

Baines' Endowed Primary School and Children's Centre
A Church of England Academy

Attendance Policy

Refer also to: Child Protection and Pastoral Care Policy
Behaviour Management Policy
Anti Bullying Policy
Local Authority Attendance Strategy
DfE School Attendance 2016

At Baines' Endowed Primary School and Children's Centre we are committed to providing a full and efficient education for all our pupils. Regular attendance and punctuality will ensure maximum benefit is derived from the school's curriculum both in emotional, academic and personal development.

In line with our mission statement;

“With God's help, we work, grow and succeed together”

we aim:

- to create a calm, positive and welcoming environment where pupils feel happy and secure, and where the whole school community feels valued whatever their gender, race or ability so that we all develop a sense of pride in both ourselves and the school.
- to enable each child to achieve their full potential through a broad, balanced and differentiated curriculum which motivates and stimulates them and allows pupils to become effective and independent learners.
- to ensure that parents and children understand the importance of good attendance and punctuality.

We will avoid unauthorised absences by:

- Developing a close liaison with parents
- Providing effective pastoral care
- Showing staff commitment to full attendance
- Monitoring attendance
- Working closely with the Pupil Welfare Officer and relevant agencies.
- Praising good attendance and punctuality.

Expectations of Pupils

- They attend school every day
- They arrive on time and appropriately prepared for the day
- They will tell a member of staff about any problems or reasons that may prevent them from attending school.

Expectations from parents

- They ensure their children attend every day and punctually.
- They ensure they contact school as soon as is reasonably practical whenever a child is unable to attend.
- They ensure their children arrive in school well prepared for the school day and to check they have done their homework.
- They contact school in confidence whenever any problem occurs that may affect their child's performance in school.

Parents and Pupils can expect from school:

- Regular, efficient and accurate recording of attendance.
- Early contact with parents when a pupil fails to attend school without providing a good reason.
- Immediate and confidential action on any problem notified to us. (Confidential means that the member of staff notified will not disclose that information to anybody without the consent of the student or their parent, unless it is an issue of child protection or other professional requirement)
- Recognition and reward for good attendance
- A quality education.

Children Missing Education

Blackpool Council and schools have a clear role to play in helping to trace children who go missing from education. Blackpool Schools follow clear procedures in relation to those pupils who are removed from school by their parents without a named-school destination being provided and confirmed. Once a child's whereabouts has been confirmed the previous school will remove them from their school register from the last day of attendance. Parents must provide a forwarding address, particularly if it is abroad. Therefore, as soon as a child mentions to staff in school that they are moving, the school will begin making enquiries with parents and recording the information on the child's file. It is vitally important that up-to-date mobile numbers and email addresses are shared with school prior to leaving the area for ease of contact. Parents should be advised that if this does not occur and the local authority fails to locate a child they have a duty to report the child as missing to the Police and Social Care. Should the School or the Local Authority fail to locate the family after all possible avenues have been explored the child can be removed from the School roll. The Local Authority should then record the child on the "children missing from education" database for further investigation.

Blackpool Council must be informed of any pupil who fails to attend school regularly or has been absent without the school's permission for up to 10 days. Local authorities have a duty to put in place arrangements for identifying (as far as it is possible) those children of compulsory school age in their area who are not school registered or receiving education otherwise than at a school. Local authorities should trace those children and ensure that they receive full-time education.

Parents/Carers

The term 'parent' refers to either one, or both, parents, or the child's carer.

Section 576 of the Education Act 1996 defines 'parent' to also include:

- all natural parents, whether they are married or not;
- any person who although not a natural parent, has parental 'responsibility' for the child or young person;
- any person who, although not a natural parent, 'has care' of the child or young person.

Section 3 of the Children Act 1989 defines 'parental responsibility' (PR) as all the rights, duties, powers, responsibilities and authority which by law a parent has in relation to a child and his/her property.

In the case of children who are 'looked after' by the Local Authority, (Child Looked After CLA), parental responsibility is with the allocated Social Worker, as the LA is the corporate parent.

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have. This would normally be through regular (every day) attendance at school. A child is of compulsory school age, after the next of the following dates; 31st March, 31st August and 31st December, after their 5th birthday. However, in Blackpool our young people are encouraged to start school from the September of the year after they have reached the age of four. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.

Statutory Responsibilities

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and, where necessary will use legal enforcement.

