



***For every child to reach their potential and
'Live Life in all its Fullness.' John 10:10***

Name: Attendance Policy

Policy Written: September 2019

Policy Renewed: November 2021

September 2020:	**Amendments made to include changes made to the staggered start times and isolation periods due to Covid -19.
November 2021	Changes to start and finish times. No Learning Mentor

Renew Date: September 2022

Intent:

Hindsford C E Primary School seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to reach their potential.

Hindsford C E Primary will strive to provide a welcoming, caring environment, where each member of the school community feels safe.

All staff will work with pupils and their families to ensure each pupil attends school regularly and punctually.

Aims:

- To improve the overall percentage of pupils at school.
- Raise awareness of the importance of good attendance and punctuality for all those associated with the school.
- To provide support, guidance and advice to parents and pupils
- Raise levels of achievement.
- Promote opportunities to celebrate pupils' good attendance and punctuality.
- Ensure that attendance is monitored effectively and reasons for absences are recorded promptly and consistently.

School Registration Times:

8.30am – Children can come into school

8.40am – Registration

8.41am – 9.00am – children will receive a late mark (L on the registration certificate)

9.00am – Children will receive an unauthorised mark for the morning session (U on the registration certificate)

~~**Currently due to Covid-19, registration has been amended to meet the staggered start times. These are outlined below:~~

~~— **Year 5 & 6:** 8.30am Welcome Time / 8.45am Registration (Late mark given from 9.00am onwards)~~

~~— **Reception & Year 1:** 8.45am Welcome Time / 9.00am Registration (Late mark given from 9.15am onwards)~~

~~— **Years 2, 3 & 4:** 9.00am Welcome Time / 9.15am Registration (Late mark given from 9.30am onwards)~~

Attendance and Punctuality:

Lack of attendance, lateness and collecting early, all affect a child's attendance.

Children are expected to attend school for the full academic year, unless there is a good reason for their absence. There are 2 types of absence:

- Authorised – the school approves the child’s absence (this will still affect the child’s overall percentage) – e.g. religious observance days, funerals, medical (Proof of medical appointment must be shown) – these absences will be recorded in the register using the appropriate DFE codes.
- Unauthorised – the school does not approve the absence, no reason given, reason given to be found not truthful.

Low attendance, persistent lateness or regularly collecting a child from school early will be carefully monitored and managed by Mrs Mitchell.

~~** As a result of Covid 19, the school recognises that some children will have to isolate at home and be unable to attend school for up to 2 weeks. This this will significantly affect their attendance and is something that the school will consider when monitoring their attendance.~~

~~**If the child/class is well and isolating, the school will set work for that child/class to carry out at home. The class teacher will monitor the completion of this work and this will be classed that the child is being educated at home.~~

Holidays During Term Time:

The law gives **NO** entitlement to parents/carers to take their child on holiday in term time, therefore any holidays taken in term time will be recorded as an unauthorised holiday (please note that school does not need to authorise as sickness/medical if they are certain the child is on holiday). If a parent/carer chooses to take their child on holiday in term time there is a possibility that they will be issued with an Education Penalty Notice and their attendance is then daily monitored by school.

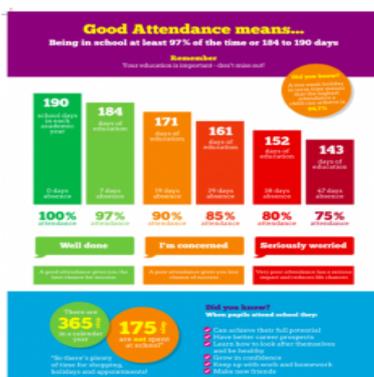
Attendance Figures:

95% and above – there are no concerns, but all absences are monitored.

92% - 95% - attendance is monitored closely as their time off school starts to have an impact on their education.

92% and below – this is a cause for concern and the Mr Wigman will invite parents in to meet and discuss their child’s attendance.

90% is now classed as persistent absence.



Monitoring and Reviewing:

It is the responsibility of the Governors to monitor overall attendance. This is carried out on a termly basis for the whole school and for each class. The Governors will examine the information given to them and seek to ensure that our attendance figures are as high as they can be.

Daily register checks will be carried out by Mrs Mitchell. If a child is absent and the school has not received a reason by 9.30am, the parent/carer will be contacted, if a parent is not available by phone Mrs Mitchell will carry out a home visit.

If a child’s attendance falls below 97% the parent/carer will receive a letter informing them that their child’s attendance is below National Expectation.

