

High View Primary Learning Centre



Policy:	Whole School Attendance	
Written by:		
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1. Intent and Aims:

High View Primary Learning Centre seeks to ensure that all its pupils receive a full-time education which maximises opportunities for each pupil to realise their true potential.

The school will strive to provide a welcoming, caring environment, within which each member of the school community feels valued and secure.

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

The school will establish an effective system of incentives and rewards which acknowledges the efforts of pupils to improve their attendance and timekeeping and will challenge the behaviour of those pupils and parents who give low priority to attendance and punctuality.

To meet these objectives High View Primary Learning Centre will establish an effective and efficient system of communication with pupils, parents and appropriate agencies to provide mutual information, advice and support.

Aims

1. To improve the overall percentage of pupils at school.
2. To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors.
3. To provide support, advice and guidance to parents and pupils, and to recognise the external factors that influence pupil attendance and work with parents and support agencies to address these.
4. To develop a systematic approach to gathering and analysing attendance-related data.
5. To further develop positive and consistent communication between home and school.
6. To implement a system of rewards and sanctions.
7. To promote effective partnerships with the Education Welfare Service and with other services and agencies.
8. To recognise the needs of the individual pupil when planning reintegration following significant periods of absence.

9. To follow the LA Guidance Relating to Pupil Leave of Absence.

2. Legislation and Guidance

The school aims to follow the LA Guidance Relating to Pupil Leave of Absence.

Guidance Notes for Staff and Parents

Registration

The school doors open at 8.50 a.m. for Key Stage 2 and 9.00 a.m. for FS2 and Key Stage 1.

Morning registers should all be completed by 9.15 a.m. If a pupil arrives by 9.30 a.m. there is an L code (lateness) and after 9.30 a.m. they will receive an unauthorised absence mark.

To receive an afternoon mark, pupils need to be in school at 1pm.

Any pupils arriving after these times should report to Reception so that their attendance can be recorded. Pupils arriving after 9 a.m. must be accompanied by an adult so that a reason for lateness can be given; the number of minutes late is recorded in order to measure the impact of lost education due to late arrival. If 3 late marks are recorded you may receive a letter informing you of this, and if a 4th late mark is recorded you may be invited to a school Attendance Panel meeting to discuss support strategies to solve the issues.

Holidays in Term Time

The Headteacher considers each application for holidays in term time on an individual basis. In line with statutory requirements and local authority guidance, holidays during term time will only be authorised in exceptional circumstances e.g. serious illness or bereavement.

The school will make Fixed Penalty Notice (FPN) referrals to the local authority when families take unauthorised holidays during term time, in line with current local authority guidance.

The implementation of this policy will be monitored by the governing body via termly reports by the Headteacher. The school's attendance target for the year 2019/2020 is 97%.

Medical Appointments

We appreciate that children may be required to attend medical appointments during the school day; however please note the following:

- Appointments should be made outside school hours, wherever possible.

- If your child attends an appointment during the school day, wherever possible please bring your child back to school for the remainder of the school day.
- Siblings are expected to attend school and their attendance should not be affected by other family members' appointments.
- School should be informed of this appointment prior to the absence where possible.
- If the appointment is during school time then medical evidence SHOULD BE PROVIDED e.g. an appointment card, letter or text message from the relevant organisation.
- If we do not receive a copy of the medical evidence this may be recorded as an unauthorised absence and we may seek EWO's advice as required.

Absence for participation in a drama performance (pantomime/production)

In these instances High View and its governors will follow the local authority guidance and by-laws, working in partnership with the Education Welfare Service to ensure that any performance absence is within the perimeters of the law.

Legal Action

Whilst we do not wish to take legal action against parents/carers for unauthorised absences or persistent lateness, this is a possible course of action in our aim to ensure that every child is in school every day. Recurring unauthorised absence may be referred to the EWO and this can lead to legal interventions and a formal assessment.

Unauthorised absence may also result in a Fixed Penalty Notice being issued through the local authority. This penalty is set by legislation at £60 per child, if paid within 21 days; payment after this time, but within 28 days, is £120. Persistent unauthorised absence and/or failure to pay a Fixed Penalty Notice may render you liable to criminal proceedings in the Magistrates Court under Section 444(1) of the Education Act 1996.

