

## **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

School Governors - (Anthea Ray – Attendance and Safeguarding Governor)

### **Linked Policies**

Child protection

Safeguarding

Health and Safety

Exclusion of pupils

Behaviour Management

Teaching and Learning

**Next Review:** September 2024

## **Contents**

- 1. Definition of attendance**
- 2. Aims of attendance policy**
- 3. Inclusion**
- 4. Absence classification**
- 5. Lateness**
- 6. Attendance registers**
- 7. Raising concerns**
- 8. Procedures for addressing poor attendance/punctuality**
- 9. Monitoring Attendance**
- 10. Reward**
- 11. Responsibilities**
- 12. Exclusion**
- 13. Child missing in education**
- 14. Control of infection**
- 15. Useful information**

## **Appendices**

- a. Request for contact details**
- b. Persistent lates letter**
- c. Unauthorised absence reason request**
- d. Stage 1 Letter (Below 95%) – Notification of monitoring**
- e. Stage 2 Pastoral Letter 1 (Below 90%)**
- f. Stage 3 Pastoral Letter 2 (Below 85%)**
- g. Child missing in education form**
- h. Child leaving the country form**

## 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.

'Where all avenues have been exhausted and support is not working or not being engaged with, enforce attendance through statutory interventions or prosecution to protect the pupil's right to an education.'

## 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), in particular Working Together to Improve School Attendance May 2022.

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.
- Create a sense of teamwork relating to attendance and a commitment to our peers.

We will promote good attendance and punctuality through the following:

- Raising awareness of attendance and punctuality issues among all staff, parents/carers and pupils through reward systems and the use of sanctions.
- 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 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 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 child 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. The tracker for poor punctuality will be completed each day and monitored as part of the regular meetings between school and local authority partners.

## 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:

SIMS .net

Maintain Codes

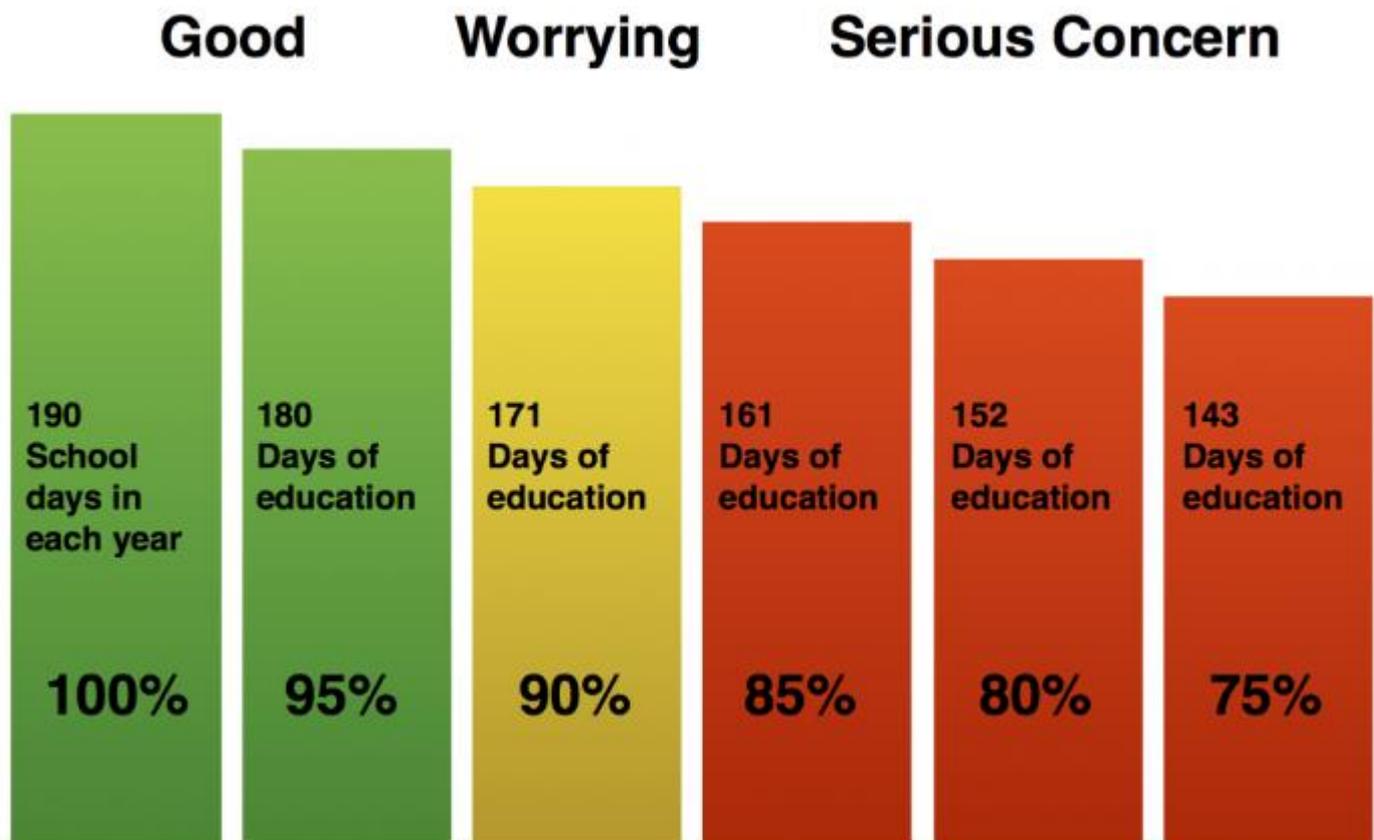
Reg Codes	Description
/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration
E	Excluded
F	Extended family holiday (agreed)
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before registers closed)
M	Medical/Dental 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

