

## **Newchurch Community Primary**

**Policy** - Attendance

### **Mission Statement**



Newchurch will give every child a flying start by working in partnership with parents, staff and the community to develop well-rounded citizens who will contribute in a positive way to society.

### **Persons with Responsibility**

John Duckett

Jayne Narraway

Sara Lawrenson

School Governors

### **Linked Policies**

Child protection

Safeguarding

Health and Safety

Exclusion of pupils

Behaviour Management

Teaching and Learning

**Next Review:** Sep 2018

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## 1. Definition of attendance

Regular and punctual attendance is important. Pupils need to attend school regularly if they are to take full advantage of the educational opportunities available to them by law. Newchurch Primary School fully recognises its responsibilities to ensure pupils are in school and on time, therefore having access to learning for the maximum number of sessions.

Children who are persistently late or absent soon fall behind with their learning. Children who are absent frequently are at risk of developing large 'gaps' in their learning which will impact on their progress and their ability to meet age related expectations. A child whose attendance drops to 90% each year will, over time, have missed two whole terms of learning.

## 2. Aims of attendance policy

This policy applies to all children registered at this school and is made available to all parents/carers of pupils via the school office and website in line with expectations.

The policy has been written to adhere to latest legislation and guidance and in accordance with the relevant Children's Act, Education Acts, Regulations and Guidance from the Department for Education (DfE) in addition to guidance from the Local Authority (LA).

Although initial responsibility for a child's attendance remains with parents/carers, the Head Teacher, Governors and those with responsibility in school will work together with families, external agencies and the LA to ensure that all pupils are encouraged and supported to develop good attendance and punctuality.

Through this policy we aim to:

- Improve pupils' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 95% attendance for all children, apart from those with identified health issues which affect attendance.
- Create an ethos in which good attendance and punctuality are recognised as the expected standard.
- Raise awareness of parents, carers and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with parents, carers, pupils, staff and other professionals.
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure and valued, encouraging in pupils a sense of their own responsibility.
- Establish a pattern of monitoring attendance and punctuality to ensure consistency in recognises causes for concern and supporting families.
- Recognise the key role of all staff in monitoring attendance and promoting good habits.

We will promote good attendance and punctuality through the following:

- Raising awareness of attendance and punctuality issues among all staff, parents/carers and pupils.
- Ensuring parents/carers have an understanding of the responsibility placed upon them by law to ensure that their child receives a regular and consistent education.
- Equipping children with the life skills needed to take responsibility for good school attendance and punctuality, appropriate to the age of the child and their development.
- Maintaining effective means of communication with parents/carers, pupils, staff and governors on school attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting pupils who have been experiencing any difficulties at home or in school which are preventing good attendance.
- Rewarding good attendance as a whole school and recognising where individuals and cohorts are maintaining or improving attendance.
- Developing and implementing procedures to follow up on absence from school and lateness.

### **3. Inclusion**

Newchurch Primary School is committed to ensuring that any procedures in place regarding attendance are put designed to offer all pupils equal opportunities and expectations. The school is committed to supporting all children whilst taking into consideration the differing needs of children including the following:

- Gender
- Those with special education needs (SEND)
- Ethnic backgrounds
- Religious beliefs
- Cultural differences
- Disabilities
- Socio-Economic

The school's commitment to equality is outlined in all policy documents related to the opportunities for our children and is part of expectations placed upon staff to promote and value this equality.

### **4. Absence classification**

#### **Contacting school**

Parents/carers are expected to contact the school on the first day of absence. When they contact school they should give clear reason for the child's absence from school. Where no contact has been made and a child has been recorded as absent, the office staff will attempt to contact the parent/carer to establish a reason in line with government guidance.

#### **Illness**

Where a child is ill for a length of time school will make every attempt to ensure that learning is sent home for the child to complete, if applicable. If it is clear that the illness will result in substantial time away from school, Newchurch Primary will contact support services to see if home tuition can be arranged to support the child and their family.

Where illness has been the cause of absence on several occasions, resulting in a child missing a large amount of their education, school may request a parent to supply doctor's notes, appointment cards or evidence of a prescription to verify the reason for absence.

Absence will fall into one of the following categories and will be logged by school accordingly:

#### **Authorised absence**

- An authorised absence is when a child has been away from school for a legitimate reason and the school has received notification from a parent or carer. For example, if the child is unwell and the parent/carer contacts school before the start of the school day to explain the absence. It is the discretion of the Head Teacher/Head of School as to whether an absence is registered as authorised.
- School will have established an expected start date for all children and made this clear to parents – considering their age in meeting the needs of compulsory education.
- The Head Teacher/Head of School has the ability to sanction an authorised absence in exceptional circumstances. This may include family bereavement, religious observance, temporary/permanent exclusion, off site education within an alternative establishment. As of September 2013 the Head Teacher no longer has the authority to authorise absence for holidays other than where they deem exceptional circumstances exist.

