



Havannah Primary School

Attendance Policy

Spring 2020

INTRODUCTION

- THIS POLICY WAS DEVELOPED through a process of consultation with the CECP.

Attendance Co-ordinator: Head teacher/ Stefanie Williams / Jo Worrall (Admin)

Education Welfare Officer

Attendance Policy Group members:

Name	Role	Responsibility
Stefanie Williams	Head teacher	To monitor the attendance throughout the school. To raise the level of attendance of those children or young people identified as being at risk
Jo Worrall	Admin/Office	To monitor the attendance situation of individual children or young people
Ms Alex Thompson	Chair of Governor (updated 2020)	To keep a check on the general situation and be advised on leave of absence requests through the governing body.
Cheryl Madden	EWO	To support the school in achieving its objectives by following the Local Authority Guidelines.

RATIONALE

- Regular attendance at school or alternative provision is a legal requirement and "The Education Act" 1996 makes it a criminal offence for a parent/carer to fail to secure their child's regular attendance at school.
- Parent/carers/guardians have a legal duty as well as a moral obligation to ensure that children of compulsory school age attend on time, on a regular and full-time basis.
- Good attendance and punctuality is essential if pupils are to take full advantage of School and gain the appropriate skills which will equip them for life.
- Safeguarding each child is everyone's responsibility and a child may be at risk if they do not attend school regularly.
- Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.
- The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, parent(s)/carer(s), guardian(s), local community and the Education Welfare Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.
- Good attendance will be seen as an achievement in its own right and recognised as such by the school.
- The attendance policy is based on the premise of equal opportunities for all.

Aims

- To improve the quality of school life
- To create a culture in which good attendance is 'normality'
- To demonstrate to pupils, parent(s), carer(s), guardian(s) and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself
- To be consistent in implementation, both in terms of rewards and sanctions
- To value the individual and be socially and educationally inclusive

Objectives

- To involve the children or young people more in their school attendance
- To improve communication with parent(s), carer(s) and guardian(s) about regular school attendance. The newsletter will provide an attendance percentage for the school every two weeks.
- All school staff to continue to take responsibility for children or young people's attendance and for the school to recognise the importance of this role, especially with identifying first day absence of pupils.
- Effective working relationship with the Education Welfare Service

Targets

- To have an effective means of collecting and monitoring information
- To discuss the settings of targets for the school with the EWO and the Governing Body
- To ensure that such data collated by SIMS is used effectively by all staff in conjunction with the Head Teacher
- To agree specific targets for individuals whose attendance falls **below 94.6%**
- To keep parent(s), carer(s), guardian(s) and governors informed of policy and practice e.g. school website, school newsletter
- To ensure that the school is aware of government targets which may have been set for some vulnerable groups, such as Looked After Children.

Consultation Process now completed:

1. School Staff:

A staff meeting was held to discuss this policy and make any changes, which are deemed supportive of the aims of the policy.

2. The Governing Body:

A Governor Sub Committee meeting has discussed this policy, making any changes which are deemed supportive of the aims of the policy. The final policy, after consultation will be presented for approval to the whole Governing Body on November 2014.

3. The Parent(s)/Carer(s)/Guardian(s):

Parent(s)/Carer(s)/Guardian(s) will be advised of our policy on attendance:

- When their children first start at our school
- Home school contracts
- Through newsletters
- At parent(s)/carer(s) evenings
- In the school prospectus
- School website
- Parent Forum will also be consulted with in the Autumn Term 2014 to consider the new policy and to make any suggestions as to improving the attendance of the children.

4. The Children or young people:

Children or young people will be advised of our policy on attendance:

- In assemblies
- In the classroom
- School Council

Procedure:

- Children or young people are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:
 - - Authorised (where the school approves pupil absence)
 - - Unauthorised (where the school will not approve absence)
- It is expected that parent(s)/carer(s), guardian(s) will provide an explanation if the child or young person is absent **on the first day** the absence occurs. This can be by letter, telephone, text, personally at the office or by appointment.
- If contact, explaining the child or young person's absence, fails to be made by parent(s)/carer(s)/guardian(s), then the school will contact the home by telephone on the initial day and on each day thereafter until the unexplained absence is clarified. **This contact will be recorded in the electronic records provided by SIMS.**
- The head teacher will regularly remind parent(s)/carer(s)/guardian(s) of the importance of good attendance and punctuality.
- Children or young people with **98% attendance or better** will be rewarded by the school with a certificate of attendance every term. Children whose attendance is **greater than 96.4%** will be rewarded at the end of each academic year with a treat discussed and agreed with the school council.

What can parent(s)/carer(s) do to help?

