



Attendance Policy

Policy Review: November 2023
Next Review: November 2024

Contents

	<u>Page</u>
1. Statement of Intent	3
2. Statutory Framework	4
3. Registration	4
4. Absences	5
5. Reporting Absences	6
6. Categorising Absences	6
7. Lateness	7
8. Persistent Absences	7
9. Role of the Social Inclusion Team	7
10. Children's Services – Role of School Attendance Team (LA)	8
11. Rewarding Good Attendance & Punctuality	9
12. Handover Arrangements	9
13. Holidays in Term Time	9-10

Appendix 1: Holiday/Absence Request Form

Appendix 2: Attendance Monitoring and Procedures Roles and Responsibilities

Appendix 3: Registration Procedures

Appendix 4: Improving Punctuality

Appendix 4b: Punctuality Letter

Appendix 5: Unauthorised Absence Letter

Appendix 6: Unexplained Absences/meeting with Headteacher letter

Appendix 7: Attendance Codes, descriptions and meanings

Appendix 8:

1. Statement of Intent

Fens Primary School is committed to the provision of effective education for the children in our care. We believe this cannot be accomplished without regular attendance. The school will therefore do all it can to ensure that pupils achieve the maximum possible attendance. Any problems, which impede full attendance, will be addressed as soon as possible.

Fens Primary School recognises the importance of full attendance and aims to ensure that all pupils take full advantage of the educational provision made available to them.

Regular attendance is a prerequisite to a good education and therefore is a priority for the school. Fens Primary School is committed to providing a full and efficient educational experience for all pupils.

As a school, we aim to develop pupils to their full potential; parents/carers have a responsibility to aid the education process by ensuring that pupils attend the school regularly, on time, and in a suitable disposition to learn.

We expect our parents/carers to value school and their child's education and to support our school's procedures.

For our children to gain the greatest benefit from their education it is vital that they attend regularly and arrive at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important that school and families work together to ensure children have good attendance and this policy provides the framework for this.

Regular Attendance is Important

Any absence will affect the pattern of a child's learning; regular absence or arriving late for lessons will seriously affect learning and the child's capacity to engage with learning.

Ensuring a child's regular attendance at school is the parents/carers legal responsibility and permitting absence from school without a good reason creates an offence in law which may result in prosecution and a criminal record.

Safeguarding the interests of each child is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for every child encompasses: -

- Attendance
- Inclusion & Equal Opportunity
- Social and Personal Development
- Health and Safety
- Access to the Curriculum

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

Promoting good attendance

Promoting a pattern of good attendance and punctuality is everybody's responsibility; parents/carers, pupils and staff. School will identify, at an early stage, any concerns with attendance and punctuality and take measures to improve the situation. Good attendance will be celebrated in our Celebration Assemblies across the academic year. We will reward good and improving attendance through certificates, rewards and events.

2. School Attendance – The Statutory Framework

Education Act 1944 – Established the duty of Local Authorities and parents/carers to ensure regular attendance of pupils in school.

Education Act 1996 - (Section 444). The Act states that “The parents/carers of a child of compulsory school age registered at school and failing to attend regularly is guilty of an offence punishable by law.”

This policy has been written using DFE School Attendance Parent Responsibility Measures (January 2015) and DFE Guidance on School Attendance (August 2020) with the aims to:

- Promote good attendance and reduce absence, including persistent absence.
- Ensure every pupil has access to full time education to which they are entitled.
- Act early to address patterns of absence.
- Ensure all pupils are punctual.

(DFE Guidance on School Attendance – August 2020): ‘Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school’.

Fens Primary School's expectations is that all children on roll attend school every day, when the school is in session, as long as they are fit and healthy to do so. We do all we can to encourage all children to attend and to put in place appropriate, consistent measures.

This policy outlines our procedures and sets out everyone's responsibilities with regards to maintaining good school attendance and punctuality.

The Anti-Social Behaviour Act 2003 made provision for Fixed Penalty Notices (section 23(1)) to be issued in certain cases of unauthorised absence (which could include term time holidays). Penalty Notices will be issued to parents where the child is in irregular attendance at school (prior to the holiday), since further time away from school will be significantly detrimental to the child's education. Irregular attendance is considered to be anything below 90% in the 39 weeks prior to the holiday. The penalty notices issued are £60 per parent, per child, if paid within 21 days. This penalty notice charge will double if paid between 22 and 28 days after the penalty notice is issued.