3. Roles and Responsibilities

To Develop a Framework Which Defines Agreed Roles and Responsibilities and Promotes Consistency in Carrying Out Designated Tasks

1. Maintain unambiguous procedures for statutory registration.
2. Send text at 10 a.m. If no contact is made in response to the text, a phone call is made, using designated school staff, on first day of absence. If there is still no contact a home visit is made.
3. Ensure clearly defined late registration procedures. (From 9 a.m. pupils are missing their first lesson and their lateness is considered to have a detrimental effect on their learning and progress). Children enter school via the front entrance after 9 a.m. and register at the office. Parents fill out a form stating the reason for the lateness; these are logged and monitored. If this occurs on three or more occasions the parent is spoken to and if still happening a meeting is arranged.
4. Make phone / letter contact, using designated school staff, on first day of absence. Where children are attending after school clubs, make contact with parents if a child does not attend (at the beginning of the session)
5. Invite parents of children who have a low level of attendance to school panel to support and resolve issues around attendance.
6. Have clear procedures prior to referral to our Education Social Worker.
7. Review attendance regularly.
8. Be familiar with the Education Welfare's referral and recording system.

To Achieve the School's Aims High View Primary Learning Centre Expects the Following from All Pupils:

1. To attend school every day;
2. To arrive on time; and
3. To tell their teacher about any difficulty that might prevent attendance at school.

To Achieve the School's Aims High View Primary Learning Centre Expects the Following from All Parents:

1. To recognise their legal responsibility for ensuring school attendance;

2. To encourage their child to attend punctually every day;
3. To contact the school in advance or immediately if their child is unable to attend school;
4. To minimise absence during term time where this is avoidable;
5. To contact the school in confidence about any problem or event that might make school attendance difficult for their child; and
6. To obtain from school and complete a Leave of Absence in Term Time Form if extenuating circumstances result in them planning to take their child out of school for a holiday in term time. This request must be made by the parent with whom the child normally resides and must be made in advance of the holiday being taken.

4. Implementation: Organisation/Planning/Inclusion

To Improve the Overall Percentage Attendance of Pupils at School

1. Apply Whole School Attendance Policy consistently.
2. Establish and maintain a high profile for attendance and punctuality.
3. Relate attendance issues directly to the school's values, ethos and curriculum.
4. Monitor progress in attendance measurable outcomes.

To Make Attendance and Punctuality a Priority for All Those Associated with the School Including Pupils, Parents, Teachers and Governors

1. Produce termly reports to governors.
2. Discuss attendance issues in Education Welfare / Social Care / Pastoral staff evaluation meetings and / or in relevant staff meetings (e.g. attendance review meetings).
3. Develop our award systems e.g. individual attendance certificates and other opportunities for reward to raise the profile of good attendance.

To Provide Support, Advice and Guidance to Parents and Pupils

1. Highlight attendance in a variety of ways including:
 - PSHCE
 - Assemblies
 - Visual displays around school/reception
 - Staff available to talk to pupils
 - School counsellor
 - 'Mentors' system
 - Making use of available resources
 - Breakfast clubs

2. Set aside area / time for parents to speak to staff.
3. Seek improved communication with parents e.g. when parents ring in.
4. Provide accurate and up-to-date contact information for parents.
5. Involve parents from earliest stage.

To Develop a Systematic Approach to Gathering and Analysing Attendance Related Data

1. Standardise recording of:
 - authorised/unauthorised absence (decided if a child is absent more than two weeks)
 - educational activity
 - presence
2. Decide what information, if any, is provided for:
 - governors
 - pastoral staff
 - other school staff
 - parents
 - pupils (individual or group)
 - Education Welfare Service
3. Ensure that the collection and provision of information is undertaken in a consistent manner.
4. Identify developing patterns of irregular attendance and lateness.

To Further Develop Positive and Consistent Communication between Home and School

1. Initiate first day absence contact.
2. Make full use of computer generated letters (SIMS Handbook).
3. Promote expectation of absence letters/phone calls from parents.
4. Provide information in a user-friendly way (may include languages other than English, and non-written).

To Promote Effective Partnerships with the Education Welfare Service and with Other Services and Agencies

1. Designate key staff for liaison with Education Welfare Service and other agencies.
2. Give priority to timetabled meetings with Education Welfare Service.
3. Carry out initial enquiries/intervention prior to referral.
4. Gather and record relevant information to assist completion of Education Welfare Service.
5. Hold termly attendance review with key school staff.
6. Encourage active involvement of other services and agencies in the life of the school.
7. Develop understanding of agency constraints and operating environments.