#### **Unauthorised absence**

- An absence is classified as unauthorised when a child is away from school for any period of time without the express permission of the school.
- Where no clear or acceptable reason for absence has been provided for a child missing school.

## 5. Lateness

Lateness is deemed to be when a pupil is present in school after the designated start time for the school day within each class. This may be before or after the close of the register.

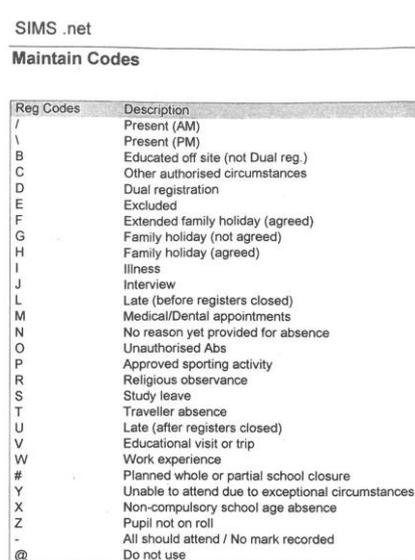
Children arriving after the start of the school day will be expected to enter the school via the front entrance and will have a reason for lateness recorded by a member of the office staff. They will then be recorded as late on the class register. Poor punctuality will be monitored and addressed by the class teacher and attendance coordinator.

Where a children is late before the close of the register they will be recorded with the code 'L'. Those after the register will be recorded with the code 'U'. If there is a legitimate reason, e.g. medical appointment, then the corresponding code will be amended.

## 6. Attendance registers

All registers will be completed online by the class teacher before 9:10am (Key Stage 1) and 9:20am (Key Stage 2) for morning sessions and 1:50pm for afternoon sessions. They will record the children's presence via the online register and any absences both online and in paper form (in case of emergency procedures).

The following codes will be used to record the children's attendance:



The image shows a screenshot of the SIMS .net 'Maintain Codes' table. The table has two columns: 'Reg Codes' and 'Description'. The codes range from / to @, with corresponding descriptions for each.

Reg Codes	Description
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration
E	Excluded
F	Extended family holiday (agreed)
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before registers closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised Abs
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
W	Work experience
#	Planned whole or partial school closure
Y	Unable to attend due to exceptional circumstances
X	Non-compulsory school age absence
Z	Pupil not on roll
-	All should attend / No mark recorded
@	Do not use

All registers will then be sent to the front office to be double checked and any absences without explanation to be followed up. All attendance records are inputted into the SIMs database for analysis. They are kept secure and preserved for a minimum of three years.

## 7. Raising concerns

Any member of staff working with the children of Newchurch Primary can raise concerns with regards to attendance and punctuality. Initial concerns should be addressed to the class teacher. If further action is required, then the Attendance Coordinator, Designated Safeguarding Lead (DSL), Head Teacher or Head of School should be contacted. The member of staff needs to explain their cause for concern which will be recorded using the schools internal concern forms and investigated.

## 8. Procedures for addressing poor attendance/punctuality

Where attendance has been deemed as a cause for concern, the following system will be followed:

<b>STAGE 1</b> 95% - 90%	<b><i>Attendance is beginning to fall below the attendance target.</i></b> Your class teacher will now closely monitor and work with you and your child to improve attendance.
<b>STAGE 2</b> 90% - 85%	<b><i>Attendance has shown a continued decline</i></b> Pastoral letter 1 of general concern will be issued and a copy of your child's attendance record, with the opportunity to meet with the Attendance Coordinator to discuss if the school can assist in anyway.
<b>STAGE 3</b> 85% - 80%	<b><i>Attendance now falls into the category of persistent absence</i></b> Pastoral letter 2. Meeting with the Attendance Coordinator to discuss how school can offer support. Attendance targets and consequences. Attendance Officer and Family Support Worker notified.
<b>STAGE 4</b> Below 80%	<b>The Local Authority Education Welfare Officer will be advised and will closely monitor attendance formal intervention and referral can be actioned and prosecution considered if required.</b>

Any meetings with parents will be conducted by the Attendance Coordinator and recorded for the attendance folder which is held centrally in the main office. If necessary, these meetings may involve other necessary staff, such as class teachers, SENDco, members of school leadership, outside agencies.