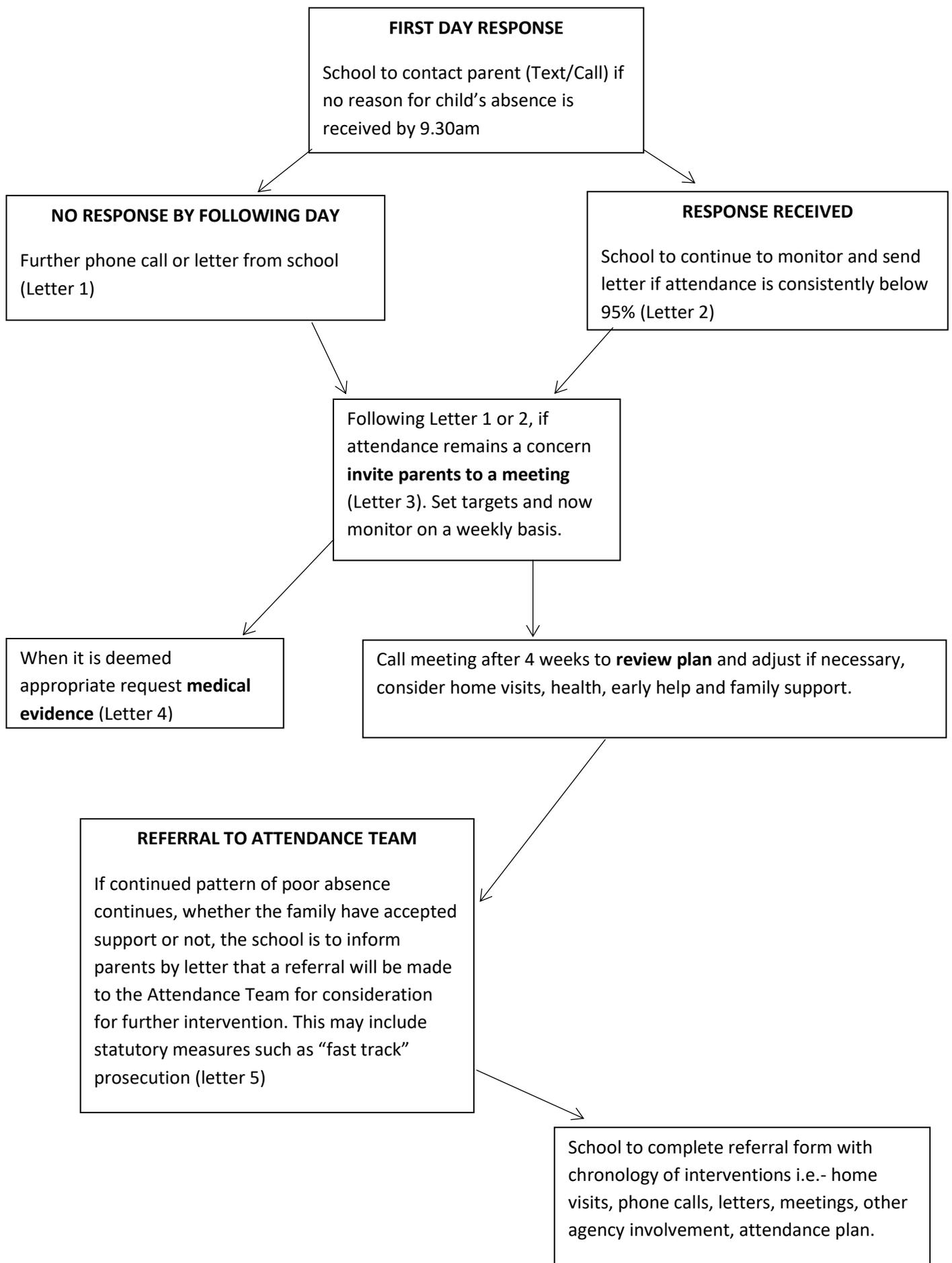


If a child's attendance does not improve, e.g. is below 90% for a long period after Pastoral Letter 1, then the next stage may be initiated e.g. Pastoral Letter 2 and a meeting organised by the school. This meeting is designed to support parents in ensuring their child is attending school and may involve guidance towards external agencies and support such as Early Help.

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 90% then school will be in discussion with Local Authority Attendance Officer and parent may be open to prosecution.

## ATTENDANCE PROCEDURES-IN LINE WITH SCHOOL ATTENDANCE POLICY



## **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.

Attendance meetings may be called at the start of the school year, where persistent absence was evident in the previous year. These meetings will aim to address any outstanding issues prior to the start of the new academic year.

The school attendance coordinator, along with the senior leadership team, will work closely with the local authority (LA - Debbie Parlane) to monitor persistent absence. Attendance meetings will be called with parents where school or the LA identify a cause for concern. This may include, but not be restricted to, poor attendance percentage, persistent absence, patterns within absence, safeguarding concerns, poor punctuality or term-time holidays.

Attendance is also monitored on a half termly basis by Mrs Anthea Ray, the school's attendance and safeguarding governor.

## **10. Reward**

Newchurch Primary School aims to promote positive attendance through reward. This will be done through a range of methods:

- The class teacher will offer verbal recognition at the point of registration.
- The attendance percentage of all classes will be placed on the attendance ladder on the school newsletter.
- The class with the highest attendance will receive a silver trophy for their class to display for the following week. This trophy will include ribbons in the designated colours of the winning class.
- The class with the highest attendance will receive a laminated trophy to add to the attendance display at the back of the hall. Silver for highest attendance or Gold for 100% attendance.
