



WALTON ON THE NAZE PRIMARY SCHOOL

ATTENDANCE AND PUNCTUALITY POLICY

Choose your dream and chase it!

Review date	Spring 2020
Approved date	Spring 2019
Responsible committee	Curriculum and Pupil Related Matters

Vision Statement

This document provides a framework for

PROVIDING A SAFE, CARING ENVIRONMENT WHERE EVERYONE IS VALUED AND WILL HAVE THE OPPORTUNITY TO FULFIL THEIR POTENTIAL AS A LEARNER AND AS A PERSON.

It should be read alongside other policies which support learning.

There are clear links between attendance and attainment, therefore everyone has a responsibility for promoting excellent attendance: governors, parents, pupils and all school staff.

School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document and schools must, under the Education (Pupil Registration) Regulations 2006 take a register at the start of the morning session, and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes (see appendix A).

Under the Education (Pupil Registration) Regulations 2006, only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

The Education (Pupil Registration) (England) Regulations 2013 have removed all references to family holidays and leave of absence shall not be granted unless an application had been made in advance and the Headteacher considers that leave of absence should be granted due to exceptional circumstances. Headteachers no longer have the discretion to authorise up to ten days of absence. This discretion has been removed by the aforementioned Regulations (2013). Whilst the Headteacher will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

Where a family chooses to take a holiday during term time, the absence will be coded as unauthorised (G code) and a Penalty Notice may be issued to each parent for each child (where 5 or more days of unauthorised absence are recorded as a result).

If leave of absence is taken without the request having been agreed, the absence will be recorded as unauthorised. This may result in the Local Authority issuing a Penalty Notice, in accordance with the Essex Code of Conduct (£120 per parent, per child / £60 if paid within 21 days), where there have been 10 sessions or more of unauthorised absence recorded. If this penalty is not paid the Local Authority will instigate legal proceedings against the parent/carer in the Magistrates Court.

Penalty notices may be issued where there has been at least 10 sessions of unauthorised absence during the previous 10 school weeks. This includes unauthorised late arrivals, coded U, which count as unauthorised absence for the whole session.

In compliance with the Education Act 436A (Chapter 2 Part 6) the school will, after making appropriate checks, report all Children Missing from Education to the Local Authority, Education Welfare Service, who has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

For further guidance please refer to the Essex Code of Conduct for Penalty Notices: -

https://www.essex.gov.uk/Education-Schools/Schools/Attending_School/Documents/Essex_code_of_conduct.pdf

Persistent Absence Threshold - PA

With effect from 1st September 2015, a pupil will be deemed to be a 'persistent absentee' where their attendance falls below 90%. Missing this amount of school has a significant, detrimental impact on a child's learning and parents may be asked to attend a meeting with the Headteacher to see how we can work together to improve their child's attendance.

Roles Responsibilities and Procedures

School

All the staff at Walton Primary School will provide an ethos which places a high value on regular attendance and good punctuality. They also have a responsibility to set a good example in matters relating to their own attendance and punctuality.

It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances and it is the Headteacher, not the parent, who can authorise the absence.

In addition, schools are required to produce written home-school agreements which include clear understandings about attendance and punctuality.

- Registration takes place at 8:45am and 1:00pm. A child arriving after 8:45am, but before 9.00am will be given an L-Late (before registration closed) mark.
- If a child arrives after 9.30am they will be given a U-Late (after registers closed) mark.
- Children arriving after 1:05 will be given an L-late mark and after 1.15pm a U-Late mark. *L-Late is recorded as a present mark and U-Late is recorded as absent for the session.*
- School asks parents of late children to sign them into the school's late book, with a reason why they are late. Staff will record how many minutes late the pupil is on SIMS. Parents who consistently bring their children to school late will be called in to a meeting with the Headteacher.
- Notifications by parents of pupil absences are recorded in a Pupil Absent Record Book.
- Our Pastoral Team are responsible for first day calling and recording information received if parents have not contacted the school.
- School will ask the police to make a Welfare Call or make a referral to Social Care if parents continually fail to answer phone calls or give reasons for absence for poor children with poor attendance once SAM meetings have been completed.
- Staff use SIMS to record attendance and the school uses the Department for Education absence and attendance codes.
- Pupils may be marked as unable to attend due to exceptional circumstances e.g. serious disruption to travel caused by the weather or an emergency school closure.
- The Headteacher has responsibility for authorising holidays in term time.

