to avoid

1. Automatic authorising of absences following phone call from parent/carer
2. Lack of clarity over attendance leadership.
3. Doing nothing. Schools must act where attendance is a concern.

Data and Targets

Share your attendance targets and attendance data regularly with governors. An example of what to include is suggested below.

This chart analyses attendance across the school. The Head Teacher and administrator responsible for attendance meet once a term to analyse attendance and take action where concerns arise.

2018-2019

Category	% School Target	% School	% National
Attendance Overall			
30%+ broken weeks			
Authorised Absences			
Unauthorised Absences			
FSM+ Ever 6 Attendance			
Non FSM+ Ever 6 Attendance			
SEN Attendance			
Lates before register closed			
Lates after register closed			
Unexplained Absences			

Three Year Picture

	2015-2016	2016-2017	2017-2018
Attendance Overall			
Attendance Overall (national)			
30%+ broken weeks			
Non FSM+Ever6 Attendance			
FSM+Ever 6 Attendance			
SEN Attendance			
Authorised Absences			
Unauthorised Absences			
Lates before register closed			
Lates after register closed			