If a child's attendance falls below 95% the child's parent/carer be invited in for meeting with Mrs Mitchell. In this instance, all parties will look at solutions to raising the child's attendance by working together.

If the child's attendance however continues to be a concern (Less than 90%) or if a child is absent from school for a long period of time unauthorised, further action may be taken in the form of a Parenting Order, Education Supervision Order, School Attendance Order, Fine, Early Help or Prosecution. Further information about this can be found on the following website: (<https://www.gov.uk/school-attendance-absence/legal-action-to-enforce-school-attendance>)

Rewards:

During the last week of each term, children who have achieved 100% attendance for the term year will receive a 100% certificate and small treat – attendance ruler, band or pencil etc.

At the end of the academic year, any child that has received 100% throughout the year will receive a special treat such as a trip to the park, toy afternoon or visit to McDonalds etc.

Each week on the Newsletter the attendance figure for the whole school/individual class for the previous week will be celebrated.

What Can Parents Do to Help?

- Ensure your child attends school every day.
- Do not allow them to have time off unnecessarily.
- Ensure that your child is in school every day on time.
- If your child is absent from school, contact school before 9.30am on that day.
- Try to make all appointments outside the school day.
- Do not collect your child early from school.
- Provide written evidence of appointments, if they are during the school day.

Education Act & Anti-Social Behaviour Act:

Section 7 of the Education Act (<https://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>) states that:

'It is the duty of the parent to ensure his/her child receives efficient full-time education suitable to his/her age, ability, aptitude and any special education needs he/she may have either by regular attendance or otherwise.

Section 444 of the Education Act 1996 (<https://www.legislation.gov.uk/ukpga/1996/56/section/444/1999-09-01>) makes it an offence for a parent to fail in their duty to secure regular attendance of their child at school.

Section 23 of the Anti-Social Behaviour Act 2003 (<https://www.legislation.gov.uk/ukpga/2003/38/section/23>) empowers Local Authorities and other designated bodies the power to issue penalty notices in cases of unauthorised absences from school. The Education Penalty Notices (EPN), England, Regulations came in to force on 27th February 2004.

EPN 's - Parents/Carers will receive a written warning which will inform them that they have met the criteria for an EPN. (a minimum of 10 sessions or 5 school days) which are classed as unauthorised during the current term. It will also inform them if their child has had any further absences during the following 15 school days they will receive a fine of £60 if paid within 21 days or £120 if paid after 21 days but before 28 days. If the fine is not paid, you will be prosecuted under Section 444 (1) of the Education Act 1996.

An EPN may be issued in the following circumstances:

1. Overt truancy
2. Parentally condoned absences
3. Excessive holidays in term time
4. Excessive delayed return from extended holidays without prior school agreement
5. Persistent late arrival at school (after the registers have closed – 8.45am)

Impact:

The intended impact of this policy is that the school is successful in all of its pupils having more than 97% attendance each year and thus, having a fair opportunity to succeed in their education.



What does Hindsford do to help children & families attain 100% attendance?

	<p>The school has a team of staff dedicated to attendance who meet regularly to review this and agree next steps. This team is also responsible for the promotion of good attendance across the school and supporting individual pupils and families that may require support with their attendance.</p>
	<p>The importance of attendance is highlighted in the newsletter each week, with the overall school attendance being shared.</p>
	<p>The children are encouraged to achieve 100% attendance by being rewarded with certificates and small rewards at the end of each term.</p>
	<p>The school keeps detailed records of all pupil absences and tracks this carefully.</p>
	<p>The school operates a first response programme, which any parent/carer is called between 9.30am – 10.00am if their child is not in school and they have not informed the school of the reasons why.</p>
	<p>At the end of each half term, the school sends letters out to any parent/carer whose child's attendance is below 97% (Which is the Government Target). The class teacher then carefully monitors this attendance over the next few weeks and supports the family wherever possible. If the attendance of this pupil does not improve, the teacher will refer the family to the Learning Mentor who will begin working more closely with this family.</p>
	<p>Any pupil with attendance below 90% is requested to meet directly with Mrs Mitchell to discuss this issue and an Early Help or Support Plan is implemented.</p>
	<p>Mrs Mitchell meets with any parent/carer who applies to take their child out of school on holiday. A fine may be issued to any parent/carer who takes their child for this reason.</p>
	<p>The school liaises with the Local Authority to seek guidance and support if they need to issue a Fine, Parenting Order, Education Supervision Order, School Attendance Order or Prosecution. Also, to seek further ideas on how to support the family.</p>