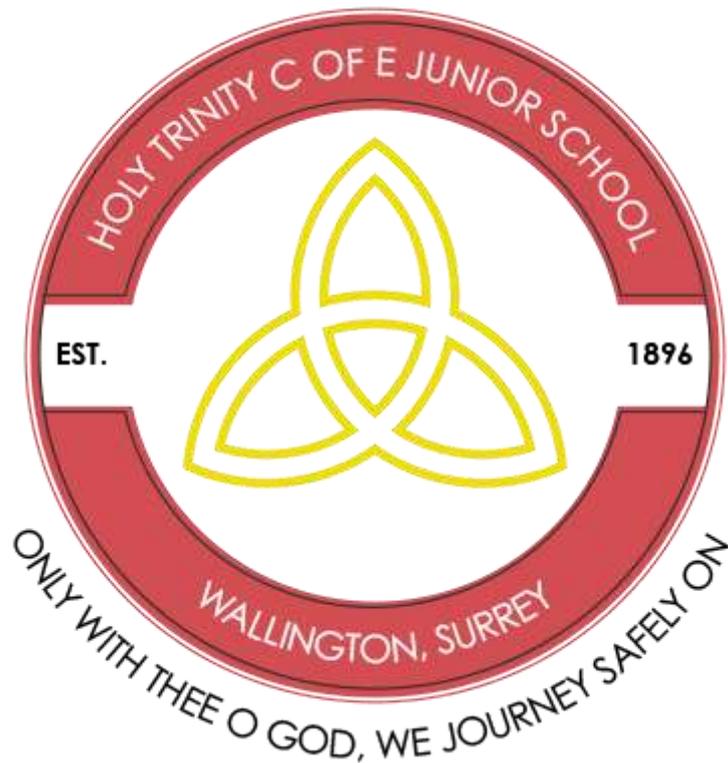


Holy Trinity CE Junior School



Policy for:	Attendance
Written by:	Shirley Gruffydd
Date Proposed:	February 2022
Review Date:	Spring 2025

Principles

At Holy Trinity C of E Junior School, we believe that all students are only able to achieve their potential if they attend school punctually and avoid missing lessons. We thus expect students to achieve 100% attendance and punctuality. Individual student records prove that this is achievable.

Good attendance contributes to:

- personal and social development
- continuity of learning making retention and progress easier
- success in progress and attainment of fulfilment of age related expectations
- enjoyment of all the opportunities and activities that school offers

In the future:

- good references for further education or employment
- a reputation for reliability

The Government expects:

1. 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.
2. Parents to:
 - perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.
 - ensure that all pupils are punctual to their lessons.

What constitutes good attendance?

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good. We grade attendance as follows:-

- 100% = excellent attendance
- 98% = very good attendance
- 96% = good attendance. This is what children should attain.

Each year, a number of students in every year group achieve 100% attendance records, showing that this is an achievable target. In addition, a number of children have achieved this level of attendance in successive years.

Attendance figures below 95% are of real concern and considered as the term *persistent absenteeism*. Consider the following examples:-

- 90% is the equivalent to missing **one day per fortnight** which equates to missing half a year's education during the course of Years 3-6

- 80% is the equivalent to missing **one day per week**; one fifth of the year's education

Punctuality

- Being late for school has a negative impact on a child's learning. Being late for class often means important instructions are missed and the class is interrupted. A child may feel uncomfortable and left out with peers. Children need to arrive on time ready to settle into their school work.

If a child misses	That Equals	Which is
<i>10 minutes a day</i>	50 minutes a week	1.5 weeks per year
<i>20 minutes a day</i>	1 hour 40 minutes a week	2.5 weeks per year
<i>30 minutes a day</i>	½ a day a week	4 weeks per year
<i>1 hour a day</i>	1 day a week	8 weeks per year

Aims

Holy Trinity C of E Junior School aims to:

- encourage and assist all pupils to achieve excellent levels of attendance and punctuality.
- monitor attendance and work quickly with parents and other agencies to solve any identified problems.

What does the school do to encourage good attendance?