If a child's attendance does not improve, e.g. is between 90% -85% for a long period after Pastoral Letter 1, then the next stage may be initiated e.g. Pastoral Letter 2 and a meeting organised by the school.

During these meetings the parent/carer will be presented with a record of the child's attendance from SIMs detailing absences. They will have the opportunity to discuss any absence as the meetings aim to support improvement through collaboration.

Where poor attendance has been identified and the above system followed without significant improvement, Newchurch Primary School will seek the advice and support of the LA and any appropriate organisations e.g. Warrington Safeguarding Team. If attendance drops below 80% then school will be in discussion with Local Authority Education Welfare Officer and parent may be open to prosecution.

## 9. Monitoring Attendance

Attendance is monitored on a daily basis within class and any concern can be brought to the relevant staff at any time. The attendance team within school (Attendance Coordinator and main office staff) will review attendance on a half termly basis and send out correspondence to parents accordingly. If a concern is brought to staff then correspondence and meetings may take place at any point in the school year.

## 10. Reward

Newchurch Primary School aims to promote positive attendance through reward. This will be done initially by the class teacher via verbal recognition at the point of registration. It will also be done throughout the year through weekly certificates for any class with 100% attendance for the previous week. The weekly attendance of each class will also be recorded on the school newsletter to inform parents of expectations and levels. At the end of the academic year, any child with 100% attendance will receive a reward commemorating the achievement.

## **11. Responsibilities**

### **Class Teacher**

- Keeping an overview of class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for absence offered by child or parents/carers.
- Informing staff with responsibility for attendance where there are concerns.
- Providing background information to support any subsequent referrals.
- Monitor attendance after any actions have been put in place.
- Emphasise and model good attendance with their class.
- Discuss attendance if necessary at any consultation meeting e.g. parents' evening.

### **Attendance Coordinator**

- Overall monitoring of school attendance.
- Recognising trends in data linked to attendance and punctuality.
- Contacting families where concerns have been raised, arranging and performing meetings.
- Monitor individual attendance where concerns are raised.
- Supporting families to promote positive attendance.
- Working with senior management to include external agencies in promoting good attendance and addressing absence.
- Making necessary referrals where serious concerns are raised.

### **Administration Staff**

- Collating and recording data linked to registration and attendance.
- Taking and recording messages from parents regarding absence.
- Archiving historical attendance data.
- Ensuring 'Late book' is completed when children enter school.
- Informing staff of any known reasons for absence.
- Informing Head Teacher/Head of School of any requests for authorised absence.
- Sending out correspondence in accordance with this policy.
- Working with the Attendance Coordinator to arrange meetings with parents.

### **Parents**

- Ensuring that their child attends school regularly and punctually unless prevented from doing so by illness or attendance at a medical appointment.
- Contacting school on the first morning of any absence and providing a clear reason.
- Informing the school in advance of any medical appointments in school time. Medical information may be required by school.
- Making requests for authorised absence in term time as early as possible.
- Liaising with the school to support their child in attending school, particularly where there is an issue restricting this.

## **12. Exclusion**

Where a child's behaviour has resulted in a fixed exclusion, it will be recorded appropriately on the school register, the child will have work sent home and the restrictions on their movements during the school day will be clearly outlined to the parent/carer and child by the Head Teacher/Head of School.

## **13. Control of infection**

In some instances a child may be expected to remain absent from school if they are deemed to be at risk of infection or infecting others. This will be taken from HSE guidance document Guidance on infection control in schools and other childcare settings.

## 14. Useful information

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
  
- [www.legislation.gov.uk](http://www.legislation.gov.uk)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016
- The Education Act 2002
- The Education (School Day and School Year) (England) Regulations 1999
- The Changing of School Session Times (England) (Revocation) Regulations 2011
- The Education and Inspections Act 2006
  
- Parental responsibility measures for school attendance and behaviour
- Children missing education

Newchurch Community Primary School  
Glebeland  
Culcheth  
Warrington  
WA3 4DX



Telephone: 01925 763427  
Fax: 01925 766045  
www.newchurchprimary.co.uk  
Email: newchurch\_primary@warrington.gov.uk

Headteacher: Mrs. S. Lawrenson

DATE

Dear

As a school we are required to keep up to date contact details for your child. These details are kept confidential and are used for the purpose of making contact with you in relation to your child.

On occasion it may be necessary to contact you for several reasons. Your child may become ill during the course of the school day, a member of staff may need to contact you to discuss a matter relating to your child or perhaps they did not arrive at school and missed registration giving cause for concern.

Our priority is to ensure the welfare of your, if we are unable to make contact with you we would then refer to the next contact provided on your child's file.

