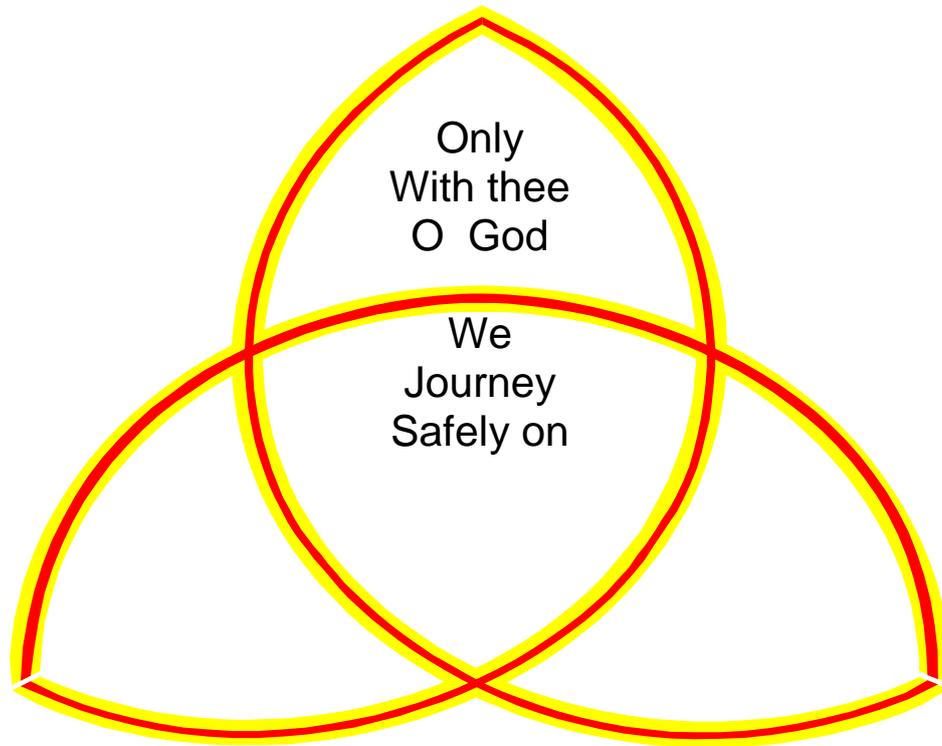


# Holy Trinity CE Junior School



**Policy for:** Attendance  
**Written by:** Pupils' & Curriculum  
Committee  
**Date Adopted:** Autumn 2016  
**Review Date:** Autumn 2019

# **HOLY TRINITY CE JUNIOR SCHOOL**

## **ATTENDANCE POLICY**

### **Principles**

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

### **The Government expects:**

Schools and local authorities to:

- promote good attendance and reduce absence, including persistent absence;
- ensure every pupil has access to full-time education to which they are entitled; and,
- act early to address patterns of absence.

Parents to:

- perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

***DfE - School Attendance -Statutory guidance and departmental advice. August 2013***

**The attendance policy is based on the premise of equal opportunities for all.**

### **Aims**

Holy Trinity CE Junior School aims to:

- Encourage and assist all pupils to achieve excellent levels of attendance and punctuality.
- Encourage and reward good attendance. Good attendance is seen as an achievement in its own right.
- Achieve a high level of attendance and punctuality by operating an attendance policy within which staff, pupils, parents and the Borough School Attendance can work in partnership.
- Liaise with families and other agencies when this is appropriate to ensure high levels of attendance and punctuality.
- Monitor attendance and work quickly with parents and other agencies to solve any identified problems.

### **Monitoring & Evaluation**

The school will report termly on issues relating to attendance to the Pupils' & Curriculum Committee of the Governing Body.

The school will meet half-termly with the School Borough Attendance Officer to monitor attendance, meet with parents and implement policy.

## **GUIDELINES**

### **THE FAMILY IS RESPONSIBLE FOR:**

- Making sure your child attends regularly.
- Ensuring that your child arrives in good time for registration at 8.55am.
- Contacting the School Office **on the first day** of absence if your child is unable to attend school.
- **Arranging family holidays outside of term times.**

### **THE SCHOOL WILL:**

- Promote good attendance as the norm.
- Help every child to reach their maximum potential unhindered by unnecessary breaks in their school life.
- Identify pupils with persistent absence, and monitor their attendance daily.
- Meet with parents to work out strategies that will lead to a significant improvement in a child's attendance.
- Demonstrate that the school values good attendance, by rewarding excellent levels of attendance.
- Establish a pattern of monitoring attendance and dealing with difficulties, which will include following the Attendance Procedures identified by Borough School Attendance Service
- Report termly on attendance to the Pupils' & Curriculum Committee of the Governing Body.

### **THE OFFICE IS RESPONSIBLE FOR:**

- Recording attendance codes correctly for both am and pm sessions (In line with DfE Guidance).
- Recording information from absence request forms and letters/phone calls from parents.
- Liaising as necessary with the Head Teacher over concerns about attendance.
- Contacting parents on the first day, if a child's absence has not been notified.
- Where a child is on a Child Protection plan or Child in Need plan, seeking advice from their social worker as to the need to inform them of the child's absence.
- Keeping a separate record of those pupils whose attendance is causing a concern.
- Keeping a record of all absences and the reasons why a pupil is absent, in accordance with the DfE Attendance Codes. All records should be retained for at least a year.
- Updating attendance on a daily basis.
- Monitoring the attendance daily of pupils identified as persistent absentees.

