

# WHOLE-SCHOOL ATTENDANCE POLICY

## Morecambe Bay Community Primary School

### Introduction:

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

### Why Regular Attendance is so important:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

### Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

### To help us all to focus on this we will:

- Promote a culture across the school which identifies the importance of regular and punctual attendance;
- Give you details on attendance in our regular newsletter;
- Report to you termly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments;
- Celebrate good attendance by displaying individual and class achievements;
- Reward good or improving attendance through class competitions, certificates and outings/events.
- Carry out transition work with pupils moving between nursery and reception, and before leaving for high school;
- Run promotional events when parents, pupils and staff can work together

on raising attendance levels across the school.

- Further develop positive and consistent communication between home and school
- Make attendance and punctuality a priority for everyone associated with school, including parents, pupils, staff and governors.
- Set targets to improve individual pupil and whole-school attendance.

### **Understanding types of absence:**

Every half-day absence from school has to be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This type of absence can lead to the Authority using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- truancy before or during the school day
- absences which have never been properly explained
- children who arrive at school after the register has closed
- shopping, looking after other children or birthdays
- day trips and holidays in term time which have not been agreed
- holidays that exceed the amount agreed by the Headteacher

Parents should be aware that the decision whether to authorise an absence or not rests with the school. Hence, if there is any ambiguity relating to an absence, school may request further evidence from parents before an absence may be authorised. This may be in the form of a prescription or appointment card or similar.

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend school it is better to speak to school to resolve the issue, rather than trying to cover up their absence, or give in to pressure to let them stay at home. This gives the impression that attendance does not matter and usually make things worse.

### **Persistent Absenteeism (PA):**

A pupil becomes a 'persistent absentee' when they miss 15% or more of their schooling across the school year **for whatever reason**. Absence at this level is doing considerable damage to any child's educational prospects and we need parents' fullest support and co-operation to tackle this.

We monitor all absence thoroughly, therefore any pupil whose attendance indicates they are likely to reach the PA threshold will be given priority consideration, and parents will be informed of this immediately.

PA pupils are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment. All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support through a Mentor, use of circle time, individual incentive programmes, parenting contracts and participation in group activities around raising attendance. ***All PA cases are also automatically made known to the Local Authority School Attendance Team.***

### **Absence Procedures:**

#### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence, either by phone, email or you can call into school and report to reception

#### **If your child is absent we will:**

- Telephone you on the first day of absence if we have not heard from you;
- Issue an attendance letter requesting reason for absence.
- If contact has not been made with school and/or absence letter not returned parent/carer must provide prompt and adequate written explanation for the absence of their child on their return.
- Failure to do so will result in the child receiving an unauthorized absence.
- Invite you in to discuss the situation with our Home School Liaison Worker and/or Headteacher if absences persist;
- Refer the matter to the Local Authority School Attendance Team where appropriate as per Local Authority protocol.

### **Telephone numbers:**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

## **In-School Strategies to Improve Attendance/Punctuality**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. School may consider using the following strategies to help support parents in improving their child's attendance and/or punctuality. This includes:

- Meetings in school between parents, pupils, pastoral staff and the Headteacher;
- Parenting contracts;
- Use of the Common Assessment Framework (CAF) and/ or referral to outside agencies (including the Local Authority School Attendance Team)
- Attendance panels
- Penalty notices

## **The Local Authority School Attendance Team:**

If difficulties cannot be sorted out using in-school strategies, the school may refer the child to the Pupil Attendance Support Team (PAST). They will try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed, and unauthorised absences persist the case may be referred to the Court Officers, who can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

## **Lateness:**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, which can be embarrassing for the child and can in turn, encourage absence. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

## **How we manage lateness:**

The school day starts at **8.50am** and we expect your child to be in class at that time.

Registers are marked by **9.00am** and your child will receive a late mark if they are not in by that time.

Any child arriving in school after this time **must** report to the school office to be recorded in the late book and added to the class register for that day.

At **9.20am** the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Headteacher and/or a member of the pastoral support team to resolve the problem,

but you can approach us at any time if you are having problems getting your child to school on time.

### **Leave in Term Time:**

Taking a child out of school in term time will affect their schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

**As of 1<sup>st</sup> September 2013 Headteachers cannot authorise any leave of absence during term time unless they are satisfied that there are exceptional circumstances to warrant the granting of leave.**

As a result of these changes we have taken the decision to make the following changes to our school attendance policy and procedures:

All applications for leave must be made, in advance, by the parent or carer using the 'Request for leave of absence' form from the school office.