- If your child is absent from school please contact the school **before 9:30am** (prior to the close of morning registration) on the day of absence so that we know your child is safe. If your child is likely to be absent for any length of time, (e.g. due to illness) please keep us informed and a **medical note is required**.
- Try to make appointments outside school time
- Do not allow your child to have time off school unless it is really necessary

Identification of Pupils Giving Cause for Concern & Referral

- Identification is made by the form / class teacher (cause for concern)
- Concerns are passed to the person responsible for contacting parent(s)/carer(s)/guardian(s)
- Person responsible will contact parent(s)/carer(s)/guardian(s)

- There will be two weeks' monitoring of the child or young person's attendance
- If there is no improvement, at this point, attendance letter 1 (Appendix 1) will be sent and parent(s)/carer(s)/guardian(s) will be invited in for a meeting
- We will, after a further two weeks' monitoring, inform parent(s)/carer(s)/guardian(s) that they will be referred to the Education Welfare Service, if there has been no improvement in attendance (Attendance Letter 2 in Appendix 2). The referral to the Education Welfare Service will consist of the referral form (see Referral Form in Appendix 5), copies of all correspondence to parent(s)/carer(s)/guardian(s) and a print out of the child or young person's attendance certificate from SIMS data base
- If attendance has improved over the last four weeks, school will continue to monitor attendance to ensure improvement is maintained.

Completing the Register

- The Governing Body is responsible for registering with the Data Protection Registrar under the Data Protection Act 1998
- Electronic registers are printed out and kept in the same way as manual registers. **These are legal documents**
- The twice-daily requirement to register pupils formally receives children or young people from home
- Emphasis is placed on the accurate twice daily completion of registers
- Incomplete or inaccurate registers are unacceptable. Registers provide the daily record of the attendance of all pupils; they are legal documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school
- Registers will be marked electronically.
- The register will be marked using the symbols advised by DfE and CEC.

Lateness

School begins at 8.55am and all pupils are expected to be in school for registration at 9:00am.

Pupils who are consistently late are disrupting not only their own education but also that of others.

Where persistent lateness gives cause for concern further action will be taken. See Identification of Pupils Giving Cause for Concern and Referrals - the same process will apply (See Appendix 4)

Leave of Absence during term time

Parent(s)/carer(s)/guardian(s) do not have the right to take their child or young person out of school for a holiday. A request for a leave of absence **must** be made by the parent who the pupil normally resides with. A child or young person who is absent longer than 10 days after an agreed return date can legally be removed from the school roll and the parents/carers/guardian(s) may be liable to prosecution.

A child cannot have more than five days (10 Sessions) of unauthorised absence over the course of two consecutive half- terms. Fines may be issued by the Local Authority in these cases.

In considering whether or not to authorise leave for a leave of absence, the Governing body will consider each case individually, taking into account a child or young person's overall attendance and the reason for the absence. The Headteacher has been delegated this responsibility by the governing body.

A "LEAVE OF ABSENCE REQUEST FORM" (See Appendix 3) is available from the School Office and on the School Website. It must be completed in advance of the absence and

returned to the school where it will need to be discussed with the head teacher. This discussion will contribute towards the final decision.

- It must clearly state on the form why it is necessary that this absence must be taken in term time.
- Lower cost/Holiday is not a reason.
- On receipt of the "Leave of Absence Request Form", you will be sent a response indicating whether the governing body is able to authorise your request or not.

Reasons for not authorising it **might** include:-

- Unsatisfactory attendance
- Time of year, e.g. if pupils are sitting Public Examinations
- If leave of absence has already been authorised during the current academic year
- It is a holiday request in school term time
- There does not appear to be an exceptional circumstance surrounding the request

Examples of exceptional circumstances are seen to be:

- being of unique and significant emotional, educational or spiritual value to the child which outweighs the loss of teaching time,
- service personnel returning from/scheduled to embark on a tour of duty abroad
- when it is company policy to take leave at a specified time of year" (evidence required)
- when a holiday is recommended as part of a parent or child's rehabilitation from a medical or emotional issue (evidence required)
- the wedding/funeral of an immediate family member or the birth of a sibling
- when a family celebrates their cultural heritage and identity and falls during term time.
- the holiday being a unique/one off experience never to be repeated which can only happen during term time. (evidence required)

While decisions are to be made on a case by case basis, requests will **normally be refused**.

If parents, contrary to what the governors have said, still decide to take their child out of school, then the absence will be coded as "**unauthorised**". This may lead to the school referring the matter to the Local Authority requesting a Fixed Penalty Notice to be issued.

Penalties for unauthorised absence		
Timeline	One child	Two Children
Paid within 21 days	£60 per parent as per the definition in the education act, section 576	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	A summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance

Fixed Penalty Notices have been introduced as part of the Government's drive to improve attendance.