Local authorities have the power to prosecute parents who fail to comply with a school attendance order (section 443 of the Education Act 1996) or fail to ensure their child's regular attendance at a school (section 444 of the Education Act 1996).

3. Registration

There is a legal requirement upon schools to keep an attendance register on which, at the beginning of each morning and afternoon sessions, pupils are marked present or absent. The Education (Pupils Attendance Record) Regulations 1991 introduced a further requirement that attendance registers must show whether an absence of a pupil of compulsory school age is authorised or unauthorised.

Both staff and pupils should see the taking of registers as an integral part of the school day, as was indeed intended in law. Particular attention should be paid to accurate registration and to the preservation and security of registers.

In accordance with current legislation, each class teacher will ensure the electronic register (SIMS) is completed by 8:55am mornings and by 1:15pm pm for KS1 and KS2. Absence monitoring procedures will be completed by a member of the Administration Team/Safeguarding Team as part of first response procedures.

It is our policy to record a late mark for children who arrive at school after class registration has taken place. Main doors open at 8:45am and close at 8:55am. Close of registration is at 9:25am where school will record an unauthorised absence for any pupils arriving after 9:25am.

We believe that pupils arriving late seriously disrupt their work and that of others. Our policy is to encourage punctuality. Children will be recorded as being late once registration has taken place.

4. Absence

(DFE School attendance parental responsibility measures – 2015): ‘Parents are responsible for making sure that their children of compulsory school age receive a suitable full-time education. This can be regular attendance at school, at alternative provision or otherwise (e.g. the parent can choose to educate their children at home)’.

- They will encourage their child to attend school.
- They will ensure that school is contacted if their child is unable to attend.
- They will endeavour to ensure their child arrives at school punctually each day.
- They will contact school with any problems or concerns which may affect their child’s attendance at school.

It is the parent/carer’s responsibility to inform school of the reason for a child’s absence. We would like to receive notification as soon as the child is absent from school.

Only the school, within the context of the law, can approve absence, not parents/carers. The fact that a parent/carer has offered a note or other notification (telephone call or personal contact) in relation to a particular absence does not, in 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 where no explanation is forthcoming at all, the absence will be treated as unauthorised. Where parentally condoned unjustified absence appears to be a problem in relation to a particular pupil, we will refer to the Local Authorities Attendance Officer, Designated Safeguarding Lead, Family Support Officer or Headteacher where necessary or if further attendance monitoring is required.

An excessive amount of unauthorised absence can also seriously disrupt continuity of learning. We must be alert to emerging patterns of authorised absence. We may authorise absence retrospectively where we are satisfied as to the explanation offered. Absences of pupils of compulsory school age without valid reason or for which no explanation has been provided will be treated as unauthorised.

Section 444 of the Education Act 1996 states that no offence is committed where a pupil of compulsory school age is prevented from attending school by reason of illness. If we are satisfied that a pupil is absent as a result of illness the absence will be treated as authorised.

Where we have reason to doubt the validity of an explanation offered in respect of a particular absence, further information will be requested by the school from the child’s parents/carers. If the school continues to be dissatisfied then the absence will be treated as unauthorised.

Leave for medical or dental appointments will be given (i.e. the absence will be authorised) where appointment confirmation has been received from the parent/carer or on production of an appointment card/letter (where possible to is recommended that medical appointments, especially dental appointments, are made outside if the school day).

5. Reporting of Absence Procedure

Parents/carers are expected to telephone school before 10am on the first day of absence. This will allow the Family Support Officer to interpret the category of absence. If information is not received, The Family Support Officer will try to telephone to discover the cause of the absence. If the family is not contactable by telephone, a home visit will be carried out and a non-contact letter delivered (Appendix 8). The FSO will keep all notes, notes of telephone messages and a note of any verbal explanations, dated, in the first response/absence file. This will be added to the schools CPOMs system electronically.

Parents/carers should complete a Holiday/Absence Request Form (Appendix 1), if they intend to remove their child from school for this purpose, and meet with the Headteacher. The school will check the amount of holiday leave already taken that school year as well as school attendance for the 39 weeks prior to the holiday being taken. If the request for holiday leave meets the criteria, a letter of agreement will be sent out to the parents/carers, which also reminds them that it is school that authorise the absence not parents/carers.