The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

Legal Sanctions

When there is an issue with absence from school the school will do all that they can to ensure the child/young person and family are supported to improve attendance.

Where these interventions fail to bring about an improvement in attendance, the Local Authority will be notified and legal action in the Magistrates' Court may be taken. The school will provide the Local Authority with evidence required for a prosecution under Section 444 of the Education Act 1996 and will appear as a prosecution witness if required by the court. This is to ensure that parents realise their own responsibilities in ensuring attendance at school and most importantly about returning children to education.

Section 444 of the Education Act 1996 states that if a parent fails to ensure the regular school attendance of their child if he/she is a registered pupil at a school and is of compulsory school age, then they are guilty of an offence. A parent found guilty of this offence can be fined up to £2500 and / or be imprisoned for a period of, up to three months.

Alternatives to Section 444 prosecution are Parenting Contracts, Penalty Notices or an Education Supervision Order.

Parenting Contracts (Anti Social Behaviour Act 2003)

A Parenting contract is a voluntary agreement between school and the parent. It can also be extended to include the child and any other agencies offering support to resolve any difficulties leading to improved attendance. The contract will outline attendance targets and will detail agreed actions that will help to achieve the target. The contract will be reviewed regularly. The contract can be used as evidence in a prosecution should parents fail to carry out agreed actions.

Penalty Notices (Anti Social Behaviour Act 2003)

Penalty Notices can be considered when:

- A pupil is absent from school due to an accumulation of unauthorised leave (at least 10 sessions/5 days) during term time, including holidays or a failure to improve attendance after a written warning has been received.

A Penalty Notice Warning Letter gives the parent the opportunity to improve their child's attendance. If attendance improves with no unauthorised absences during the specified period, no further action will be taken at that point. However, if attendance fails to improve, a fine will be issued.

If parents take a child out of school for the purposes of a holiday, they may be issued with a Penalty Notice.

Parents must, if issued with a Penalty Notice, from 1 September 2013, pay £60 within 21 days or £120 within 28 days. This brings attendance penalty notices into line with other types of penalty notices and allows local authorities to act faster on prosecution. Failure to pay the Penalty Notice may result in a prosecution under Section 444 (1) of the Education Act 1996. Penalty Notices will be used in accordance with Blackpool Council's Penalty Notice Protocol.

Categorising absence

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised. Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for

the pupil's absence has been received. This would not include holidays, please see leave of absence below.

Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. Alternative arrangements will be agreed with non-English speaking parents.

Absence and Attendance Codes

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

Parents are expected to ensure that their child is punctual for school. If a child arrives late, they miss valuable teaching and often feel embarrassed. Poor punctuality can lead to underachievement, poor self esteem, absence and safeguarding issues.

The DfE recommends that schools leave registers open for 'a reasonable length of time' after the register has been taken. Children arriving after that period usually receive an absence mark for the morning they have missed (U). Frequent lateness of pupils can provide grounds for prosecution of parents.

'10 minutes every day over 2 weeks equates to 1 hour 40 minutes of missed opportunities of learning.'

On arrival after the close of register, pupils must register immediately at the school office in order to meet health and safety regulations. Pupils will be given an L card to give to their teacher in order to ensure there is no duplication of attendance mark.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Code B: Off-site educational activity

Used for pupils that are present at a supervised educational activity that is off-site and approved by the school. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment

The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school.

Code P: Participating in a supervised sporting activity

This code will be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code will be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Authorised Absence from School

'Authorised absence' means that school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant leave of absence. School will consider each request individually taking into account the circumstances, such as: the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; and the pupil's attainment, attendance and ability to catch up on missed schooling.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but they are still on the admission register, they will be marked absent in the attendance register using Code E. Where alternative provision is made they will be marked using the appropriate attendance code.

Excluded (Alternative provision offered) (B)

Should this arrangement extend over a 5 day period school have a duty to provide alternative provision.

Code H: Family holiday authorised by the school

Parents should not take their children on holiday during term time. Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday. Schools are closed for 13 weeks a year. Parents have 175 days in which to take holidays outside of school hours. In Blackpool, Council Policy is that no Blackpool Head teacher will authorise any holiday because it will lead to the negative impact on learning.