To Recognise the Needs of the Individual Pupil When Planning Reintegration Following Significant Periods of Absence

1. Be sensitive to the individual needs and circumstances of returning pupils.
2. Involve/inform all staff in/of the reintegration process.
3. Provide opportunities for counselling and feedback.
4. Consider peer support and mentoring.
5. Involve parents as much as possible.
6. Agree timescale for review of reintegration plan.
7. Include Education Welfare Workers, parents and pupil in reintegration plan.

5. Impact: Monitoring Arrangements

The implementation of this policy will be monitored by the governing body via termly reports by the Headteacher.

6. Links to other policies

- Safeguarding Policy
- Remote Learning Policy

This policy is an integral part of the school's approach to safeguarding. The school has also adopted the local authority's policies relating to:

- Children Missing Education
- Elective Home Education
- Leave of Absence During Term Time

All these policies have been endorsed by our governing body, which supports the school in all attempts to improve the attendance and safeguarding agenda.

Appendix 1:

On every newsletter the importance of attendance is sent out detailing how many days absence equates to which percentages of attendance.



Appendix 2: Procedures we follow:

Child's overall attendance	Action from school	Action from parent
If your child's attendance falls below 97%	School will send out a text: "Your child's attendance has fallen below 97%. If you need any support with this please do not hesitate to contact school."	To contact school should there be any issues and any support needed.
If your child's attendance falls below 95%	School will send out a text: "Your child's attendance has fallen below 95%. Please contact Mrs Paling to arrange a school attendance panel meeting". At this point we will discuss with you if a School Around the Child (SAC) meeting will need to take place. Other agencies who can offer support to improve your child's attendance will be invited to SACs which are held regularly throughout the time there is an attendance concern.	To contact Mrs Paling to discuss your child's attendance, and any support will be discussed.
If your child's attendance falls below 92%	School will send out a text: "Your child's attendance has fallen below 92%. Please contact Mrs Paling to arrange a school attendance panel meeting." At this point your child will begin to be monitored also by the Education Welfare Officer (EWO), and Mrs Robinson (PSA) will become involved as the attendance is close to being below 90% which is classed as persistent absenteeism.	To contact Mrs Paling to discuss your child's attendance and any support that will be given at a formal panel meeting.
If your child's attendance falls below 90%	School will send out a text: "Your child's attendance has fallen below 90%. Please contact Mrs Paling to arrange a formal attendance panel meeting." At this point your child is now classed as a persistent absentee and regular meetings will take place with school and the EWO to support in improving attendance. Other options of intervention and support could be an	You will receive a letter which you must respond to by contacting Mrs Paling to discuss your child's attendance with the relevant professionals, and the support that will be given at a formal panel meeting.

	Early Help Assessment where other professionals can become involved such as the school nurse, health professionals and SENDCo.	
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Appendix 3: Ongoing information regarding attendance:

- The Safeguarding Team meet at least fortnightly to discuss the whole school's attendance to track progress and analyse where intervention needs to take place.
- Attendance Officer monitors daily the Persistent Absenteeism pupils to make immediate contact if they are not in school.
- Weekly reports of attendance are produced to ensure progress and improvements are made.
- Meetings with EWO fortnightly. Pupils are monitored and actions are put in place.
- ALL parents are given a print off of attendance at Parent Pupil Progress Meetings and attendance is discussed.
- On a monthly basis all parents (i.e. primary contacts) are sent a text identifying their child's attendance at that point in time and are invited to meet with attendance officer to discuss any concerns.

Appendix 4: Attendance during Remote Learning

Recording in the attendance register

- School will continue to complete the attendance register for pupils who are receiving remote education in line with the school's Attendance policy.
- Each class conducts a live attendance Zoom call in the morning and in the afternoon. Registers are taken and then contact is made by the attendance officer, class teacher or PSA for those not attending; dojo messages, text messages and, if necessary, phone calls, for pupils we do not see that day in order to offer support to ensure they can access and engage with the learning.
- School will keep a record of, and monitor, pupils' and students' engagement with remote education through an Excel document and safeguarding tracker for the vulnerable.
- Best endeavours will be made to ensure that all children with an EHCP attend school. Where this does not happen, regular contact (at least weekly) will be made to offer support.
- Incentives, rewards, competitions and celebrations will be used to promote attendance/engagement.