Where a pupil is present for registration but then has to attend an appointment, school need take no action beyond recording the fact that (for the purpose of emergency evacuation) the pupil, although registered, is not physically present. Similarly, the school must note the presence of a pupil (again for purposes of emergency evacuation) who was not there when the register was being taken but returns later from an appointment. Office staff will make a note in the relevant day's column in the register as to the times the child came or left so that there is information on the child's whereabouts in the event of emergency evacuation.

6. Categorising Absence

Our policy deals in general with the categories of absence and cannot cover every eventuality. It will be necessary on occasion to exercise reasonable discretion when investigating some absences. However, the following key points must be remembered: -

- Registered pupils of compulsory school age are required by law to be in school;
- Whilst it is right that schools should recognise that individual pupils and families may have problems, the aim should always be to expect regular attendance;
- Lateness should be actively discouraged;
- Where a pupil is absent without prior authorisation, an explanation is required. If one is not forthcoming (for whatever reason), the absence must be treated as unauthorised and the register completed accordingly;
- We are not obliged to accept parental notes where there is reason to doubt the validity of the explanation offered;
- Explanations such as birthdays, looking after other children, or shopping trips within school hours will not normally be acceptable reasons for absence;
- Parents/carers should not expect, or be led to expect, that, as of right, schools will agree to family holidays during term time. Each application will need to be considered on its merits in accordance with school policy;
- Even where absence is authorised, we should be alerted to emerging patterns of absence, which may seriously disrupt continuity of learning;
- In promoting regular attendance, we will work in partnership with appropriate Local Authority and external agency personnel.

7. Lateness

It is our policy to actively discourage late arrival. A pupil arriving late may seriously disrupt not only his or her continuity of learning but also that of others. In recognition of local circumstances (such as bad weather or occasional public transport difficulties), we may keep registers open for a reasonable period. Particular attention will be paid to emerging patterns of late arrival.

Where a pupil does arrive late and misses registration, his or her presence on site will still need to be noted for purposes of emergency evacuation. Anyone arriving late must report to the Reception, and the child's name and class will be entered in the relevant late book. Our registers open from 8:55am to 9:25am. Anyone arriving after 9:25am will receive a 'U' in the register which is classified as an unauthorised absence.

In responding to lateness, we will of course need to take account of the individual circumstances of each case. In some instances, enquiries may reveal that the late arrival stems from difficulties at home or other genuinely unavoidable circumstances. Teachers of pupils who persistently fail to arrive on time with valid reason need to inform the Family Support Officer and the Headteacher whom will seek an early meeting with parents. If the parents do not have any valid reason for the child's persistent lateness the school's Family Support Officer consults with the Headteacher and may arrange a meeting in school to discuss further (Appendix 6).

8. Persistent Absences

A pupil becomes a '**persistent absentee**' when they miss 10% or more of school across the academic year for whatever reason. Absence at this level will damage the child's education and the school needs parental support and co-operation to tackle this. As a school, we thoroughly monitor all absences and the reasons given on a regular basis. When pupils who are persistently absent or in danger of being persistently absent are identified, the school will take action as detailed below:

If pupil attendance falls below 90%, the School Attendance Officer along with the Headteacher will arrange a meeting with the family to implement a plan to improve attendance. The Family Support Officer will complete a register check to monitor and review all children when attendance is 90% or below. Where necessary a plan to improve attendance will be implemented. A letter will be sent to parent/carers to inform them of an attendance monitoring period for their child. Failure to comply with the attendance plan may result in the Local Authority issuing a fine: The Education Act 1996 places legal obligation on the Local Authority to provide education suitable to a child's age, aptitude and ability to any special educational needs that they may have.

'If a child of compulsory school age fails to attend regularly at a school at which they are registered, or at a place where alternative provision is provided for them, the parents may be guilty of an offence and can be prosecuted by the local authority,' (DFE School attendance parental responsibility measures, January 2015)

9. Role of the Family Support Officer

The role of the Family Support Officer is to:

- liaise where appropriate, between home and the school;
- investigate irregular attendance or lateness which may give rise to concerns that a child may be at risk;
- complete a daily register check; giving advice to pupils, parents and carers on improving attendance;
- work with children who are experiencing problems with attendance and/or punctuality and preparing to transfer to secondary school.

