

Stuart Road Primary Academy



Attendance Policy

Introduction

As a school, Stuart Road Primary Academy, recognises the clear connection between regular attendance and achievement and will, therefore, work in partnership with parents/carers, the school's governing body and the Local Authority to ensure that pupils achieve maximum possible attendance, raise standards and promote punctuality of all pupils.

Aims/Expectations

In order to promote and support good attendance, staff at Stuart Road will:

- To listen, understand, empathise, and support – but not tolerate non-attendance.
- Maintain high levels of attendance and minimise persistent attendance (below 90%)
- Create a culture in which good attendance is expected as the norm
- To maintain effective communication regarding attendance between home and school
- Demonstrate that good attendance and punctuality is valued by the school

Attendance Targets/Attendance Registers

- To keep whole school attendance in line with national averages for schools within similar contexts, with planned aspiration for improvement.
- *The rules governing the maintenance of registers, including removal from roll, are contained in the Education (Pupil Registration) (England) Regulations 2006. Attendance registers are legal documents that may be required as evidence in Court cases. (See ANNEX A, Appendix B)*

Leadership & Management	<ul style="list-style-type: none">• Offer a clear vision for attendance, underpinned by high expectations and core values, which are communicated to and understood by all staff, pupils and families.• Make sure all staff, pupils and families understand that absence from school is a potential safeguarding risk and understand their role in keeping children safe.• Expect good attendance and punctuality from all members of the school community and make sure that all pupils understand its importance.• Convey clear messages about how absence affects attainment, wellbeing and wider outcomes. Empower all staff to take responsibility for attendance.• Recognise attendance as an important area of school improvement. Make sure it is resourced appropriately (including through effective use of pupil premium funding) to create, build and maintain systems and performance.• Have a designated attendance champion, Britta Nicholls, in the senior leadership team with clearly assigned responsibilities which are identified within the attendance policy, escalation of procedures and school improvement plan.• Governors should have an accurate view of school attendance and engage in escalation procedures where appropriate.
Head Teacher	The Head is responsible for: <ul style="list-style-type: none">▪ the implementation of the policy.

	<ul style="list-style-type: none"> ▪ all staff knowing and understanding their responsibilities for attendance. To implement the correct training for all staff ▪ agreeing whether an absence should be authorised. The power to authorise an absence rest with the Headteacher or delegated person within the school, and not with parents or the local authority – see Appendix A for circumstances under which an absence will be authorised; ▪ working actively to maximise attendance rates, both in relation to individual pupils and the pupil body as a whole. ▪ ensuring that all staff adopt a consistent approach in dealing with absence and lateness. ▪ Implementing a system for all parents to report a child’s absence. ▪ reporting to the Governing Body the attendance figures and progress to achieving the set targets. ▪ Building respectful relationships with all staff, pupils, families and other stakeholders in order to secure their trust and engagement. Make sure there is a welcoming and positive culture across the school. ▪ Communicating openly and honestly with all staff, pupils and families about their expectations of school life and performance so that they understand what to expect and what is expected of them. ▪ Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable. ▪ Modelling respectful relationships and appropriate communication for all staff and pupils. This will help relationships between pupils and staff to reflect a positive and respectful culture. All staff members should: <ul style="list-style-type: none"> • Treat all pupils with dignity • building relationships rooted in mutual respect and observe proper boundaries • take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence • handle confidential information sensitively ▪ understanding the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity ▪ delivering clear messages about expectations, routines and consequences to new pupils and families through prospectus and admission/transition events ▪ using physical presence to reinforce routines and expectations on arrival and departure ▪ monitoring implementation of policy and practice ▪ establishing, implementing, and monitoring robust arrangements to identify, report and support children missing education (CME) ▪ developing good support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND) ▪ Ensuring that parents fully understand the demands and responsibilities of elective home education
Teaching Staff	<p>Teachers are responsible for:</p> <ul style="list-style-type: none"> ▪ setting an example of punctuality and good attendance. ▪ implementing the policy; ▪ ensuring that the registers are taken at the start of the morning session and once during the afternoon session and are accurate and up to-date; ▪ monitoring class and individual attendance patterns; ▪ informing the school office of any concerns; ▪ emphasising with children the importance of punctuality and good attendance. ▪ Building respectful relationships, making sure there is a welcoming and positive culture across the school. ▪ Liaising with other agencies working with pupils and their families to support attendance, for example, where a young person has a social worker or is otherwise vulnerable. <p>All staff members should:</p> <ul style="list-style-type: none"> • treat pupils with dignity • build relationships rooted in mutual respect and observe proper boundaries