- The trophies on the display will equate to points (silver = 5, gold = 10) and the class with the highest points score at the end of the year will win a trip funded by school to a place of their choosing. This will be based on the age of the winning class.
- Each half term, certificates will be awarded to children for gaining 100% attendance or >97% attendance for that half term. These children will be celebrated through the school news feed channels (Newsletter, Twitter, Facebook, Website).
- At the end of the academic year, children with 100% attendance will receive a medal and certificate for their achievement. These children will be celebrated through the school news feed channels (Newsletter, Twitter, Facebook, Website).

## **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. parental conferences.

### **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.
- Ensuring that all awards are organised and prepared.
- Ensuring that awards are given to classes and children.
- Liaising with the local authority with regards to any concerns. [dparlane@warrington.gov.uk](mailto:dparlane@warrington.gov.uk)

#### **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 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. Parents may also consider ensuring that children are present for registration before medical appointments.
- 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. A meeting will be held following any fixed exclusion to support the child's return to school.

### **13. Child missing in education**

**A child missing in education is defined as:**

"Any child of compulsory school age (5-16) who is not registered at any formally approved education activity and has been out of any education provision for a substantial period of time"

**In Warrington children fall out of the education system and are at risk of going missing because they:**

- Fail to start appropriate provision and so never enter the system
- Fail to complete a transition between schools
- Cease to attend, due to exclusion or withdrawal, removal from roll with no named destination.

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school for longer than four weeks.