10. Children's Services – School Attendance Team (Statutory Level)

Fens Primary School work in partnership with the Hartlepool Local Authority School Attendance Team to support regular school attendance of all pupils. This level agreement reflects the statutory functions of the School Attendance Team is to improve attendance in school and support parents and carers to ensure full school attendance for all pupils where possible. The agreed provision and the role of the School Attendance Officer is set out below:

Role of School Attendance Team (Local Authority)

The Attendance Team discharges the local authority statutory duties in relation to; School Attendance

- Currently, Local Authorities are the only body that can instigate legal proceedings against parents for their child's non-attendance at school and therefore we will continue to present cases to Magistrates which meet prosecution criteria and respective legislative and regulatory requirements under S444. S444(1A) will include the completion of (PACE) Police and Criminal Evidence.
- The Team will accept referrals from school if attendance is 70% or below, all absences must be unauthorised in the 39 weeks prior to the referral. School must also be able to demonstrate that have tried to address the attendance prior to referral. Referrals will be actioned within 10 working days.
- Where a pupil has had unauthorised absence for a period of three continuous weeks or more and school have been unable to contact parent/carer, a referral should made to the Attendance Team. The officer will endeavour to make contact parent/carers within 10 working days establish and reason for absence. This information will be will be shared with school and the referral closed.
- The Team will publish a code of conduct for Penalty Notices and issue Notices in line with the policy and the Anti-Social Behaviour Act 2003.
- The Team will undertake one register check per academic year.
- On receipt of a Children Missing from Education referral form the Attendance Team will track and attempt to locate pupils who go missing from education, or fail to start school when reaching compulsory school age. The Team will continue to track pupils once they have been removed from the school roll (4 weeks from referral) and inform school of destination, and maintain a list of all pupils whose whereabouts are unknown.

The Team works with schools, young people and their families, alongside partner agencies, to address attendance issues. The Team has the specialist and practical experience of meeting extensive legislative and regulatory requirements. The Team is represented at all local, regional and national networks to ensure up to date and best practice is maintained.

Referrals can only be made through the Family Support Officer or Headteacher. A referral form will be completed for each pupil and forwarded to the Local Authority School Attendance Team securely. Progress reports on referrals will be given to the school at regular intervals by the Family Support Officer (as agreed between School and the Local Authority School Attendance Team). Details of the procedure followed by the School Attendance Officer can be found in the Local Authority Attendance Handbook.

When making a referral to the Local Authority School Attendance Officer, it is important that the following information is included:

- action taken to date by school to resolve any identified problems;
- parents/pupils' attitudes towards school;
- parental reasons for non-attendance;
- information regarding any special educational needs the pupil may have, academic attainments and support being provided by the school;
- any known risk factors around home visits and/or parental communication needs.

11. Rewarding Good Attendance and Punctuality

As well as taking appropriate action against parents who fail to secure the regular attendance of their children, we will take steps to reward good attendance and punctuality at Fens Primary School. This will take the form of certificates and other rewards for attendance measured at the end of each half-term for children achieving 100% attendance. Fens Primary School will issue a certificate and rewards for those pupils who achieve 98% and above attendance for the whole year. Alongside this, as it is not often the child's fault for not getting 100% attendance, some rewards will also be given for a significant improvement in attendance.

The weekly merit reward is given to pupils who have attained 100% attendance for that week and who has demonstrated that week's Commando Joe's character value.

For any children that are persistently late, school will contact parents to put actions plans in place to look at improving punctuality. Rewards will be given for a significant improvement in punctuality.

If a pupil is collected early from school, even if they have been marked in the register, this may affect their chance to receive an attendance reward (e.g. a child is collected for a medical/unspecified appointment, but no evidence is given, or a child is collected to go away on holiday (which also requires a pre-holiday/absence request with school).

12. Handover: Arrival and Departures

It is important that as part of your child's admission and exit in and out of the school grounds, measures are in place to ensure the safe and fluid arrival and exit of all of our pupils. Staff will always be present on arrival to answer any queries or questions you may have, on departure of pupils we ask that all parents wait until all children are dismissed before they approach staff with any queries or questions. This is to ensure the safe handover of all pupils and to prevent staff from being distracted in doing so. We also ask that parents maintain a safe distance from pupils at handover so that school staff have a clear viewpoint of children and parents at all times. This ensures that all children remain safe entering and exiting our premises.

13. Holidays in Term Time

Schools are required to provide education for their pupils for 190 days a year and as parents/carers/guardians you are required under the Education Act (1996) to ensure your child attends school regularly. Fens Primary School believes that excellent attendance at school is vital for all pupils to ensure they reach their full potential both academically and socially.