- take into consideration the vulnerability of some pupils and the ways in which this might contribute to absence
- handle confidential information sensitively
- understand the importance of school as a place of safety where pupils can enjoy trusted relationships with staff and pupils particularly for children with a social worker and those who have experienced adversity
- communicate effectively with all families regarding pupils' attendance and well-being

We will:

- rehearse and reinforce attendance and punctuality expectations continually
- emphasise the importance of attendance and its impact on attainment
- promote rewards and celebrate progress but continue to outline sanctions
- apply rewards and sanctions consistently
- follow up on absence and lateness with pupils to identify barriers and reasons for absence
- contact parents and carers regarding absence and punctuality
- proactively promote attendance practice as part of staff induction
- consider the individual needs and vulnerabilities of pupils

Pupils at risk of persistent absence

We will:

- welcome pupils back following an absence and provide good catch-up support to build confidence and bridge gaps. This could include:
 - lesson resources
 - buddy support
 - one to one input
- meet with pupils to discuss absence, patterns, barriers and problems
- establish action plans to remove barriers, provide additional support and set targets. This could include:
 - lunchtime arrangements
 - support with uniform, transport, wake up routines or emotional wellbeing
 - lead daily or weekly check-ins to review progress and the impact of support
 - making regular contact with families to discuss progress
- consider what support for re-engagement might be needed, including for vulnerable groups

Pupils who are persistently absent

We will:

- prepare supporting resources to ensure pupils can access learning when they return
- develop targeted intervention to address gaps and build pupils' confidence (including considering small group additional support)
- contribute to action plans which attendance staff draw together where appropriate
- provide tailored praise and encouragement when pupils attend and arrive on time

Parents

- Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have.
- Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school.
 - ensuring that their children are punctual and know the importance of good attendance.
 - instilling in their children an appreciation of the importance of attending school regularly.
 - impressing upon their children the need to observe the school's code of conduct.
 - informing the school on the first day of absence, by 9.30 am at the latest.
 - providing the school with an explanation for the absence on the day of absence.
 - informing the school of any changes to their contact details.
 - Providing full emergency contact details and expect them to be used if no contact can be made during absences
 - taking an active interest in their children's school career, praising and encouraging good work and behaviour and attending parent's evenings and other relevant meetings.

	<ul style="list-style-type: none"> ▪ working in partnership with the school to resolve issues which may lead to non-attendance. ▪ avoiding arranging medical/dental appointments during school hours. ▪ not booking holidays during term-time. ▪ treating staff with respect ▪ calling on staff for help when they need it ▪ Proactively engage with support offered
Pupils	<p>Stuart Road Primary expects that all pupils will:</p> <ul style="list-style-type: none"> • Attend school every day for the entire duration of the academic year unless there are good reasons for their absence; • Arrive at school on time; • Be appropriately prepared for the day; and • Bring to the attention of their class teacher any issues that may affect their school attendance
Attendance Officers, Pastoral Staff & Family Support Advisors	<p>We will:</p> <ul style="list-style-type: none"> ▪ Ensure accurate coding of registers ▪ engage with feeder schools or organisations to access absence information in order to identify target cohorts prior to transfer, including mid-year transfers and managed moves ▪ provide appropriate support and challenge to establish good registration practice ▪ carry out robust first day calling procedures including priority routine for vulnerable children including children with a social worker ▪ undertake home visits in line with your policy to engage families and ensure children are safe ▪ identify and, where possible, mitigate potential barriers to good attendance in liaison with families and relevant support agencies ▪ implement punctuality routines such as late gate or sign in procedures ▪ implement children missing education (CME) procedures when appropriate – see below ▪ ensure that parents fully understand the demands and responsibilities of elective home education (EHE) – see below ▪ where pupils have additional vulnerabilities, which may require multi-agency meetings try to arrange those meetings outside of lesson time, where possible <p>Pupils at risk of persistent absence</p> <p>We will:</p> <ul style="list-style-type: none"> ▪ engagement with local authorities and other external agencies and partners ▪ work with families and the community to identify which methods of communication work best, recognising potential barriers in hard-to-reach families and find methods that work and are understood ▪ consider with family a personal support plan for attendance ▪ consideration if further interventions are required in line with the statutory guidance on parental responsibility measures ▪ provide regular reports to SLT on the at-risk cohort <p>Pupils who are persistently absent</p> <p>We will:</p> <ul style="list-style-type: none"> ▪ develop and implement persistent absence action plans with pupils and families which address barriers and help establish positive attendance routines with SMART targets that are shared ▪ lead daily or weekly check-ins to review progress and impact of support ▪ make regular contact with families to discuss progress ▪ consider with family the use of a personal support plan for attendance ▪ liaise with school leaders (designated safeguarding, special educational needs coordinator and pastoral leads) on referrals to external agencies and multi-agency assessments ▪ coordinate and contribute to multi-agency meetings to review progress and agree on actions ▪ provide regular reports to leaders on the impact of action plans and interventions ▪ create and actively engage with parenting contracts