These measures are severe but we believe that regular and high attendance is in every pupil's best interests and helps to maximise their achievements and enjoyment of school.

This Policy reflects accurately the current legislation and as a school, we have a duty to point this out to parents/carers/guardians.

Further details and background information can be found at the Cheshire East Council website - http://www.cheshireeast.gov.uk/education_and_learning/schools/parents.aspx.

LEAVING SCHOOL DURING SCHOOL HOURS

A child will only be permitted to leave school during school hours if permission has been sought and a parent, carer, guardian or designated person collects the child in person. You will be asked to sign your child in/out of school accordingly for safeguarding and health and safety reasons.

- **The school aims to have ALL children or young people attending regularly and punctually and parent(s)/carer(s)/guardian(s) need to know that should their child fail to attend in this way then the matter will be referred to the Education Welfare Service.**
- **Parent(s)/carer(s)/guardian(s) need to be aware that Cheshire East Schools work in co-operation with the Education Welfare Service.**
- **Parent(s)/carer(s)/guardian(s) need to be aware that Cheshire East Council in conjunction with Schools are operating Fixed Penalty Notices for non-attendance.**

In developing this Attendance Policy we have taken into account the fact that Cheshire East is an ethnically diverse community. The school has incorporated practice, which guards against disadvantaging any sections of the community. Improving the performance of underachieving pupils is a key priority. This aims to improve the attainment of minority pupils across Cheshire East. Schools are aware and take into account the need for all public authorities to re-examine and make changes to their practice in promoting genuine multi-racial partnership.

The school understands the need for on-going communication with parent(s)/carer(s)/guardian(s) and pupils regarding this policy, particularly those new to the school.

MONITORING OF ATTENDANCE

Local Authority Monitoring of Attendance

There are a range of processes to support Local Authority monitoring of attendance:

- All schools have a statutory obligation to provide information about attendance to the LA and the DfE via the school census returns. This enables national comparisons.
- The development of Electronic Registration means that the Local Authority should be able to access attendance data centrally, and could therefore monitor trends.
- The Education Welfare Service monitors attendance on behalf of the Local Authority through regular meetings with school staff and regular register checks. This focuses particularly on children or young people with long-term absences, regular patterns of absence, the school's monitoring of student attendance at alternative provision such as college placements, return of children or young people after fixed term exclusions, admissions of children or young people for whom a place at the school has been agreed, children or young people cared for by the Local Authority.

- Monitoring of agreed School/Education Welfare Service School Action Plans to ensure priority concerns are effectively addressed. The Education Welfare Officer and school must regularly review the Action Plans jointly.
- Monitoring the use and success of legal action to enforce attendance.
- The Admissions Team has a protocol for referral to the Education Welfare Service of children or young people who, for whatever reason, are without a school place.

School monitoring of Attendance

Every school must have a designated person responsible for attendance, and establish a routine that ensures that regular monitoring and review take place.

General

Frequency	Action
Daily	Class teacher has initial responsibility for dealing with concerns. Attendance of all pupils on alternative packages should also be checked daily with the providers.
Weekly	Action to be taken by the school with regard to children or young people whose absence is causing concern. Discussions with Education Welfare Officer, who may be asked to intervene in cases where the school has not been able to ascertain reasons for absence, or where other concerns exist.

Specific

Havannah Primary School allocate overall responsibility for specific tasks to the Headteacher or the Deputy in his absence.

Group	Issues
Year Group	<ul style="list-style-type: none"> • Compare figures with those for other local schools • Compare figures with those for other cohorts within the school • Compare figures for the same cohort over time i.e. as it progresses through the school • Compare figures with those for the same year group over time i.e. year 6 over the years • Consider attendance pattern over the year.
Class Group	<ul style="list-style-type: none"> • Compare group with others in the same year group • Analyse long-term absentees contribution to the figure • Consider if registration guidelines are being correctly applied • Consider the class teacher effect • Consider school effects e.g. over use of supply teachers etc.
Individuals	<ul style="list-style-type: none"> • Look for broken weeks - five separate one-day absences are more significant than a week's absence • Look for same day absence each week • Check reasons for absence • Check absence notes • Look for absences with friends • Closely monitor vulnerable/"at risk" children or young people • Reward good/improved attendance • Report to Education Welfare Officer long-term absentees/those for whom no reason for absence has been received.

School Monitoring of Lateness

The major principles of any late monitoring system are:

- it should ensure everyone in school is recorded in case of fire
- it should not allow children or young people to come into school undetected especially if some form of same day contact is being made with absentees.