In line with DfE guidelines, it is the policy of Fens Primary School and those schools within the Trust to discourage all avoidable absence during term time.

The Education (Pupil Registration) (England) Regulations 2006 (Amended September 2013)

An amendment was made to the regulations by removing references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that Headteachers may not grant leave of absence, including absence for family holidays during term time unless there are exceptional circumstances. The dictionary definition of exceptional is "unusual" or "rare" and each request will be considered individually.

Within an academic year, children and families have 175 days off school to spend time together, including weekends and school holidays. Therefore, Governors have revised this policy and the decision to authorise a pupil's absence is wholly at Headteacher's discretion based on their assessment of each individual request.

Exceptional Circumstances could include:

1. Armed Forces, Fire and Police Service personnel with fixed annual leave;
2. When a family needs to spend time together to support each other during a terminal illness or death of a family member (Compassionate grounds).

Examples of circumstances which may be considered to be exceptional but will not be authorised :

1. Parents' employment restrictions;
2. Visiting family and friends who have different school holidays;
3. Availability of cheap holidays and cheap travel arrangements;
4. Celebrations of birthdays.

No absences will be authorised within the first two weeks of a new academic school year and no absences will be authorised during test/exam/assessment periods.

Procedure for requesting Holiday in Term time or Leave of Absence for any other reason:

1. Contact the school office to make an appointment to meet with the Headteacher (or member of the School Leadership Team in the Headteacher absence)
2. Parents/carers will be invited into school to discuss the application further with the Headteacher and to complete the holiday request form.
3. Parents will be notified in writing of outcome of this request. Any absence which has not been agreed in advance by Headteacher is marked as unauthorised absence. Where term time holidays are unauthorised, a letter will be sent from school to parents/carers to advise that the absence from school will not be authorised and that where attendance is below 90% in the 39 school weeks prior to the start of the holiday, the case will be forward to the Local Authority School Attendance Officer and a penalty notice will be issued. This letter is used as an exhibit in court, if a penalty notice is issued and payment is not received.
4. Penalty Notices will be issued to parents where the child is in irregular attendance at school (prior to the holiday), since further time away from school will be significantly detrimental to the child's education. Irregular attendance will be considered at anything below 90% in the 39 weeks prior to the holiday. However, as a school we will continue to monitor attendance below 95%. The penalty notices issued are £60 per parent, per child, if paid within 21 days. This penalty notice will double if paid between 22 and 28 days after the penalty notice has been issued. e.g. A two parent family with 2 children receive 4 x £60 notices, as each parent would receive one notice per child. This family would need to pay £240 to the Local Authority if paid within 21 days or £480 if paid between 22 and 28 days. Where payment is not received within 28 days, the case is forwarded to court.
5. School also monitor and address any pupils with attendance that falls below 96% using the traffic light system.

Green: Attendance that is 96% and above

Amber: Attendance that is between 93% & 95.9%

Red: Attendance that is below 93%

Information on individual child's attendance will be communicated throughout the year.

Holiday/Absence Request Form

(Appendix 1)

Parents/Carers are discouraged from taking their children out of school for holidays during term-time. Holiday applications will be considered on an individual basis and where proof can be verified of exceptional circumstances. Please refer to the holidays in term-time and leave of absence policy.

PARENTS SECTION (to be completed first)

(Please complete one form per family)

Name of Child(ren)		DOB	Class
Surname of Parent/Guardian (must be the parent/guardian the child(ren) normally resides with)		First Name	
Address of Child(ren)			
Postcode		Telephone number	

SEPARATED FAMILIES (please only complete this section if custody of your child(ren) is shared)

I have informed my child's mother/father of this holiday request.	Yes	No
I understand that my child's mother/father will be informed by school of this holiday request and the outcome. (Please contact school if you wish to discuss further with School Attendance Officer)	Yes	No
I understand that any family disputes relating to holiday requests is a legal matter, and not a school-based issue.	Yes	No

About the Request for your Child(ren)'s Holiday within Term-Time

Reason for requesting a holiday in term-time stating the exceptional circumstances. (Please refer to the Absence from School for Exceptional Circumstances Policy).	Please choose: <input type="checkbox"/>
	Exceptional Circumstances (Please State)
	<input type="checkbox"/> Other (Please state)

