

JAMES CABELL PRIMARY SCHOOL ATTENDANCE POLICY

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School Ethos

James Cambell primary school is committed to providing an effective, nurturing and high quality education for all pupils. Excellent attendance and punctuality is key for achieving this.

Roles and Responsibilities

Parents and Carers

The school will work in close partnership with parents/carers to achieve excellent school attendance and punctuality. The responsibilities of parents/carers in relation to attendance and punctuality are set out in the Home-School Agreement.

At **90%** attendance, it means on average, your child is currently absent from school for half a day **every week**. If the attendance level slips to **80%** then this is equivalent to missing one day of school **every week**. If a child's attendance continued at this level throughout their school life, by the time

they left school, they would have missed an entire academic year! At 75% attendance the equivalent of approximately **1½ days a week is missed – this translates to lost education which cannot be recovered; this will also affect the progress your child makes across the academic year.**

The law states that parents/carers have responsibilities for ensuring their child attends school regularly. Parents/carers of children of compulsory school age are required to ensure that they receive full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular attendance at school or otherwise (Education Act 1996).

It is the parents'/carers' responsibility to ensure that their children arrive at school on time and are picked up promptly at the end of the day as part of allowing their child to thrive.

Persistent Absentees

Since the start of the 2015/16 academic year, a pupil has been classified as a Persistent Absentee if they miss 10 per cent or more of their own possible sessions. **Poor attendance is detrimental to a child's education and could adversely affect their future life chances.**

Pupils who are Persistent Absentees are referred to the Borough's Attendance Advisor. Parents/carers have responsibilities for ensuring their child comes to school regularly, which are outlined in the Home-School Agreement. Parents/carers of children of compulsory age are required to ensure that they receive efficient full-time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular school attendance at school or otherwise. (Education Act 1996)

Punctuality

Regular attendance includes pupils being on time for school, every day.

It is the responsibility of parents/ carers to ensure that their child is in the playground on time. The children should go to class to be registered. Children arriving after this time will need to enter the school through the main school office and will be marked as late. The children will need to record their names and reason for lateness along with their lunch choice. **Any unauthorised pupil arriving 15 minutes after their start time is recorded as U, which means late after registers have closed.**

If a pupil is ill, parents/carers must contact the school on the morning of the first day of a pupil's absence by phone call, email or via parentmail. They should state the reason for their child's absence (including the illness) and also the date they are expected to return to school.

All medical appointments should be made outside school time. If this is not possible the appointment card must be shown in advance to the main office staff and the child must be brought to school before the appointment and returned to school afterwards (where possible). Parent/carer will be asked to provide further medical evidence for their child's absence.

If a parent arrives at school before the end of the school day, to take their child out of school, a member of the senior leadership team will be called to discuss the reasons for this with them and will be recorded on to the child's register record. They will also ensure that the parent understands the negative impact this will have on their child's learning. This will be recorded in the school's records and monitored.

Designated member of SLT and the School Attendance Officer

The member of the school's Senior Leadership Team (SLT) with responsibility for attendance is Chloe Sullivan (AHT).

Her responsibilities are to:

- ensure that the school meets the legal requirements for all aspects of school attendance and punctuality
- recommend targets for attendance to SLT and the Local Governing Board, and monitor them
- ensure staff training on attendance
- report regularly to the Headteacher, Governors and parents about attendance issues and figures
- authorise or not authorise term-time absences (see section 6)
- oversee the day-to-day responsibilities of the School Attendance Officer (Kimberly Finn)
- oversee the operation of the Attendance and Punctuality Routines at Appendix 1

Attendance Administrator – Admin Team

The Attendance Administrator will take responsibility for registration procedures, monitoring overall attendance, including key groups, collation and reporting of attendance information and advising the Head Teacher and SLT.

The Attendance Administrator will complete the Persistent Absentee workbook and share Persistent Absentee Data with the SBM, Head teacher, the SLT Team and the Borough on a half termly basis. This workbook identifies pupils whose level of absence is high and tracks attendance every term. The parents of those pupils most at risk of permanently becoming PA may be approached to set up a Common Assessment Framework (CAF).

The Attendance Administrator will oversee the sending out of letters to the parents of children with attendance concerns and will organise meetings where progress has not been made. If there is still no improvement in their child's attendance a referral will be made to the school's allocated Attendance Adviser and further action will be taken.

The Attendance Administrator will be responsible for ensuring that eligible pupils receive the appropriate rewards for good attendance and improvement in attendance.

The Attendance Administrator will also be responsible for ensuring that the online registers are kept in the correct manner as well as supporting them in following up all attendance issues. They will:

- Advise and assist parents/carers to maintain regular school attendance of their children;
- Communicate clearly to parents/carers the attendance procedures and expectations of the school;

- Collect and analyse attendance data to enable identification and tracking of pupil attendance;
- Input daily attendance data onto the SIMS management system;
- Accurately minute meetings (and where relevant, telephone conversations) with parents/carers;
- Monitor and track whole school attendance and punctuality and to send out letters where appropriate;
- Produce termly reports for the SBM, Headteacher and Governing Body;
- Monitor and track the attendance of groups of pupils, particularly those designated as 'disadvantaged';
- Develop and maintain links with parents/children and the local authority's Educational Welfare Service;
- Monitor and ensure that correct attendance codes are entered in class registers and on SIMS;
- Schedule and attend school-based meetings with parents/carers as necessary; Carry out appropriate administrative duties as required by the SBM & Headteacher.