Please can I ask that you fill in the slip below and return it to the school office.

Thank you for co-operation in this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Duckett', is written over a horizontal line.

Mr J Duckett  
Attendance coordinator

✂ \_\_\_\_\_

Child's Name(s) : .....

Current Address: .....

..... Post Code .....

Contact Nos: Home ..... Work ..... Mobile .....

If my contact details change I will contact the school office to notify them.

Signed .....

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Headteacher: Mrs. S. Lawrenson

Date

**Pupil**

**Class**

Number of Lates for the period      0/0/2016 – 0/0/2016      **0**

Dear Parent/Carer

Dear Parent

The number of times your child has arrived late at school for the period shown is a cause for concern.

Late arrivals in school disrupt the educational progress of the whole class, as well as the individual who is late. We encourage every child to arrive on time every day and ready to start school when the bell is sounded at 8.55am.

We will continue to closely monitor your child's time of arrival and hope to see an improvement. If an arranged meeting is the best way to discuss your child's attendance providing an opportunity to raise any concerns or problems you may have which we might help with please do not hesitate to contact the school office who will make an appointment for you with either your child's class teacher or myself.

Thank you for co-operation in this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Duckett', written in a cursive style.

Mr J Duckett  
Attendance coordinator

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Headteacher: Mrs. S. Lawrenson

Date

Dear Parent/Carer

**Name**            **Year**

Your child has been absent from school with an unexplained absence. Please remember to telephone school if your child is unwell so that such absences can be recorded as authorised. In order to satisfy the welfare officer a parent/carer should provide school with written signed authorisation when their child returns to school detailing the reason for the absence. School is required to keep this record on file for future reference.

If permission is not given for a holiday or we are not informed of the reason for an absence, it will have to be recorded as unauthorised until we have been otherwise notified. Can you please complete the slip below to let us know the reason for your child's absence and return it to the school office.

Thank you for your cooperation with this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Duckett', written over a light blue horizontal line.

Mr J Duckett  
Attendance coordinator

My child, **name** was absent on:

**Date/s**

due to.....  
.....

Signed ..... Date.....

*Please note: 1 session is equivalent to half a day and can relate to either an am or pm session.*



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<b>STAGE 1</b> 95% - 90%	<b>Attendance is beginning to fall below the attendance target.</b> Your class teacher will now closely monitor and work with you and your child to improve attendance.
<b>STAGE 2</b> 90% - 85%	<b>Attendance has shown a continued decline</b> Pastoral letter 1 of general concern will be issued and a copy of your child's attendance record, with the opportunity to meet with the Attendance Coordinator to discuss if the school can assist in anyway.
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<b>STAGE 4</b> Below 80%	<b>The Local Authority Education Welfare Officer will be advised and will closely monitor attendance formal intervention and referral can be actioned and prosecution considered if required.</b>

Date

**Pupil**

**Class**

Attendance for the Period      0/0/2016 – 0/0/2016      **0%**

Dear Parent/Carer

Your child's attendance record this school year is a cause for concern. We have noticed that your child's attendance has fallen into the **Stage 2** bracket.

Regular attendance at school is vital if children or young people are to make good progress and to benefit from the opportunities that school offers.

The Local Authority requires any parent or carer of a child whose attendance drops below their target of 90% to be formally informed. We will continue to monitor **Pupil's** attendance, and hope to see an improvement.

If there are particular problems, which we might help with please do not hesitate to contact either your child's class teacher or myself.

Yours sincerely

Mr J Duckett  
 Attendance coordinator

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Date

**Pupil**

**Class**

Attendance for the Period      0/0/2016 – 0/0/2016      **0%**

Dear Parent/Carer

As mentioned in previous correspondence your child's attendance still remains a cause for concern. We have noticed that your child's attendance has fallen into the **Stage 3** bracket.

We would like to arrange a meeting between yourself and the Newchurch attendance Coordinator on **(date)**, should you be unable to make this time please contact the school office and an alternative appointment will be offered to you. This is to support your child in improving their attendance.

Whilst I understand that children do become ill on occasion, it is essential that they form good habits of regular attendance at school from the earliest age. Children who lose a lot of time at school can suffer in the long term from significant gaps in their learning, if vital lessons are missed.

**Name's** attendance will continue to be monitored closely. If in the meantime you wish to discuss anything; whether you have concerns about your child or a possible concern in relation to their health, I would welcome the opportunity to support you and your child to improve their attendance, so please don't hesitate to contact me.

Thank you for co-operation in this matter.

Yours sincerely

Mr J Duckett  
 Attendance coordinator