- Individual recognition for students with good and excellent attendance records. Certificates issued at the end of every term for 96%, 97%, 98%, 99% & 100% attendance and gift vouchers awarded for 100% attendance annually.
- Regular attendance information is available through SIMs portal
- Detailed analysis of attendance figures and trends for individuals, year groups, sub groups and the whole school
- Termly reports to governors
- A member of the office staff dedicated to the administration of attendance
- Support for students and parents/carers where attendance difficulties are emerging
- Letters to families where attendance is below 95% alerting them to this and offering support
- Liaise with other agencies where this could support to improve attendance e.g. children's services, health, young carers

Parents/carers make a vital contribution to their child's attendance by:

- supporting their child in achieving 100% attendance
- monitoring their child's attendance by checking the report which is sent home at the end of every month
- avoiding dental/medical appointments during school time
- ensuring their child arrives punctually at school
- encouraging their child to catch up on work missed through absence
- informing the school in the morning if their child will be absent

- taking vacations during school holidays and NOT in term time

Monitoring and evaluating attendance

Monitoring & Evaluation

Long term:

1. At the end of every month, the data manager provides the head teacher with a summary of attendance for the whole school. This includes pupil groups and the attendance of those under 95%, with those under 90% being looked at much more carefully. The leadership team acts on this information, (depending on who knows the family best) contacting parents or carers to seek to improve attendance.
2. If a child reaches the level of persistent absenteeism, i.e. below 95% unless the reason is already known, e.g. an established medical concern, then the school will liaise with the borough school attendance service. Each case will be dealt with individually within the ethos of the policy.
3. The school will report termly on issues relating to attendance to the Pupils' & Curriculum Committee of the Governing Body.
4. The school will meet with the School Borough Attendance Officer to monitor attendance, meet with parents and implement policy.

Short term

Registration

- Staff will take the registers at 8:50am for years 3, 4 & 6 and 8:55am for year 5 and 12:40pm for years 3 & 4 and 1:35pm for years 5 & 6
- Staff will record whether pupils are present or absent.
- After the register is taken in class, pupils will be marked in late for registration (L)
- If a child arrives more than 30 minutes after registration, then a late after registration mark (U) will be used, unless they have a valid reason e.g. a medical appointment. This is an unauthorised absence mark.

The school will complete registers in line with DfE Guidelines

Office staff

- Record attendance codes correctly for both am and pm sessions (In line with DfE Guidance).
- Record information from absence request forms and letters/phone calls from parents.
- Keep separate record of those pupils whose attendance is causing a concern.
- Keep 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.
- Liaise as necessary with the Head Teacher over concerns about attendance and give a whole school update at the end of every month.
- Request medical evidence for absences.

Procedures for following up absences daily.

- Contact parents via text on the first day, if a child's absence has not been notified.
- If there is no response from the immediate parent or carer on the first day of absence all of the emergency contacts will be contacted on the second day. If there is no response on the third day of absence, then CFCS (Children's First Contact Service) will be contacted.

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.

NB Where a child is on a Child Protection Plan and is absent from school:

On the first day of absence the office staff will phone all of the emergency contacts that the school has in order to ascertain the reason for absence and will inform the allocated social worker on the first day of absence and any subsequent days.

If a child is on a Child in Need Plan:

The school will inform the social worker on the first day of absence and seek advice from their social worker as to the need to keep them informed of the child's absence.

Authorising Absence

Only the school can authorise absence. Government guidelines are specific and allow the school to authorise the following:

- student absence through "leave" given by the school (this commonly includes medical appointments, interviews and other similar special circumstances)
- student illness
- religious observance where applicable

Examples of absence which have not been authorised in the past include:

- "looking after" brother/sister, elderly relative etc.
- arrival after the close of the register (30 minutes after registration) with no valid reason for the late arrival
- day trips
- holidays taken during term time

Unauthorised Absence Fixed Penalty Notices

If a child has ten school sessions (i.e. five school days) lost through unauthorised absence, the Borough Schools' Attendance Service is able to serve parents/carers with a Fixed

Penalty Notice. If payment is made within 21 days of receipt of a Penalty Notice the cost is £60 per parent/carer rising to £120 if paid within 28 days.

The School can refer parents/carers who remove their child for a holiday to the Borough Schools' Attendance Service for the issuing of a Fixed Penalty Notice.

Appendix A London Borough of Sutton Penalty Notices advice for parents and carers

Appendix B London Borough of Sutton Code of Conduct Penalty Notices for Parents of Pupils Absent from school