In considering the request we will also look at various factors such as:

**1. The child's year group.**

When a pupil is just starting school, absences should be avoided as this is a very important transition period. Your child needs to settle into their new environment as quickly as possible.

**2. The time of year**

Pupils should not be absent where possible both immediately before and during assessment periods e.g. SATs, or any other public examinations.

**3. The child's attendance record**

When a pupil's attendance record already includes any level of *unauthorised absence*.

**4. Whether a pupil's attendance rate is already below 95% or will fall to or below that level as a result of taking leave.**

**5. Other periods of leave which the pupil may have had, either during the current or previous academic year**

***Any period of leave taken without the agreement of the school, or in excess of that agreed, will be classed as unauthorised and may attract sanctions such as a Penalty Notice.***

In certain circumstances, parents risk losing their child's place on the school roll if the pupil does not return to school on the agreed return date. Readmission cannot be guaranteed.

The specific circumstances which outline when a pupil can be removed from roll are laid out in Regulation 8 (1) (f) (i-iii) of The Education (Pupil Registration) (England) Regulations 2006 (Amended 2010 and 2013)

### **Religious Absence:**

The school will authorise one day 'leave' (i.e. the day set aside by the Religious Body of which the parent is a member) per religious festival, e.g. Eid, **but no more than 3 days in any one academic year**. Parents must request this leave in advance.

### **Roles and responsibilities for attendance matters in this school:**

#### **Parents:**

- Support/maintain home routines which support their child's health, readiness for learning and attendance/punctuality
- Ensure children attend regularly and punctually.
- Children should be accompanied by an adult to and from school, **unless prior arrangements have been made with the school in writing**.
- Contact school on 1<sup>st</sup> day of absence and everyday thereafter unless otherwise requested by the school office.
- Arrange for the collection of their child, **on time**, at the end of the school day.
- Accept that once their child has left the school grounds responsibility for the welfare of their child rests entirely with the parent or carer.
- Avoid any leave in term time and apply in advance using form
- Participation in Parenting Contracts and Common Assessment Framework, and cooperate in support and interventions offered by school or other agencies
- Recognise that if a child walks out of school grounds, school will;
  1. Ring parent or carer concerned
  2. Ring the Police if the parent or carer cannot be contacted.

#### **Pupils:**

- Acknowledge behaviour needed out of school, e.g. early bedtime
- Attend school/registration punctually
- Speak to parents/teacher if issues arise that may have an effect on school attendance
- Cooperate and participate in interventions and support offered by school or other agencies

### **Headteacher**

- Take the lead in ensuring attendance has a high profile within the school
- Ensure there are designated staff with day-to-day responsibility for attendance matters
- Ensure adequate, protected time is allocated to discharge these responsibilities
- Take overall responsibility for ensuring the school confirms to all statutory requirements in respect of attendance
- Consider each request for leave against the school's criteria, decide whether some or all of the leave will be authorised and notify parents of this decision
- Where there may be ambiguity regarding an absence, make the decision whether or not to authorise an absence or to request further evidence to support the decision making process

### **Designated Staff: Mrs Gillon; Attendance**

- First day response: Contact parents if a reason for absence has not been provided
- Input and update the attendance registers daily
- Regularly identify and monitor pupil, class and whole school attendance and punctuality levels, particularly that of vulnerable groups
- Regularly communicate pupil attendance and punctuality levels to Home School Liaison Worker

### **Designated Staff: Mr Smith; Home School Liaison Worker**

- Conduct home visits if no appropriate telephone contact can be gathered within 48 hours, (24 if deemed a vulnerable family)
- Work with children and parents to remove barriers to regular and punctual attendance, following Absence Flowcharts 1, 2 and 3 (see appendix), and using Parenting Contracts where appropriate
- Initiate CAF/PAST/FPN as appropriate
- Arrange and conduct meetings with parents/carers to address persistent attendance and punctuality issues.

### **All School Staff:**

- Provide a welcoming atmosphere for children and provide a safe learning environment
- Ensure an appropriate and responsive curriculum
- Provide a sympathetic response to any pupils' concerns
- To be aware of factors that can contribute to non-attendance
- To see pupils' attendance as the responsibility of **all** school staff
- Participate in training regarding school systems and procedures

### **Governors**

- Adopt the whole-school policy and review regularly
- Monitor the consistent implementation of the attendance policy
- Set aspirational targets for improving the school's attendance figures
- Work with the Headteacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent

### **School targets, projects and special initiatives:**

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is **95%** attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in the area.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided in newsletter and we ask for your full support.