Amendments to the 2006 regulations, which came into force on 01 September 2013, remove references to family holiday and extended leave as well as the statutory threshold of ten school days. The amendments make clear that head teachers may not grant any leave of absence during term time unless there are exceptional circumstances. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

Code I: Illness (not medical or dental appointments)

Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. This should be followed up in the form of a written note from the parent, though verbal explanations may be acceptable where this is considered appropriate. Alternative arrangements will be agreed with non-English speaking parents. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be once a child's attendance falls below 92% however each case will be looked at individually and based upon criteria such as number of periods of illness, the term in which attendance data has been collected and if there is an underlying medical condition which would cause repeated absence. Medical evidence can take the form of prescriptions, appointment cards or sight of the child's dated and named medication etc. rather than doctors' notes. Photocopies may be kept in confidential files or a record kept using the appropriate form (Appendix 4)

Code M: Medical or dental appointments

Parents are advised to make medical and dental appointments outside of the school day in order to cause minimal disruption to learning. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment. Parents must show evidence of appointments to school. Parents are expected to bring their child into school before and after appointments whenever this is reasonably practicable.

Code R: Religious observance

Blackpool Council acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent

to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance. If the religious body has not set the day apart there is no requirement for the school to approve the absence or grant leave of absence. Parents are encouraged to give advance notice to the school if they intend their child to be absent.

However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller - Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

The expectation for the attendance of Traveller children, as with all other children, is to attend school every day (as regularly and as frequently as possible). Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school every day once registered at school.

If the pupil's family is known to be travelling but it is not known whether the pupil is attending educational provision (at a school or other provider), the absence should be authorised and recorded using code T. It is the expectation of the school that parents/carers will give a date for the expected return to school along with keeping in regular contact.

To help ensure continuity of education for Traveller children, dual registration is allowed. A school cannot remove a Traveller child from the school roll while they are travelling if it is the base school. If the pupil is known to be dual registered and present at another school during the session in question, the attendance should be recorded using code D. The Blackpool school in this instance will become the base school and will record their register as a code D for dual registration until the child returns.

If a child fails to return on their agreed date with no contact, the school must notify the Local Authority as soon as possible. Parents should be advised that if the School or the Local Authority fails to locate the family after 20 days the child can be removed from the School roll. The Local Authority should then record the child on the "children missing from education" database for further investigation.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Family holiday not authorised by the school or in excess of agreed period

In Blackpool, Council Policy is that no Blackpool Head teacher will authorise any holiday because it will lead to the negative impact on learning. Leave of absence and extended leave will only be considered in exceptional circumstances.

Code N: Reason for absence not yet provided

School should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended.

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised. When a child/young person's attendance is not good enough, absences will not be authorised unless in extenuating circumstances or medical evidence is provided e.g. a Doctor's note, a prescription, sight of a

medicine bottle etc. Unauthorised absence could result in legal action being initiated by the Local Authority. At Baines' we begin requesting medical evidence when a child's absence reaches 92%.

Code U: Arrived in school after registration closed

We, at Baines', actively discourage late arrival, look for patterns of late arrival and seek an explanation from the parent. Frequent lateness of pupils can also provide grounds for prosecution of parents.

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

Deletions from the Register

A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006. Schools must inform their local authority in advance, of any pupil who is going to be deleted from the admission register.

All schools will follow Blackpool Council's Children Missing Education Protocol when a pupil's whereabouts is unknown.

Recording Attendance

- Electronic registers (Emerge system) are maintained in each class whereby the teacher marks a pupil's attendance with a tap on the screen in the appropriate place for the morning and afternoon session.
- The registers are taken at 8:55am for the morning session, and 1:15pm for the afternoon session.
- The registers must be 'saved' in order to become received by the school office.
- Any child who arrives after these times will be recorded as late up to 9.30am or 1:30pm. After these times they will be recorded as arriving late after the register has closed (unauthorised absence).

Authorised Absences

- All parents are asked to contact the school as soon as possible explaining the reason for their child's absence. If a child is absent from school after the register has closed and the school has not been informed of the reason for the absence, the school will attempt to contact the child's family and ascertain the reason for the absence. In the first instance this will occur by means of a group call text.
- See below for full procedure.
- The Head Teacher is responsible for authorising absences and it may be that a reason given for the absence is not acceptable. The Head Teacher is unable to authorise any absences for holidays. Parents will be informed of this annually through the Baines' Bulletins along with other methods of communication used by school (Facebook/Twitter)

Roles and Responsibilities

At Baines', along with, Blackpool Council we believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Governing Body will:

