



Crawford Village
Primary School & Nursery

Small enough to care...big enough to inspire

Attendance Policy

Introduction

Crawford Village Primary school is a successful school and every 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 important, therefore, that all children attend school regularly and this policy sets out the systems in place to ensure that all children achieve this.

The Importance of Regular Attendance

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 a child's regular attendance at school is **a legal responsibility as a parent** 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 support regular attendance we will:

- Promote a culture across the school which identifies the importance of regular and punctual attendance;
- Give parents details about their child's attendance termly;
- Report to parents about 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;
- 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 reason such as 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
- days that exceed the amount of leave 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 a 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 may cause further issues.

Persistent Absenteeism (PA)

A pupil becomes a '**persistent absentee**' when they miss 10% or more of their schooling across the school year **for whatever reason**. Absence at this level can do considerable damage to any child's educational prospects and school requests parents' full support and co-operation to tackle this. All absence is monitored 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 and we also combine this with academic mentoring where absence affects attainment. All PA pupils and their parents would become 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

Parental responsibilities

If your child is absent you must:

- Contact us as soon as possible on the first day of absence, either by phone or in person.

If your child is absent we will:

- Telephone you on the first day of absence if we have not heard from you;

- Invite you in to discuss the situation with our Headteacher if absences persist;
- Refer the matter to the Local Authority School Attendance Team where appropriate as per Local Authority protocol.

Telephone numbers

It is vital that school has up-to-date contact telephone numbers for all parents to enable communication.

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, 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 PAST/School Attendance Team. 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.

Where a child may have been absent from school and school have tried and failed to locate the child's whereabouts, school may consider making contact with the CME Officer for the locality who will attempt to locate the child using their links and networks.

Full details of the options open to enforce attendance at school are available from the school or the Local Authority.

Lateness

Being punctual to school is extremely important. If your child misses the start of the day, they will miss key information given out in registration time and may miss the start of lessons. Being 10 minutes late every day throughout the academic year is the same as missing two weeks of school.

How lateness is managed

The school day starts at **8.50.am** 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.

At **9.30am** the registers will be closed. In accordance with 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 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.

There is NO automatic entitlement in law to take leave during school time. Holiday requests in term time will not be authorised.

All applications for leave must be made, in advance, by the parent of residence using the 'Request for leave of absence' form from the school office. **Requests will only be authorised if the circumstances surrounding the request are considered to be EXCEPTIONAL.**

Full details of our policy and procedures are available from the school, but **it is important that you understand that leave in term time WILL NOT be agreed by us at any time unless circumstances surrounding the request can be evidenced, by parents, to be exceptional.**

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

- The timing of the request:

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

Pupils should not be absent where possible both immediately before and during assessment periods e.g. SATs, phonics screening.

- When a pupil's attendance record already includes any level of unauthorised absence.
- Where a pupil's attendance rate is already below 95% or will fall to or below that level as a result of taking leave.
- Other periods of leave which the pupil may have had, either during the current or previous academic year

The threshold for a penalty notice at this school is unauthorised absence of more than 5 days and may attract sanctions.

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

Parents

- Ensure children attend regularly and punctually
- Contact school on 1st day of absence
- Avoid any leave in term time and apply in advance using form
- Attendance at meetings in school
- Participation in Parenting Contracts and Common Assessment Framework, and cooperate in support and interventions offered by school or other agencies

Pupils

- 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 conforms 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

- First day response: Contact parents if a reason for absence has not been provided
- Input and update the attendance registers
- 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 parents
- 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

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
- Be aware of factors that can contribute to non-attendance
- View 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 all children have an important part to play in meeting these targets.

A variety of attendance rewards and initiatives are given to promote attendance, including weekly class attendance rewards, termly best class attendance prize and both termly and annual rewards for 100% attendance. 'Good' attendance of over 97% will also be recognised annually.

The minimum level of attendance for this school is **96%** 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 good attendance is the key to successful schooling.

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 newsletters.

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.

Appendix

See 'School Non-attendance Legal Interventions' document, produced by the School Attendance Service November 2012

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Next Review: October 2021