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St Barnabas' CE Primary School



Attendance Policy

Vision:

We believe:

- * Each child is uniquely created and loved by God.
- * It is a privilege to nurture and develop our children.
- * An outstanding education enables children to reach their full potential.
- * Children are the future of our community.
- * Christian faith informs behaviour and moulds character of our adults and children.

Each child is uniquely created and loved by God.

1 Thessalonians 5:11 “Therefore encourage one another and build up one another, just as you also are doing.

Rationale

Regular attendance is a vital factor in ensuring that children achieve their true academic potential. As a school, we strive to provide a welcoming and caring environment where each member of the school community feels valued and secure. Whilst the responsibility for ensuring that children attend school regularly and punctually rests with parents and carers, we are committed to supporting, advising and offering guidance for parents and pupils, through positive and consistent communication between home and school to ensure all our pupils are able to maximise from the learning opportunities available to them.

Poor attendance, including late arrival, has the following effects:

- Gaps in learning
- Frequently missed lessons
- Missed social contact leading to potential social isolation
- Missed teacher input for their first and/or subsequent lessons
- A rushed start to the day – do we ever catch up?
- Setting bad patterns for work in later life
- Disruptive to the whole class

Aims of Attendance Policy

- To improve the overall percentage of pupils at school
- To make attendance and punctuality a priority for all those associated with the school including pupils, parents, teachers and governors
- To develop a framework which defines agreed roles and responsibilities and promotes consistency in carrying our designated tasks
- To provide support, advice and guidance to parents and pupils
- To develop a systematic approach to gathering and analysing attendance related data
- To further develop positive and consistent communication between home and school
- To implement a system of rewards and sanctions
- To promote effective partnerships with the PRU, Inclusion and Attendance Service along with any other services and agencies.
- To recognise the needs of the individual pupil when planning re-integration following significant periods of absence or exclusion.

Whole School Attendance Policy

- The School recognises that regular attendance is vital to enable a child reach their full academic potential

- The School will work to ensure maximum attendance by all their pupils
- The School will work to identify any problems that may impede full attendance and work with the pupil and their family to improve or resolve the situation
- The School will ensure that all parents are aware of and understand this policy
- The School will ensure that parents are aware that it is ultimately their responsibility to ensure their children attend, as laid down by statutory guidelines
- The School will recognise that pupils are individuals and work with them to achieve good attendance
- The School will operate a system of rewards for those who achieve high levels of attendance
- The School will address attendance issues with the aim of achieving both national and county targets

Implementation

Registration

1. The class teacher will register pupils, twice a day. This will occur before the start of the morning and afternoon sessions.
2. Those pupils who arrive after the morning register has been taken but before the register has been closed, between 8.30 and 8.45am, will be marked as 'late' using the L code.
3. Registers will be left open for a maximum period of 15 minutes after the register has first been taken. If a child remains absent after this time and the reason why is not known the N code will be entered, this will then be investigated by a member of staff in the office.
4. If the child arrives after the registers have closed (8.45am), this will be recorded using the U code. These marks are counted in KCC statistics as unauthorised session absence.
5. Where a child is not present for registration, the parent/carer should inform the School as to why the child is not attending. It is the parent's responsibility to contact the school. If no absence notification call or email is received by 9am, school will contact the parent to ascertain the reason for the absence to ensure safeguarding concerns are satisfied.
6. Where the absence continues without confirmation from a parent or carer, a member of the office staff will inform either the Headteacher, Deputy Head, & SENCo for further instructions.
7. Where reasons are provided for absence, it is important to note that the School has the right to withhold authorisation if the circumstances are not acceptable and may ask for proof of the reason of absence given.
8. Communication from the parent or carer explaining absence should be received within 5 school days of the absence. If this is not received, then parent will receive a formal letter requesting reason for absence.

School Registration codes are in line with those outlined in the DfE School attendance documents.

Authorised Absence

Authorised absence will only be given in exceptional circumstances.

Note: Any child who has 10 days absence (20 Sessions) taken during the academic year will not achieve the recommended target of 95% attendance.

1. It is important to acknowledge that Parents/Carers have no legal right to remove their children from school, for family holidays. Parents must seek permission from the Headteacher to remove their children for a holiday. Authorisation will only be given in exceptional circumstances and not in the month of May due to statutory assessments or in the first term of the academic year.
2. Application for absence authorisation should be made at least 2 school weeks prior to the planned absence before a booking is made.
3. Any Application for authorised absence will be judged with regard to the following criteria:-
 - i. Amount of time requested
 - ii. Age of pupil
 - iii. Pupil's previous absence level
 - iv. Proximity of internal and public exam
 - v. Reason – exceptional circumstances
4. Where absence requests are declined, a letter will be sent to parents/carers advising of the decision within 5 days of the application being made which also advised that this may lead to the local FLO (Family Liaison Officer) being advised.
5. Absence will not be granted retrospectively.
6. Absence, which has been taken without authorisation, will be marked as an unauthorised.

Attendance and Punctuality Reviews

All staff are responsible for ensuring that a member of SLT is made aware of any attendance or punctuality concerns as they arise.

Attendance

General school overall attendance will be monitored on a termly basis. Individual pupil attendance may be monitored more regularly depending on any concerns.

Where attendance falls below 90% and there are no mitigating circumstances parents will be

1. notified in writing, followed by a period of monitoring

2. if there is no improvement, a follow-up letter inviting parents to attend an attendance review meeting. During this meeting agreed actions and time frames will be agreed.
3. if there is non-engagement with agreed actions or insufficient improvement, allowing for mitigating circumstances, the case may lead to referral to the local Family Liaison Officer (FLO).

Punctuality

Punctuality is monitored constantly.

Persistent late arrival, without mitigating circumstances, parents will be

1. notified in writing, followed by a period of monitoring
2. if there is no improvement, a follow-up letter inviting parents to attend an attendance review meeting. During this meeting agreed actions and timeframes will be agreed.
3. if there is non-engagement with agreed actions or insufficient improvement, allowing for mitigating circumstances, the case may lead to referral to the local Family Liaison Officer (FLO).

Children Missing in Education (CME)

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

The local authority should be notified by completing and submitting a CME (Child Missing Education) referral via the 'Digital Front Door' accessed through KELSI if:

- A pupil fails to attend on the agreed or notified start date and following reasonable enquiries fails to establish the child's whereabouts
- A pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days

- Following notification from the parent/carer that the child will be leaving on a specified date to start at a new school and that new school does not contact us, their current school, to advise they have arrived.

Elective Home Education

Parents have a duty to ensure that their children of compulsory school age are receiving suitable fulltime education. Some parents may elect to educate their children at home and may withdraw them from school at any time to do so, unless they are subject to a School Attendance Order.

Where a parent notifies the school in writing that they are home educating, the school must delete the child's name from the admission register and inform the local authority by completing and submitting an EHE1 (Elective Home Education) form. However, where parents orally indicate that they intend to withdraw their child to be home educated, the school will notify the local authority during the first week of absence following oral notification.

Children with Education, Health and Care (EHC) plans or statements of special educational needs (SEN) can be home education. Where the EHC plan or statement sets out SEN provision that the child should receive at home, the local authority is under a duty to arrange that provision. Where the EHC plan or statement names a school or type of school as the place where the child should receive his or her education but the parent chooses to home educate their child, the local authority must assure itself that the provision being made by the parent is suitable. In such cases, the local authority must review the plan or statement annually to assure itself that the provision set out in it continues to be appropriate and that the child's SEN continue to be met.