- Ensure that the importance and value of good (every day) attendance is promoted to pupils and their parents
- Review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters and attend panel meetings as required.
- Ensure that the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation is complied with
- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that attendance data is reported to the Local Authority or Department for Education as required and on time
- Ensure that there is a named senior leader to lead on attendance
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions

The Leadership Team will:

- Actively promote the importance and value of good (every day) attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good (every day) attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed every two years or sooner if necessary.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation is complied with
- Ensure that there is a named senior leader to lead on attendance and allocate sufficient time and resource
- Return school attendance data to the Local Authority and the Department for Education as required and on time
- Report the school's attendance and related issues through termly reporting to the Governing Body and on a half termly basis to the lead governor for attendance
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated

Class Teachers will:

- Actively promote the importance and value of good (every day) attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good (every day) school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve

- Comply with the Education (Pupil Registration) (England) Regulations 2006 and other attendance related legislation
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families

Schools will request that Parents:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular (every day) school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and the expected date of return. Follow this up with a note where possible.
- Avoid unnecessary absences.
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school to go shopping, to help at home or to look after other members of the family
- Not taking leave of absence (holidays) during term-time.

Attendance in the Early Years

Children with poor attendance in the Early Years have little chance of catching up with their peers. Blackpool schools operate the same procedures to promote good attendance for 3 and 4 year olds to attend their provision regularly (every day) as they do for children of statutory school age; it is known that regular (every day) school attendance in these early years is crucial for a child to adopt positive attendance and punctuality habits and routines for future learning.

Persistent Absence

A child is a persistent absentee if s/he has 90% or less attendance. Details of these children are submitted to the Local Authority and Central Government. Persistent absence is a serious problem for pupils. Much of the work children miss when they are off school is never made up, leaving these pupils at a considerable disadvantage for the remainder of their school career. There is also clear evidence of a link between poor attendance at school and low levels of achievement. If a child is identified as being on track to be persistently absent an action plan/interventions will be put in place to support them.

Pupil Mobility / Interschool transfers

Blackpool Council strives to reduce the incidence of mobility within the town and there are robust procedures in place to deter parents from requesting school moves.

Whilst a parent has a right in law to express a preference for an alternative school, the Authority, via the School Admissions Team and a range of key officers (with specialist educational background), consider the reasons for a school transfer request and decide how the request should be managed.

There are many reasons cited for requesting a change of school. The most reasonable being a house move, which causes travel difficulties and which would impact on attendance. Other reasons cited require a discussion with the parent/carer, the school, the Student Support Team and/or the Behaviour Managers Group, to ensure that the move is in the child's best interest and is managed effectively.

Blackpool Council Support - The role of the Pupil Welfare Officer (PWO)

The Pupil Welfare Service is a professional service, working with schools and the local authority to improve attendance and safeguard young people. They provide expert advice and guidance to schools around attendance issues and work directly with schools and families to overcome barriers and improve

attendance at school and subsequent attainment. When required, they act on behalf of the local authority and undertake legal proceedings.

At times we may wish to enhance the support provided to us with additional elements in order to support a whole school approach to attendance and positive impact on attainment.

Additional support could include some or all of the below:

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|--|--------------------------------------|
| Direct casework support through to prosecution | Attendance initiatives |
| Access to CAMHS | Whole school support and development |
| Safeguarding and welfare | Staff training |

The Impact of poor school attendance on attainment

Ongoing poor attendance is a factor often linked to low levels of academic success. Many pupils have difficulty maintaining friendships if they have long or numerous periods of absence. The following information highlights how attendance can effect a child's future progression.

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| Above 97% = Less than 6 days absence a year Excellent attendance! Young people who are achieving above 97% will almost certainly get the best grades they can, leading to better prospects for their future. |
| 95% = 10 days absence a year These young people are likely to achieve good grades and have good future prospects, however, could still improve their attendance. |
| 90% = 19 days absence a year (Persistent Absence) Young people who are taking this much time off school will be absent for almost a month per school year, making it difficult for them to achieve their best. |
| 85% = 29 days absence a year Young people who are taking this much time off school will be absent for almost six weeks per school year, making it very difficult for them to keep up with their work and are unlikely to do their best. |
| 80% = 38 days absence a year Young people who are constantly taking this much time off school will be absent for one full year over the five years of education, making it almost impossible to keep up with work and dramatically limiting future prospects. |