<p>Punctuality Measures at Stuart Road Primary</p>	<p>The office staff monitor lateness.</p> <p>They inform:</p> <ul style="list-style-type: none"> ▪ the Head/SLT/Teachers of patterns of lateness on a weekly basis. ▪ parents of the school’s concerns and arrange a meeting so that the problem can be addressed. <p>Process:</p> <ul style="list-style-type: none"> ▪ The School doors are opened at 8.40am and pupils are then expected to enter the school building and make their way to their classroom. ▪ Children who arrive after 8.55 am must be signed in by school for purposes of emergency evacuation etc. ▪ Pupils who arrive after 9.00 am will be marked as ‘late’ but counted as present for that session (Code L). ▪ Pupils who arrive after the register has closed at 9.00 am and parent provides a satisfactory explanation will be marked as ‘authorised absent’ for that session. ▪ Pupils who arrive after the register has closed and parent fails to provide a satisfactory explanation will be marked as ‘unauthorised absent’ for that session (Code U)
<p>Leaving the school site during the school day</p>	<ul style="list-style-type: none"> • Pupils are not allowed to leave the premises without prior permission from the school. • Parents/carers should arrange medical, dental and other appointments outside of school time unless it is an emergency. Parents/carers are requested to confirm in writing the reason for any planned absence, the time of leaving and the expected return time. • Pupils must be signed out at the School Office on leaving the school and signed back in on their return. • When a pupil is being collected from school, parents/carers are requested to report to the School Office before the pupil is allowed to leave the site. • If a pupil leaves the school site without permission their parents/carers will be contacted. Should the school be unable to make contact with the family it may be appropriate, in certain circumstances, to contact the Police and register the pupil as a missing person or contact Social Services.
<p>Pupils at risk of Persistent Absence (Under 90%)</p>	<p>Persistent absence occurs when a child’s attendance falls below 90%. Absenteeism at this level will considerably damage a pupil’s educational prospects and the school will work alongside parents/carers to tackle this issue by:</p> <ul style="list-style-type: none"> • establishing robust escalation procedures which are initiated before absence becomes a problem, for example by: <ul style="list-style-type: none"> • sending letters to parents and carers • having a weekly review • creating attendance clinics/panels • Use of Personal Support Plans and Attendance Improvement plans • Using SMART targets/actions for all involved • engaging with local authority attendance teams and/or independent attendance organisations • using fixed penalty notices • engaging with children’s social care staff, including Virtual School Heads and social workers where appropriate • establishing a range of evidence-based interventions to address barriers to attendance <p>monitoring the implementation and quality of escalation procedures (and intervention), for example:</p> <ul style="list-style-type: none"> • having a review and clinic/panel drop in • evaluating the impact of escalation procedures and seeking robust evidence of the escalation procedures that work and that reflect the school context best attending or leading on attendance reviews and panels/clinics in line with escalation procedures • engaging governors in attendance panels to reinforce messages and outline relevance in terms of training and employment.