Has evidence been provided of exceptional circumstances/other circumstances	Yes / No
Would your child(ren) miss any national tests or examinations?	Yes / No
Is your child(ren)'s attendance already below 90% or previously had an individual agreed target?	Yes / No
Would your child(ren) be absent for more than ten school days?	Yes / No
Has your child(ren) already had leave during term-time this school year? (if so please also give dates and number of school days leave)	Yes / No

Do you feel your child(ren)'s attainment would be affected by missing time in school			Yes / No
Length of Absence (Number of school days)	_____ days	From: (date - 1 st day absent)	To: (date returning to school)
Parent's/Guardian's Signature			

SCHOOL SECTION

(to be completed by school staff)

Previous holidays in Term-Time	Approved _____ school days	Not Approved _____ school days
Number of previous applications granted		
Current & previous years % Attendance		
Class Teacher's comments: (regarding attainment level and impact this time absent if approved)		
<u>Head Teacher's Approval</u> Yes/ No		
Parents Informed (both if separated) Yes/No (Please tick)	<input type="checkbox"/> Telephone Call <input type="checkbox"/> Letter <input type="checkbox"/> Meeting in School	
If unauthorised: Attendance in 39 weeks prior to holiday (taken from last day in school before leave of absence starts)	Above 90%. School to monitor attendance <input type="checkbox"/> Under 90%. Refer to School Attendance Officer for Penalty Notice to be issued.	

School Responsibilities Parent/Carer Responsibilities	Attendance Monitoring - 1 st Response/Punctuality Monitoring	Rewards Systems
<p>School Responsibilities</p> <p>Letter sent to all parents and carers detailing the school and parent/carers responsibilities in respect of their child's attendance.</p> <p>Parent/Carer Responsibilities</p> <ul style="list-style-type: none"> • Contact the school to provide a reason for their child's absence, on the first day of the absence. • Provide proof of medical appointments in advance when possible. 	<p>Family Support Officer</p> <p>Contact parents/carers of any pupil whose absence has not been reported as part of 1st day response procedures.</p> <p>Implementation of a Traffic Light System to monitor attendance in order to flag up concerns across whole school at below 96%.</p>	<p>Assemblies to develop the importance of attendance and punctuality.</p> <p>Weekly attendance reward assemblies. Rewards to support 100% Attendance half term awards.</p> <ul style="list-style-type: none"> • Class of the Week highest attendance overall. • 100% half-term awards (individual awards). • 98% whole year attendance. • Individual punctuality awards. • Overall attendance improvement awards.
<p>Tracking of Attendance & Punctuality – School</p> <p>Formal tracking of every child's attendance commences in September at the beginning of the academic year.</p> <p>Fens Primary School will:</p> <ul style="list-style-type: none"> • Monitor pupils with below 96% attendance on a weekly basis. • Follow up unauthorised or unreported absence every week. • Follow up pupils with 5 or more late marks from start of academic year to each half-term. • Late gate procedure to meet and greet late comers. • Weekly & half termly register checks • Referrals to local authority's attendance team - below 70%. (statutory level). 	<p>Family Support Officer</p> <p>Analysing attendance data highlighting pupils whose attendance has fallen below 96%. Contact parents by sending attendance/ punctuality concern letters.</p> <p>Class Teacher</p> <p>Ensuring electronic registers are taken accurately and timely.</p> <p>Family Support Officer and Headteacher</p> <p>Scheduled meetings and attendance case conferences with parent or carer & Headteacher to discuss concerns.</p>	
<p>Half-termly Report taken from SIMS (Information Management System) to determine:</p> <ul style="list-style-type: none"> • Persistent absence (90% or below). • Continued failure to provide explanations for absence. • Holidays in term time. • Other unauthorised absences. 	<p>Family Support Officer</p> <p>Analyse attendance data. Send appropriate letter to parents/carers.</p> <p>Headteacher / Family Support Officer</p> <p>Attend arranged meetings where necessary to discuss parents/ carers.</p>	