### **Summary:**

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend. All school staff are committed to working with parents and pupils, as this is the best way to ensure as high a level of attendance as possible.

**Date of Policy: 20<sup>th</sup> May 2013**

**Date Review Due: April 2014**

## **Important contact information**

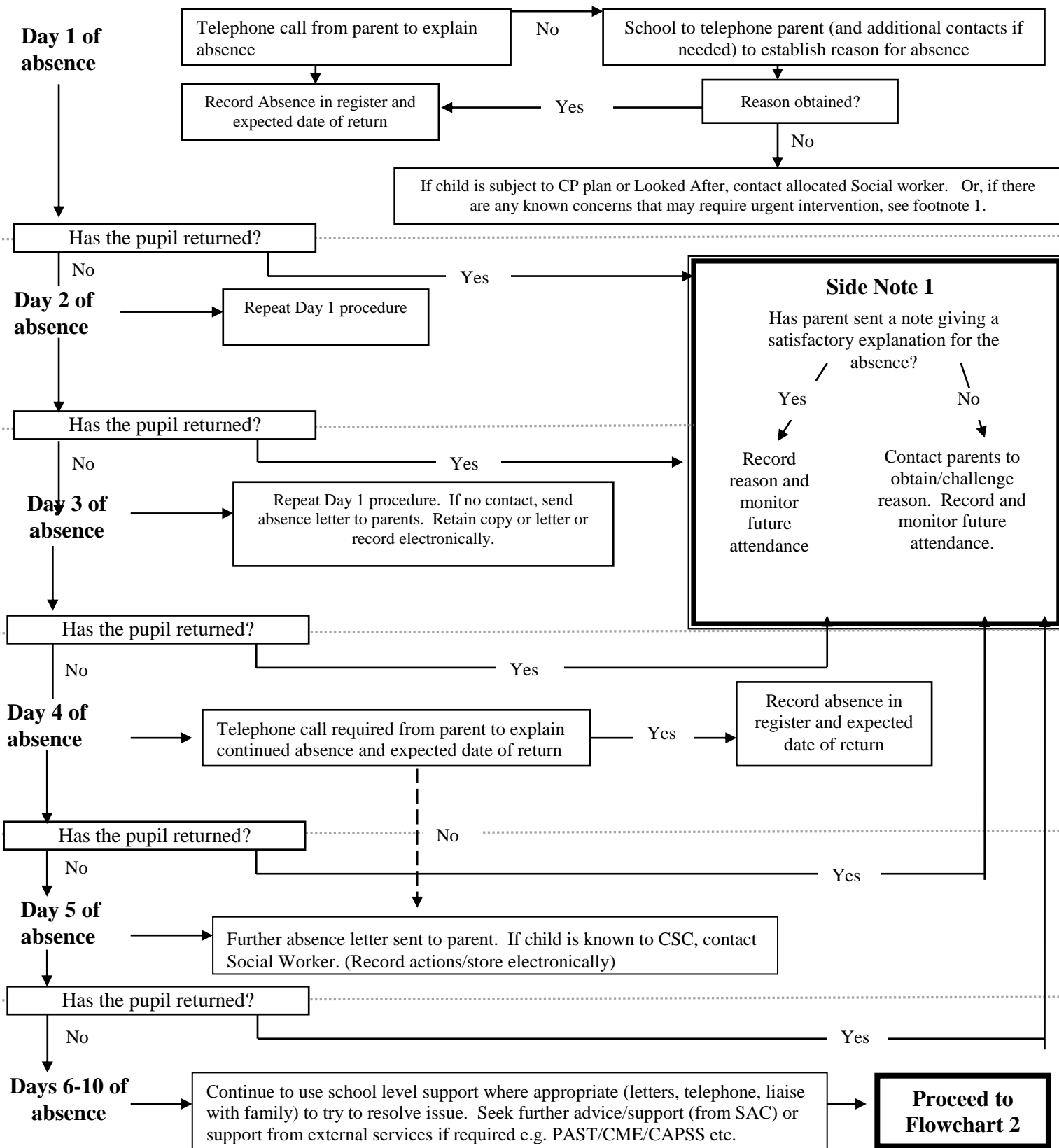