The School's signing in system:

- enables the school office to keep a record and monitor punctuality
- makes it difficult for a student to enter a classroom late without staff acknowledgement
- ensures all teachers are consistently and correctly coding registers.

Every Minute Counts

Lateness = Lost Learning (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

Signed _____ Chair of Governors

Signed _____ Head Teacher

Date _____



Dear Parents

ATTENDANCE - CHILD'S NAME

Your child's attendance record over the last 2 weeks is a cause for concern.

Regular attendance at school is vital if children or young people are to make good progress and to benefit from the opportunities that school offers.

Please arrange to discuss your child's attendance with myself at your earliest convenience.

Yours sincerely,

Stefanie Williams
Head-Teacher



Child's Name _____

Class _____

Dear Parent

Further to my recent letter, continued monitoring shows that there has not been sufficient improvement in your child's attendance.

Unfortunately due to this I will have to refer the matter to the Education Welfare Officer.

It is important that your child attends school regularly in order to make progress. It is also your legal duty to ensure your child's regular attendance at school and failure to this could result in legal action being taken against you.

Yours sincerely,
Stefanie Williams

Head-Teacher



Leave of absence in Term Time for a Child/Children who they normally reside with. (Education, Pupil Registration Regulations)

You have requested the school's permission for a leave of absence during term time. All such requests will normally be refused except in exceptional circumstances (see policy) and after **all evidence** from yourselves is gathered together. **A meeting with the Head teacher or designated attendance lead will also be necessary where the evidence will be produced and discussed further.** Please complete the form below and return to the school office.
Completion of this form **does not guarantee** the leave of absence will be authorised.

I wish to seek permission for my child/children

to obtain authorised absence from to

Number of days requested for absence is

Why is it necessary for this to take place in term time?

.....
.....

Parent/Carer Signature Date

TAKING YOUR CHILD ON A LEAVE OF ABSENSE WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE LOCAL AUTHORITY ISSUING A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD FOR WHOM THIS REQUEST HAS BEEN REFUSED.

WHAT THE LAW SAYS: Parents should not normally take pupils out of school in term time. School will only consider a leave of absence in term time where both:

- The application is made to the Head Teacher in advance of the absence by a parent the child normally lives with.
- There are exceptional reasons for this to happen.

Applications should be made as far in advance as possible.

For completion by the school. Copy sent to parent and one kept in school on file.

The School's Governing Body give authorisation for the above absence from school.

The Governing Body are unable to authorise the above request for absence. Reason declined:-

.....

Signed(Headteacher)

Date



Child's Name _____

Class _____

Dear Parent

Your child's punctuality is currently giving cause for concern.

Late arrivals at school result in children or young people missing the beginning of lessons and disturbing the rest of the class when they arrive. All children or young people are expected to arrive in school between (time) and (time) every day. Please make sure that your child arrives at the correct time.

We will continue to monitor punctuality, and hope to see an immediate and sustained improvement. If there are particular problems, which we might help with, please do not hesitate to contact either your child's teacher or myself.

Yours sincerely

Stefanie Williams
Head-Teacher

Education Welfare Service
FIXED PENALTY NOTICE REQUEST
For Unauthorised Leave of Absence

Registered pupil at:

.....**School**

Pupil Details:

Name:MALE/FEMALE D.O.B:

.....

Address:

.....

.....

.....

.....

.....Postcode:

.....

Parent/Carer (please delete one)

Name:

.....

Address (if different from above):

.....

.....

.....

.....Postcode:

.....

Telephone No: Mobile No:

.....

Name:

.....

Address (if different from above):

.....

.....

.....

.....Postcode:

.....

Telephone No: Mobile No:

.....

Dates of Absence

The above named pupil was absent from school on the following dates:

.....
.....
.....

and this absence is recorded in the school register as unauthorised. (Please attach a registration certificate showing the period.)

Declaration

I am the Head Teacher/Acting Head Teacher of the School named. I certify that this leave of absence request has been considered in line with the School Attendance Policy. To the best of my knowledge there are no exceptional circumstances.

Did parents request authorisation prior to leave of absence?

Yes / No.

Did school respond in writing declining application?

Yes / No

PLEASE ATTACH COPIES OF ALL PAPERWORK.

- Copy of newsletter detailing FPN information and charges
- Copy of leave of absence application
- Copy of letter declining application
- Pupil attendance certificate

Name:

SignatureDate:

This is the exhibit of

.....

.....
(Name of Head Teacher/Acting Head Teacher)

marked “Exhibit _____/2”

Please send this form fully completed to :
FPN Administrator, Education Welfare Services, Cheshire East Council, 7th Floor Delamere House,
c/o Municipal Buildings, Earle Street, Crewe CW1 2BJ