- School liaise with the Attendance Team at TTC for families with siblings at both schools.
- Poor attendance is monitored; if necessary parents are notified and asked to an informal meeting prior to referral to the Local Authority.
- Pupils who have extended absences will have a reintegration meeting with their parents and will also be supported by our Pastoral Manager.
- Promotion of regular school attendance will take place e.g. by ringing home on the first day of absence if the parents/carers have not contacted the school.
- Parents/Carers may be asked to provide medical evidence for children with poor attendance due to illness.

Parents/carers

- If a pupil is prevented from attending school because of sickness or other unavoidable cause, it is the responsibility of the parent to contact the school on the first day of their child's absence. If contact is not made with the school an unauthorised mark will be given until written confirmation of the absence is received.
- Wherever possible, parents should avoid making medical/dental appointments for their children during school hours. Proof of appointments should be shown to the staff in the School Office.
- Parents do not have the right to take children out of school for a holiday during term time. A parent wishing to apply for a leave of absence will need to apply using the appropriate form; this form is available from the office. Requests should be applied for 4 school weeks before the absence is required. Parents will receive a written response within a few days. Holidays are only granted under very special circumstances as stated in the Essex Guidance to School on pupil holidays in term time.
- It is an expectation that parents will work with school and/or the Local Authority to resolve any attendance issues.
- Pupils arriving late should be brought to the school office. Parents will then sign the late register giving reasons for lateness. These records are monitored weekly and parents of pupils who are regularly late are invited to school to discuss support measures.

Pupils

- All pupils should be aware of the importance of regular school attendance. If a pupil is having difficulties which might be preventing them from attending school regularly, they should speak to their class teacher, the Pastoral Manager or another adult.
- Pupils are expected to attend school regularly and to be on time for registration and ready to learn.
- All pupils enter school through the main gate which is open at 8:30 am. Pupils are expected to be in their seats and ready to learn by 8:45 am which is when school officially begins.
- Pupils' names will be called by the class teacher and a response is required from the pupils.

Local Authority Attendance Compliance Team

- Local Authority Attendance Compliance Team works within locally based Area Attendance Teams, multi-disciplinary teams, schools and families to promote good attendance.
- They carry out statutory duties on behalf of the Local Authority to ensure parents/carers fulfil their legal requirements in relation to school attendance.

The school may refer a pupil to the Local Authority where attendance remains a concern following school intervention. The Local Authority will work with schools and families to address attendance issues. However, if attendance fails to improve, legal action may be taken against parents/carers.

Attendance Targets

Each school has an annual attendance target set by governors. It is expected that the whole school community will work together to achieve this target. [see School Development Plan]

Attainment is strongly linked to attendance, and research has shown that if pupils are to achieve their full potential, they must attend school regularly.

Attendance Targets are noted in all Head Teacher reports.

Rewards

- Tigger will be awarded each week to the class with the highest attendance.
- The class with the best weekly attendance will be awarded 'free Tasty Tuck' on Wednesday.
- At the end of each term 5 children with an attendance of 98% and above will go in to a draw for a £10 voucher.
- The class with the highest attendance at the end of the academic year will be rewarded with a day out.
- Individual letters/postcards/rewards will be posted home periodically to children with good/improved attendance and to those who are seen to be trying their best to make an improvement to their attendance.

Appendix A

Key to Statutory Registration Codes

/ Present (AM)	O Absent from school without authorisation
\ Present (PM)	P Approved sporting activity
B Educated off site (not Dual reg.)	R Religious observance
C Other authorised circumstances	S Study Leave
D Dual registration (attending other establishment)	T Gypsy, Roma and Traveller absence
E Excluded (no alternative provision made)	U Late (after registers closed)
G Family holiday (unauthorised or days in excess)	V Educational visit or trip
H Annual family holiday (authorised)	W Work experience
I Illness (not med/dental appointments)	X Not required to be in school
J Interview	Y Unable to attend due to exceptional circumstances
L Late (before reg closed)	Z Pupil not on roll
M Medical/Dental appointments	- All should attend / No mark recorded
N No reason yet provided for absence	# Planned whole or partial school closure