Procedures for following up absences

- If a note or telephone call is not received from parents, the parents will be contacted by group call text on the first day of absence, if no contact is made then parents/carers will be contacted on the following day, by group call text and then by telephone.
- Where there is no response, a further phone call will be made later that day and another on the following day. If we are still unable to contact the family on the 3rd day of absence a letter will be sent, or there may be a visit from the Pupil Welfare Officer where the service is already involved. If we are unable to make contact with the family the Pupil Welfare Officer will be informed and concerns noted.
- Where we have a reason for non-attendance but this continues beyond a reasonable timescale, the parents will be contacted to discuss the situation. Depending on the outcome of this conversation the case may be discussed with the Pupil Welfare Officer for the school and further action planned. This might, in appropriate cases, result in a referral to the Student Support Team (SST).
- If absence becomes a recurring problem, parents/carers may be invited to attend a meeting in school. The meeting will include appropriate staff, PWO, parent/carer and pupil and will identify and attempt to solve the problems that are preventing the pupil from attending school.

- If there is no improvement, then the case will be discussed again with the PWO to discuss any action needed. This may result in the sending of legal letters and if necessary court action.
- Initiatives such as Fast Track and Penalty Notices may be used to improve attendance.

Initiatives

Fast Track - a letter based initiative issued by the Pupil Welfare Service. This initiative may be used in various circumstances such as a number of broken weeks, a period of unauthorised holiday or periods of unauthorised absence. Each case will be looked at on an individual basis.

Penalty Notice - a £60 fine per parent per child issued by the Pupil Welfare Service for reasons such as periods of holiday absence of 10 sessions (5 days or more) This fine may be £120 if not paid in 21 days and court proceedings used if the fine is not paid at all.

Reintegration

- The return to school for a pupil after a long-term absence requires special planning. For example a Pastoral Support Programme (PSP) may be appropriate.
- Designated staff (the learning mentor and/or the SENCo/DHT) will be responsible for deciding on the programme for return and the management of that programme.
- Staff are aware that this could be a difficult process that may require careful handling and that any problems should be notified to the responsible staff member as soon as possible.
- Programmes may need to be tailored to meet individual need and may involve phased, part time re-entry with support in class as appropriate.

The success of the reintegration will require the involvement of appropriate school staff, other agencies, the young person and parents. Programmes should be reviewed regularly and amended as necessary.

Monitoring Attendance Data

Attendance data will be analysed regularly and parents/carers will be informed if a child's attendance is of concern. The School Administrator is responsible for monitoring this data and liaising with the Senior Leadership Team in school and the Pupil Welfare Officer.

The Government expectation is that children will attend school every day. If concerns arise regarding a child's attendance parents/carers will be notified.

The Pupil Welfare Officer, working alongside The School Administrator and the DHT, highlights a target group for case work and monitors their attendance more closely.

Monitoring and Evaluating

The impact of the action taken is monitored to ensure that progress is being made towards improving attendance across the school. Reports are given to staff and governors to ensure the whole school community is aware of issues and their roles and responsibilities in bringing about improvement. The school improvement process also monitors the school's progress towards improving attendance.

The impact of this policy is monitored in discussion with staff, governors, families and external services such as Pupil Welfare Service and in examination of attendance data produced termly as required by DFE.

This policy was last updated in April 2017. It was presented to the Governing Body for approval in the Summer Term 2017. The Attendance Policy at Baines' Endowed Primary School and Children's Centre will be reviewed and modified on a regular basis at least every two years.

It is possible to add amendments to this document prior to a review and these will be incorporated into the next issue. To add comments please complete the information on the following sheet adding the date and signing where indicated.

Name of teacher responsible - Miss N Sawyer

Policy approved by Governors: _____ Date: _____

| Date | Proposed Amendment | Signed |
|------|--------------------|--------|
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Further sources of information