1. Registers will be completed as quickly as is convenient, preceding both daily sessions.
2. Children present will be so marked by a diagonal line / (am) \ (pm).
3. Children not present will be so marked by an N.
4. Children arriving at the school after registration in the mornings must report to the school office. The Family Support Officer will adjust the entry in the class register to a L. This will be interpreted in the class register as a child present at school having arrived after the close of registration. If a child arrives after 9:25am they will be signed in by school staff and the Family Support Officer or member of the administration team will adjust the entry in the class register to a U. An official appointment card/letter may authorise this absence, e.g. visit to doctor/dentist. Otherwise, it will be treated as unauthorised. However, if a child should arrive part way through a session, a note must be made in the register to show that child is present for safety, fire evacuations, etc. purposes.
5. Once school receives a valid reason for an absence, we may authorise that absence. Reporting by telephone, verbally to a member of staff or a note are acceptable. A message pad will be kept in the office to note any explanations for absence. These will be passed promptly to the Family Support Officer. A list of symbols used for demarcating AUTHORISED absence is included in Appendix 7 in this document. Only school can authorise absence. If an absence does not fit one of the categories listed, it is likely to be UNAUTHORISED.
6. Parents/carers removing their child from school during a session will be required to explain to their reason to the school's Headteacher stating the reason for this removal. Evidence may be required.
7. If the child returns to school with no notification of the reason for absence, telephone contact made.
8. If no response is forthcoming within 3 days of the letter being sent, the attendance must be recorded as UNAUTHORISED.
9. Any regular authorised/unauthorised absences or any notes or occurrences which give cause for concern should be brought to the attention of the Family Support Officer or member of the safeguarding team, who may decide to pursue it further along with the Schools dedicated Attendance Officer.

IMPROVING PUNCTUALITY

(Appendix 4)

1. When children are regularly late for school or a pattern is emerging over a period of time, the Family Support Officer will send a letter home requesting an appointment to discuss the matter with the parents/carers and the Headteacher.
2. Regular updates are sent home via newsletters, emails and social media posts to emphasise the need for regular and punctual attendance at school and to also remind parents/carers of the importance of not taking holidays in term time.
3. Lateness 'blitzes' are completed by the schools Attendance Officer on a regular basis. This consists of greeting latecomers to school and keeping a tally of lateness during a specified week. The parents/carers of persistent latecomers are then contacted by letter to explain the importance of punctuality, or are invited into school for a meeting to discuss.

PUNCTUALITY LETTER

(Appendix 4b)

Dear [Parents Name]

Re: Punctuality – [Name]

During a recent register check at Fens Primary School [week beginning (date)] it was noted that your child [name] was late on [number of lates] occasions during the period of [date from and to].

It is extremely important that your child arrives at school on time. If they are late, they are missing the start of the school day and important learning time. Arriving late cannot only be detrimental to your child, but disruptive to the other children and class teacher.

Can I remind you that the gates open at 8.45am and close at 8.55am

If there are any special circumstances, which have, or are likely to affect your child's punctuality, it is important to contact school and we will seek to support you. Working in partnership to resolve these issues will allow you child to achieve their full potential.

If you wish to discuss this further please do not hesitate to contact the Headteacher or the Family Support Officer.

Yours sincerely

Mr C Connor
Headteacher

Date:

Dear Parent/Carer

Name: _____ Class: _____

Dear Parents/Carers

Your child was absent from school on the following days

Please can you let us know the reason for the absence so that this can be noted as an authorised absence. If we do not receive the information then the absences will be marked as unauthorised.

As I am sure you appreciate, your child's regular school attendance and punctuality is of paramount importance in order for them to achieve the best education possible.

Yours sincerely

Mr C Connor
Headteacher

Date:

Dear Parent/Carer

I am aware that _____ (child's name) has had a number of unexplained absences and this will be having an effect upon his/her learning.

I would therefore like to invite you to meet with me in the school on _____ at _____ am/pm. I hope this meeting will give us the opportunity to discuss any concerns you may have and to work together to improve _____'s attendance.

If this time is not convenient, please do not hesitate to contact me and we can arrange a more suitable time.

Looking forward to seeing you then.

Yours sincerely

Mr C Connor
Headteacher

ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

(Appendix 7)

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental Appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Non-compulsory school age absence	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Dear,

We have tried to contact you as [Child's name] has not attended school today and we have not received any notification from you.

Staff at school have tried to contact you via telephone and text messages.

Would you please be good enough to contact school to inform us of the reason for [Child's name] absence?

Many thanks; these rigorous checks are an essential part of our safeguarding duties.

Can we also take this opportunity to ask you to check we have the correct contact telephone numbers on our system in case we need to contact you in an emergency?

Yours sincerely,

Mr C.Connor
Head Teacher