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. Effective information

sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education

**The Local Authority officer responsible for CME is David Sampson, who can be contacted on 01925 442261 or dsampson@warrington.gov.uk The named person responsible for alerting the LA CME Officer is Jayne Narraway (Headteacher).**

A child going missing from education is a potential indicator of abuse or neglect. School staff members should follow the procedures for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future. However, if a child is in immediate danger or at risk of harm, a referral should be made immediately to children's social care (and the police if appropriate). Local authority officers responsible for CME should check that a referral has been made and, if not, they should alert children's social care.

**Requirement for schools (From September 2016) in line with statutory guidance '*Children Missing Education: Statutory guidance for Local Authorities*' (2016).**

All schools (including academies and independent schools) must notify their 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<sup>1</sup>. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When removing a pupil's name, the notification to the local authority must include:

- (a) The full name of the pupil,
- (b) The full name and address of any parent with whom the pupil normally resides,
- (c) At least one telephone number of the parent,
- (d) The pupil's future address and destination school, if applicable, and
- (e) The ground in regulation 8 under which the pupil's name is to be removed from the admission register.

Schools must make reasonable enquiries to establish the whereabouts of the child jointly with the local authority, before deleting the pupil's name from the register if the deletion is under regulation 8(1), sub-paragraphs (f)(iii) and (h)(iii)

All schools must also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil.

This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made. When adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil.

#### **14. 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.

#### **15. Useful information**

- School attendance Guidance for maintained schools, academies, independent schools and local authorities 2022
- Improving School Attendance 2022
- 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

## Child Missing Education Notification Form



Your Details	Name:	Date:	
	School/Organisation:	Contact Number:	
Child and Family Details	Forename(s):	Surname:	
	Date of Birth:	Gender:	
	Date last seen in education:	Date last seen:	
	Parent(s) names and all contact details (including addresses, telephone and email):		
Referral Reason	All attempts to contact the family have failed (see checklist below)		
	Family known to have moved away but destination school unknown		
	Child did not take up allocated school place and attempts to contact have failed		

Please list details of any known siblings:

First Name	Last Name	DOB	Gender	Date child last attended school

Is the child (please tick):

Looked after		Traveller		In Temp Accommodation	
Child Protection		Refugee/Asylum Seeker		Other (please state)	

Checklist must be completed before referral is submitted:

Action	Date completed	Outcome
First day contact procedure		
Contact with all known emergency contacts and relatives		
Collect further information – e.g. siblings, school community (staff other pupils, friends) other agencies		
Home visit within 5 school days		

Please provide further information about either child(ren) or family:

Form to be forwarded to David Sampson, Attendance Officer and CME Lead, Attendance Team, 2<sup>nd</sup> Floor, New Town House, Buttermarket Street, Warrington WA1 2NH or electronically to [cme.referrals@warrington.gov.uk](mailto:cme.referrals@warrington.gov.uk)

***“Where a pupil is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.”***

Under regulation 8(1), paragraph (f)(iii) of the Education (Pupil Registration) (England) Regulations 2006  
Under regulation 8(1), paragraph (h)(iii) of the Education (Pupil Registration) (England) Regulations 2006  
Under regulation 4 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016

## Child Leaving the Country Notification Form

Your Details	Name:	Date:
	School/Organisation:	Contact Number:
Child and Family Details	Forename(s):	Surname:
	Date of Birth:	Gender:
	Date last seen in education:	Date last seen:
	Parent(s) names and all contact details (including addresses, telephone and email):	
New Country	Information about where the child is going, reason why and date of move	

Please list details of any known siblings:

First Name	Last Name	DOB	Gender	Date child last attended school

Is the child (please tick):

Looked after		Traveller		In Temp Accommodation	
Child Protection		Refugee/Asylum Seeker		Other (please state)	

Please provide further information about either child(ren) or family, including whether you have any concerns about the family or the reason for leaving the country:

Form to be forwarded to David Sampson, Attendance Officer and CME Lead, Attendance Team, 2nd Floor, New Town House, Buttermarket Street, Warrington WA1 2NH or electronically to [cme.referrals@warrington.gov.uk](mailto:cme.referrals@warrington.gov.uk)

***“Where a pupil is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.”***

Under regulation 8(1), paragraph (f)(iii) of the Education (Pupil Registration) (England) Regulations 2006

Under regulation 8(1), paragraph (h)(iii) of the Education (Pupil Registration) (England) Regulations 2006

Under regulation 4 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016