Associated resources

- The Education Act 1996: <http://www.legislation.gov.uk/ukpga/1996/56/contents>
- The Education (Pupil Registration) (England) Regulations 2006: <http://www.legislation.gov.uk/uksi/2006/1751/contents/made>
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010: <http://www.legislation.gov.uk/uksi/2010/1725/contents/made>
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011: <http://www.legislation.gov.uk/uksi/2011/1625/contents/made>
- The Education Act 2002: <http://www.legislation.gov.uk/ukpga/2002/32/contents>
- The Education (School Day and School Year) (England) Regulations 1999: <http://www.legislation.gov.uk/uksi/1999/3181/contents/made>
- The Changing of School Session Times (England) (Revocation) Regulations 2011: <http://www.legislation.gov.uk/uksi/2011/1954/made>
- Crime and Disorder Act 1998: <http://www.legislation.gov.uk/ukpga/1998/37/contents>
- The Anti-social Behaviour Act 2003: <http://www.legislation.gov.uk/ukpga/2003/38/contents>
- The Education Act 2005: <http://www.legislation.gov.uk/ukpga/2005/18/contents>
- The Education and Inspections Act 2006: <http://www.legislation.gov.uk/ukpga/2006/40/contents>
- The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007: <http://www.legislation.gov.uk/uksi/2007/1869/contents/made>
- Magistrates' Courts (Parenting Orders) (Amendment) Rules 2007: <http://www.legislation.gov.uk/uksi/2007/2222/made>
- The Education (Penalty Notices) (England) Regulations 2007: <http://www.legislation.gov.uk/uksi/2007/1867/contents/made>
- The Education and Skills Act 2008: <http://www.legislation.gov.uk/ukpga/2008/25/contents>
- The Education (Penalty Notices) (England) (Amendment) Regulations 2012: <http://www.legislation.gov.uk/uksi/2012/1046/contents/made>
- Copy of Attorney General's Guidelines for Crown Prosecutors can be found at: <http://www.cps.gov.uk/publications/prosecution/index.html>
- Police and Criminal Evidence (PACE) Act 1984: [http://www.homeoffice.gov.uk/police/powers/pace-codes/Appendix 2](http://www.homeoffice.gov.uk/police/powers/pace-codes/Appendix%202)

Authorised Absence (Appendix 1)

The following may be reasons for authorising absences:

- Illness
- Family bereavements
- Medical and dental appointments
- Fixed term exclusion
- Permanent exclusion until removed from roll or re-instated
- Educated off site
- Approved sporting activity
- Religious observance
- Educational visit
- Other authorised circumstances

Appendix 2

4 Stages in managing absences from schools and lateness

Baines' Endowed Primary School has a 4 stage approach to monitoring absence and lateness. It will not always be appropriate to progress through all of these stages or even carry them out in the order listed. Parents are informed about school session times in the school prospectus and through regular newsletters (Baines Bulletin), Facebook and Twitter.

Stage 1

- Issuing and checking registers on a weekly basis, ensuring parental letters informing about absence and lateness are brought in.
- Lateness is entered into a book kept in the main school office.
- Involvement of the school administrator to monitor and discuss absence or lateness with a member of the Senior Leadership Team.
- Initial contact with the family about attendance, absence and lateness, made by the school administrator eg first day texts, phone calls, letters for information, information given at parent's evenings and information posters around school.

Stage 2

- A member of the SLT will make further contact with the parent through a phone call or a meeting arranged at the school to discuss the absence or lateness. Notes of the meeting/conversation to be kept.
- If lateness or absence continues (attendance falls below 95% in a term), School Administrator will issue a reminder letter to the parents on behalf of the Head Teacher.
- A second letter will be sent for further absences or lateness if attendance does not improve or falls below 90%. This will warn the parents that the school is concerned and will be referring to the Pupil Welfare Officer.
- A letter may be issued if the child's attendance falls below 92% to request medical evidence in order to authorise further absences for illness.

Stage 3

- The Pupil Welfare Officer will contact the parents and arrange a meeting to discuss the absence and attempt to mediate between school and the parents to encourage the parents to send the child to school.
- The Pupil Welfare Officer will issue warning letters if the absence remains an issue.
- School may use initiatives such as Fast Track and Penalty Notices to improve attendance.

Stage 4

- The Pupil Welfare Officer will assume responsibility for the case and will move this towards court action.

Appendix 3

Baines' Endowed Primary School and Children's Centre
A Church of England Academy
Attendance/Punctuality Chronology



Name:

| Event Date & Time | Event Details | Diary Sheet Completed by: Signature, Date & Time |
|------------------------------|----------------------|---|
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Appendix 4



Baines' Endowed Primary School and Children's Centre
A Church of England Academy
Medical Evidence Record

| Dates of absence | Details | Seen by: Signature, Date & Time |
|-------------------------|----------------|--|
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Name: _____