Data inputting will be completed by the Attendance Officer (Kimberly Finn) who will also provide attendance reports requested by the Head teacher, SBM, and Children's Services.

The Class Teacher

The Class Teacher has a vital role to play in raising the attendance and punctuality in school.

The Class Teacher will ensure the following:

- To ensure that he/she is present in the classroom from 8.30am and if late has been seen by the front office.
- Completing the online registers within 15 minutes of the class start time in the morning.
- To raise any child protection concerns relating to attendance or punctuality with the school's Designated Safeguarding Lead
- Discussing attendance issues with children during pupil conferencing meetings
- Discussing attendance and punctuality issues with parents, and sharing attendance figures at Parents' Evenings

Inclusion Leads / Senior Leaders

The Senior Leaders will be working in conjunction with the Attendance Lead and Educational Welfare Officers and will support class teachers in the inclusion of attendance where appropriate.

Response to Absences

When a pupil of this school is absent for no apparent reason, it is the duty of all staff to consider possible causes. When considering reasons they should bear in mind factors that could relate to Child Protection, Behaviour, Discipline and Anti-Bullying Policies. The Class Teacher will have a particular role to play in identifying reasons for absence and addressing such issues, with the support of the whole school staff. If there are concerns, they should decide whether it is Child

Protection and complete a Concern Form, whether they need to refer to the relevant SLT by the Notification Form or just speak with the Attendance Lead.

Where attendance issues have been identified and initial contacts have not brought about the required improvement then the following stages will be used to resolve the situation:

Stage One

If attendance levels reach between **90-94%**, depending on circumstances and any unexplained absences, a letter may be sent to the parents notifying them that the school will be monitoring the attendance levels of that pupil. Within this letter it will state that there needs to be an improvement in the pupil's attendance. The EWO will be notified; they will be set targets for improvement. If there is no improvement then Attendance Officer will contact parents to discuss next steps.

Stage Two

From **85%-89%** the school may send a letter to notify the parent or invite the pupil and parents/carers to discuss the issue with the Attendance Lead and the Admissions and Attendance Officer. Where parents are giving ill health as a reason for continuous absence without medical verification a referral may be made to the School Health Service or permission to contact the pupil's GP may be requested in order for the school to continue to authorise the absence.

Stage Three

Below 85%. When a pupil's attendance is not resolved by action at Stage One or Two within the school a referral will be made to the Educational Welfare Officer. Parents will be informed of this referral. At this stage action will be taken by the Local Authority through the Admissions and Attendance Service to resolve the situation. This may include direct work with the pupil and family, referral to other agencies. There may also be referral to other provisions set up to support the pupil in making a return to full attendance. Legal proceedings may be considered by the Attendance Service under the Anti-Social Behaviour Act 2003 (FPNs) 1996 Education Act (prosecution) and the Children Act 1989 (ESOs) and fixed penalty notices may be issued to parents. There is an appeals process for parents who have received and contest a fixed penalty notice.

Nursery Pupils

If Attendance drops below 80% despite actions at Stage One and Two, without a valid medical reason that has been evidenced, the pupil may lose their nursery place (this may also apply to Reception children who are not yet 5 years old).

Holidays/Leave of Absence

In alignment with Borough recommendations, it is expected that parents will plan holidays during school holiday periods. Holidays taken during term time **will not be authorised**. The fine for unauthorised holidays of 5 days or more is £60 per parent, per child. The appeal procedure for holiday fines needs to be put to the school as the fined parent is not able to appeal to the Council. Failure to pay the FPN will result in Court Action.

Attendance Routines

Daily	Weekly	Bi-weekly	Each Half Term	Each Term
<p>Record and analyse number of 'Lates' (before and after school). <i>Attendance/Admin</i></p> <p>SLT Link is notified of concerns <i>Attendance Administrator</i></p> <p>Make phone calls to parents of pupils who are absent and have not provided a reason. <i>Attendance/Admin</i></p> <p>2nd day absences followed up . <i>Attendance Administrator</i></p>	<p>Complete Attendance Return for Whole School/Class/Sig groups, Pupil Premium, SEND and Ethnicity and give to Head teacher. <i>Attendance Administrator</i></p> <p>Share class and school attendance Percentages with all staff and parents by publishing on the school's website. <i>Attendance/Admin</i></p> <p>Analyse data and arrange for paperwork to be sent to CS or AC to meet with parents <i>Attendance Administrator</i></p> <p>Attendance Assembly badges and class certificates <i>Attendance/Admin</i></p>	<p>Meet with SMB to review any action taken/needed. <i>Attendance Administrator</i></p> <p>Letters of concern/improvement/ to Parents followed up by SLT Link <i>Attendance/Admin</i></p>	<p>Complete PA Workbook and Reason Code Analysis <i>Attendance Administrator</i></p> <p>Email Significant Groups worksheet to SBM who will report to Head teacher to present to Governing Body <i>Attendance Lead</i></p> <p>Appropriate attendance improvement Certificate <i>Attendance/Admin</i></p>	<p>Attendance Data for Parent Consultations <i>Attendance Administrator</i></p> <p>Attendance Update whole School letters and accompanying Attendance Summaries. Publish on the school's website. <i>Attendance Administrator</i></p>



Attendance Escalation Procedures