**School Office 01524 401002**

**Email**

**[office@morecambebay.lancs.sch.uk](mailto:office@morecambebay.lancs.sch.uk)**



**FLOWCHART 1: PRIMARY SCHOOL PATHWAYS FOR ATTENDANCE ISSUES – DAYS 1-10**

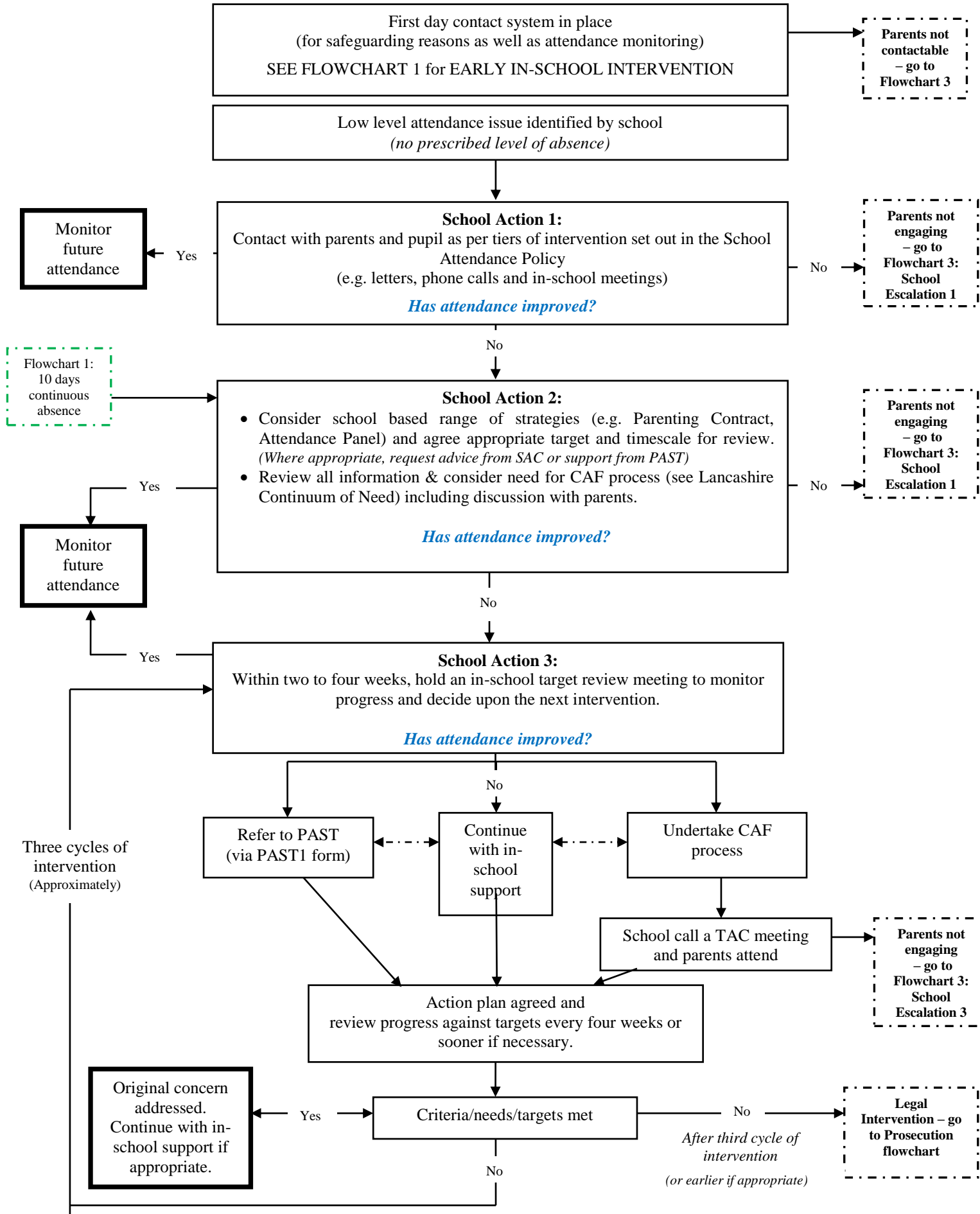


**If at any point there are concerns about the safety or welfare of the pupil, follow safeguarding procedures immediately.**