### THE BOROUGH ATTENDANCE OFFICER IS RESPONSIBLE FOR:

- Liaising with the school over patterns of absence and lateness, and working with the school on strategies to improve attendance.
- Monitoring the work of the school
- On receipt of a referral - writing letters or making home visits where necessary and report to the school on findings and any further actions to be taken.

### MONITORING ATTENDANCE:

- The Head Teacher will meet as necessary to discuss attendance matters and to authorise/unauthorise attendance
- The Head Teacher will report termly on attendance patterns to the Curriculum & Pupils' Committee
- The Curriculum & Pupils' Committee will report to the Governing Body.
- The Head Teacher and Admin Staff will meet half-termly with the Borough Attendance Officer to look at patterns of absence and to discuss concerns

## **Procedures**

### **Registration**

- Teaching staff will take the registers at 8:55am and 1:30pm.
- Teaching staff will record whether pupils are present or absent.
- After the register is taken in class, pupils will be marked in late for registration until 9:30am and 2pm

The school will complete registers in line with DCSF Guidelines

### **Absence**

The school has a legal duty to record all absences as **Authorised** and **Unauthorised**

### **The Education (Pupil Registration) (England) Regulations 2006**

Amendments have been made to the 2006 regulations in the **Education (Pupil Registration) (England) (Amendment) Regulations 2013**.

### **Term-time holiday**

The amendments make clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head Teachers should determine the number of school days a child can be away from school **if the leave is granted**.

## **Poor Attendance**

At the start of a new school year, the school will contact parents of children whose attendance was below 90%, to remind them of their responsibilities re the child's attendance.

## **Procedures for following up absences.**

The School Office will follow up any absences, where explanations have not been received.

The school will send letters of concern for any children whose attendance is below 90%, unless those children have good reason for being absent from school.

The school will send letters of concern for any children with attendance below 80-85% in line with the Persistent Absent benchmarking.

The school staff will meet parents of those children's attendance is between 80-85%, in line with the Persistent Absence benchmarking. The purpose of this will be to work together with parents to improve the child's attendance.

If the school has a concern about a child's attendance, then the School can request parents to provide medical evidence to support any future absences. Where this evidence is not supplied, then subsequent absences can be unauthorised and the matter can be referred to the Borough School Attendance officer who will take the appropriate action.

## **Promoting Attendance**

All children with 100% attendance have their names displayed on a board. A cup is awarded each month for the class with the best attendance. The school awards termly certificates for 96%, 97%, 98%, 99% and 100% attendance. There will be termly certificates for the two classes with the highest attendance.

At the end of a school year, prizes will be awarded for those pupils with attendance of 100%.

## **The Education (Penalty Notices) (England) Regulations 2007**

Amendments have been made to the 2007 Regulations in the **Education (Penalty Notices) (England) (Amendment) Regulations 2013**. These amendments, as described below, came into force on 1 September 2013.

The 2007 regulations set out the procedures for issuing penalty notices (fines) to each parent who fails to ensure their children's regular attendance at school or fails to ensure that their excluded child is not in a public place during the first five days of exclusion.

## **Penalty Notices in respect of poor attendance**

Imposing a Penalty Notice is not taken lightly. These will be sent to parents/carers when their child has had a number of unauthorised absences and the Headteacher has concerns about attendance. Parents will normally receive a warning about attendance.

The school would hope to resolve any issues concerning a pupil's attendance without imposing a penalty notice. It would hope regular monitoring and discussion with parents would resolve any concerns.

Where attendance is <80% - per term by the last Monday each term, and it has not been possible to resolve any concerns, a referral for a penalty notice may be made.. The Borough School Attendance Service will issue penalty notices on the School's behalf. The money collected by imposing penalty notices is used to fund the Borough Attendance Service.

## **Penalty Notices in respect of holiday**

Any holiday taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised. This could result in your child being removed from the school roll or parents being issued with a penalty notice.

## ***PENALTY NOTICES (Local Authority advice for parents and carers)***

### **WHAT IS A PENALTY NOTICE?**

*Under existing legislation, parents and carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised (those for which the school cannot, or has not given permission). Depending on circumstances, such cases may result in prosecution under Section 444 of the Education Act 1996.*

*A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, but which seeks to secure improvement in a pupil's attendance. Full payment of the Penalty Notice discharges parents and carers of any further liability for the period stated on the Notice.*

### **WHEN ARE THEY ISSUED?**

*The London Borough of Sutton considers that regular attendance at school is of such importance that Penalty Notices may be issued in a range of situations, such as:*

- *Your child has unauthorised absences from school*
- *Your child is persistently late at school after the registers have closed*
- *Taking unauthorised holidays in term time*

### **WHO ARE THEY ISSUED TO?**

*A Penalty Notice is issued to **each** parent in respect of **each** child not attending school. 'Parents' in Education law relates to a parent or carer of the child(ren).*

### **WHAT ARE THE COSTS?**

*The fine is £60 per parent per child if paid within 21 days of receipt of the Penalty Notice, increasing to £120 per parent per child if paid after this date, but within 28 days.*