<p>Pupils who are Persistently Absent (Under 90%)</p>	<p>You may want to:</p> <ul style="list-style-type: none"> ▪ establish clear and effective service level agreements with external partners to support pupils with persistent absence, including: <ul style="list-style-type: none"> ▪ local authority Education Welfare Service or independent attendance organisations ▪ alternative providers ▪ school nursing and mental health professionals ▪ children’s social care staff where appropriate ▪ establish good relationships with a network of voluntary organisations and charities to support vulnerable pupils including those with persistent absence, for example: <ul style="list-style-type: none"> ▪ mental health charities ▪ mentoring organisations ▪ young carers association ▪ engage in or lead on attendance reviews and clinics in line with escalation procedures <p>Where a pupil has missed 10 school days then the school will:</p> <ul style="list-style-type: none"> • Carry out a home visit • Apply strategies to improve attendance • Apply safeguarding strategies • Focus on the views of parent and pupil • Make Child Missing Education referral to notify the LA • Ensure lead professional is assigned <p>Where a pupil has missed 20 school days then the school will:</p> <ul style="list-style-type: none"> • Update and resubmit the Child Missing Education referral to notify the LA • Continue communication with parent/pupil • Ensure plans are in place to improve attendance <p>Where a pupil has missed 20 school days the LA will:</p> <ul style="list-style-type: none"> • Register the pupil as Child Missing Education • Liaise with the school regarding progress offering support and guidance • Provide Case work where traded service is in place • Carry out safeguarding duties
<p>Absence</p>	<ul style="list-style-type: none"> • Holidays during term time – changes to legislation which came into force in September 2013 made clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If there are exceptional circumstances behind your request, you should discuss these with the Headteacher. • Religious Observance – absence is allowed for recognised religious observance and only where the observance is recognised by the religious body at the school’s discretion. • Medical, Dental or Hospital Appointments – please ensure these appointments take place out of school time in order not to disrupt your child’s education. • Absence due to bereavement will be assessed on an individual basis but likely to be a maximum of 3 days absence
<p>Changing Schools</p>	<p>It is important that if parents/carers decide to send their child to a different school that they inform Stuart Road Primary Academy in writing as soon as possible. A pupil will not be removed from our school roll until the following information has been received and investigated:</p> <ul style="list-style-type: none"> • The date the pupil will be leaving the school and starting the next; • The address of the new school; and • A new home address if appropriate is supplied. <p>The pupil’s school records will then be sent to the new school. If the school has not been informed of the above information, the family will be referred to the Education Welfare Service and after four weeks the pupil will be registered on the S2S website as a Pupil Missing Education.</p>
<p>Fixed Penalty Notices (FPNs)</p>	<p>The school refers cases that meet the local authority PN code of conduct in relation to unauthorised absence.</p> <p>You must get permission from the Head Teacher if you want to take your child out of school during term time.</p>

	<p>You can only do this if:</p> <ul style="list-style-type: none"> • You make an application to the Head Teacher in advance • There are exceptional circumstances <p>The Department of Education issued to schools that as of September 2013 holidays in term time should only be authorised if there are “exceptional” circumstances.</p> <p>The school Head Teacher will determine whether the circumstances are exceptional or not. Please note that there is no automatic right to take a holiday in term time. The Head Teacher will decide how many days your child can be away from school if leave is granted.</p> <p>Should you feel that you have “exceptional” reasons for applying, please contact your child’s school at the earliest opportunity and use the appropriate school form. Whilst the cost of a holiday might be an issue it is not considered to be sufficient to be an exceptional reason.</p> <p>Please be aware that unauthorised holiday absence of 5 days or more can now result in the issuing of a Penalty Notice which carries a fine of £160, if paid within 28 days of receipt. This will be reduced to £80 if paid within 21 days of receipt. Penalty Notices are served per parent, per child.</p>
<p>Part-Time Timetables</p>	<ul style="list-style-type: none"> • Local authorities and the Trust have published guidance for all schools, on the use of part-time timetables for pupils of compulsory school age (the term after their fifth birthday to the last Friday in June following their 16th birthday) • All schools are required to return information on children who are on part-time tables every term.
<p>Elective Home Education</p>	<p>All children have the right of fair access to a suitable and effective full-time education, however there is no legal requirement for this to take place in a school setting. Families are permitted to provide an education for their children at home if they choose to do so, rather than sending them to school full-time (Section 7 of the Education Act 1996). This is referred to as Elective Home Education (EHE).</p> <p>The school will not actively encourage parents to Electively Home Educate.</p> <p>If the school receives information that a parent is considering Elective Home Education, then they must inform the Local Authority and arrange a meeting with the parent, school and Local Authority representative to ensure the parent is fully informed.</p> <p>If a parent submits written application to remove a pupil from the school roll the school must notify the Local Authority at the point at which the regulation for removal has been met.</p> <p>The Local Authority will then follow their policies and procedures in relation to Elective Home Education.</p> <p>Where a pupil has an EHCP then the pupil can only be removed from roll with the Local Authority authorisation and therefore an emergency annual review should be called by the school to address placement.</p>

Appendix A

Absences will be authorised if:

- The pupil is absent with leave as agreed by the Headteacher.
- The pupil is ill and has not been asked to provide proof of absence.

- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent belongs.
- The pupil is the child of Traveller parents who are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending alternative provision.
- There is a close family bereavement.
- Leave of absence has been applied for in advance and has been granted because of exceptional circumstances relating to the application (parents cannot expect, as of right, that the school will grant leave of absence).
- Leave of absence to allow a pupil to take part in a performance within the meaning of s37 of the Children and Young Persons Act 1963 © for which a child performance licence has been issued. HCC will not issue a child performance licence where absence is required without the written permission of the Headteacher.

Only the school can authorise an absence. The fact that a parent has provided a note or other explanation (telephone call or personal contact) in relation to a particular absence does not, of itself, oblige the school to accept it, if the school does not accept the explanation offered as a valid reason for absence. If, after further investigation doubt remains about the explanation offered – or when no explanation is forthcoming at all – the absence will be treated as unauthorised and the parent informed.

Appendix B

Annex A: Grounds for deleting a pupil from the school admission register

Grounds for deleting a pupil of compulsory school age from the school admission register set out in the Education (Pupil Registration) (England) Regulations 2006, as amended

1	8(1)(a) - where the pupil is registered at the school in accordance with the requirements of a school attendance order, that another school is substituted by the local authority for that named in the order or the order is revoked by the local authority on the ground that arrangements have been made for the child to receive efficient full-time education suitable to his age, ability and aptitude otherwise than at school.
2	8(1)(b) - except where it has been agreed by the proprietor that the pupil should be registered at more than one school, in a case not falling within sub-paragraph (a) or regulation 9, that he has been registered as a pupil at another school.
3	8(1)(c) - where a pupil is registered at more than one school, and in a case not falling within sub-paragraph (j) or (m) or regulation 9, that he has ceased to attend the school and the proprietor of any other school at which he is registered has given consent to the deletion.

4	8(1)(d) - in a case not falling within sub-paragraph (a) of this paragraph, that he has ceased to attend the school and the proprietor has received written notification from the parent that the pupil is receiving education otherwise than at school.
5	8(1)(e) - except in the case of a boarder, that he has ceased to attend the school and no longer ordinarily resides at a place which is a reasonable distance from the school at which he is registered.
6	8(1)(f) - in the case of a pupil granted leave of absence in accordance with regulation 7(1A), that — (i) the pupil has failed to attend the school within the ten school days immediately following the expiry of the period for which such leave was granted; (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
7	8(1)(g) - that he is certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he nor his parent has indicated to the school the intention to continue to attend the school after ceasing to be of compulsory school age.
8	8(1)(h) - that he has been continuously absent from the school for a period of not less than twenty school days and — (i) at no time was his absence during that period authorised by the proprietor in accordance with regulation 6(2); (ii) the proprietor does not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or any unavoidable cause; and (iii) the proprietor of the school and the local authority have failed, after jointly making reasonable enquiries, to ascertain where the pupil is.
9	8(1)(i) - that he is detained in pursuance of a final order made by a court or of an order of recall made by a court or the Secretary of State, that order being for a period of not less than four months, and the proprietor does not have reasonable grounds to believe that the pupil will return to the school at the end of that period.
10	8(1)(j) - that the pupil has died.
11	8(1)(k) - that the pupil will cease to be of compulsory school age before the school next meets and— (i) the relevant person has indicated that the pupil will cease to attend the school; or (ii) the pupil does not meet the academic entry requirements for admission to the school's sixth form.
12	8(1)(l) - in the case of a pupil at a school other than a maintained school, an Academy, a city technology college or a city college for the technology of the arts, that he has ceased to be a pupil of the school.
13	8(1)(m) - that he has been permanently excluded from the school.
14	8(1)(n) - where the pupil has been admitted to the school to receive nursery education, that he has not on completing such education transferred to a reception, or higher, class at the school.
15	8(1)(o) where— (i) the pupil is a boarder at a maintained school or an Academy;

(ii) charges for board and lodging are payable by the parent of the pupil; and (iii) those charges remain unpaid by the pupil's parent at the end of the school term to which they relate.

Appendix C

Further sources of information:

Relevant legislation

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

Other DfE guidance

Parental responsibility measures for school attendance and behaviour

Children missing education

Keeping children safe in education

[Working together to improve school attendance - GOV.UK \(www.gov.uk\)](http://www.gov.uk)