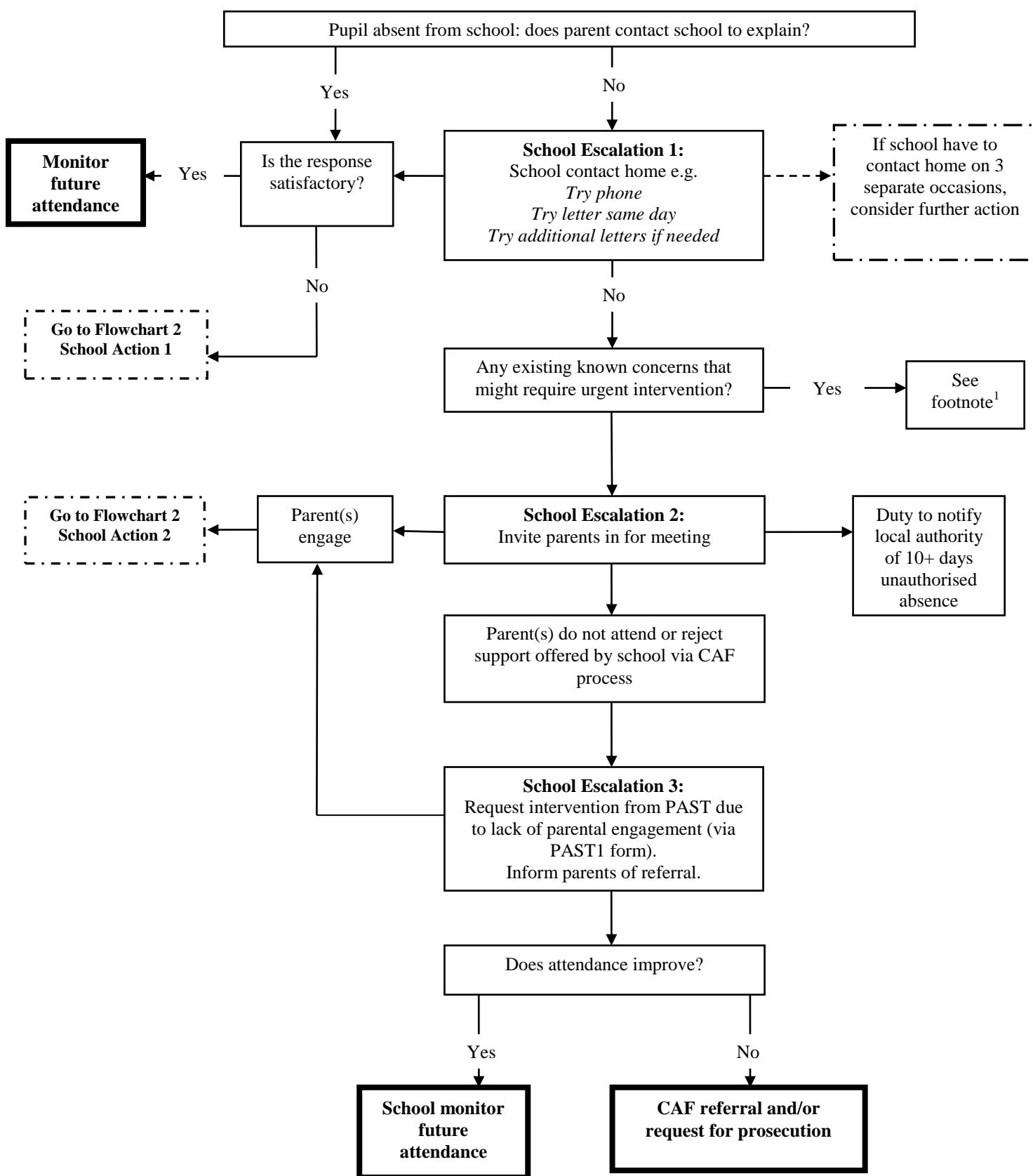
<sup>1</sup>In some instances, more urgent notification to the local authority may be appropriate if contact with parents/carers is problematic e.g.

- Children Looked After – schools should notify the CLA Service Manager
- Children subject to a Child Protection plan – schools should notify the named social worker
- Children in situations of known domestic violence – schools should consider whether safeguarding/child protection procedures should be followed.
- Advice can be sought from the School Attendance Consultant at any time if this is required.

## FLOWCHART 2: PRIMARY SCHOOL PATHWAYS FOR ATTENDANCE ISSUES



## FLOWCHART 3: PRIMARY SCHOOL PATHWAYS FOR ATTENDANCE ISSUES HARD TO ENGAGE PARENTS



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