Duke Street Primary School

Attendance and Punctuality Policy

2023/2024

**DUKE STREET PRIMARY SCHOOL**

**WHOLE SCHOOL ATTENDANCE POLICY**

At Duke Street Primary School we recognise that attending school regularly has a positive impact on learning, progress and therefore the best life chances for children. We will encourage good attendance for all pupils, by offering an environment in which pupils feel valued and part of the school community.

Department for Education (DfE) guidance states that all schools should have effective systems and procedures for encouraging regular school attendance and investigating the underlying causes of poor attendance which should be set out in an attendance policy. These systems should be reviewed regularly and modified where necessary to reflect the circumstances of the school.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without good reason creates an offence in law and may result in prosecution.

**Aims:**

We will

* Promote a culture across the school which identifies the importance of regular and punctual attendance.
* Make attendance and punctuality a priority for all those associated with the school; including pupils, parents, teachers and governors.
* Further develop positive and consistent communication between home and school.
* Set targets to improve individual, vulnerable groups and whole school attendance levels.

**Rights, Roles and Responsibilities:**

We will develop a process to identify agreed roles and responsibilities and guidance on..

* Registration
* Punctuality
* What constitutes unauthorised absence
* Leave of absence
* Systems for monitoring attendance and punctuality for individual pupils
* Systems for dealing with absence
* Systems for monitoring whole school attendance and action planning
* Appropriate alternative attendance arrangements for select pupils who are unable to access daily class time.

**Partnership Working:**

Duke Street Primary School will work with the Local Authority Attendance Consultants and other support agencies as appropriate to ensure regular attendance at school.

**Monitoring, Analysis, Action Planning:**

Duke Street Primary School will use electronic systems for monitoring attendance at both individual pupil, groups of pupils and whole school level. We will analyse patterns and trends of non-attendance to inform future action planning and target setting in respect of whole school attendance matters.

Duke Street Primary School will review this policy and the associated attendance processes.

**Last review date:** April 2023

**Next review date:** April 2024

**WHOLE SCHOOL ATTENDANCE**

This document forms part of Duke Street Primary School's whole school attendance policy. It sets out the rights, roles and responsibilities for parents/carers, pupils, school staff and governors; and the systems and procedures in place to identify how the school will deliver its aims in respect of regular and punctual attendance. It will be reviewed annually.

Duke Street Primary School believes that it is important that parents and carers, pupils, school staff and governors all work in partnership to encourage good attendance for all pupils. The following is a summary of the rights, roles and responsibilities for individual groups of stakeholders.

**Parents and Carers**

* Ensure the child in their care attends school regularly.
* Ensure their child arrives in school on time and is collected from school promptly at the end of the day.
* If the child is absent to inform the school office before registration on the first day of absence and provide a reason for the absence.
* If the child is absent for more than one day, to inform the school office of the continued absence and update as to the reason for the absence daily.
* Ensure that school have up to date contact details and at least two emergency contacts who can be contacted.
* Avoid leave in term time. Where this is not thought possible, contact the school as soon as possible prior to the absence to request authorisation. This should be done before making any financial commitment.
* To advise the school, by contacting the school office, immediately if they become aware of problems with attendance.
* To co-operate with the school in promoting and improving attendance e.g. attending meetings, participation in parenting contracts and supporting the school in agreed intervention/action plans.
* Adhere to systems for late registration, signing out and signing in at the school office.

**Pupils**

* Attend school regularly and punctually.
* Adhere to systems for late registration, signing out and signing in.
* Understand behaviour needed out of school to ensure good attendance e.g. bedtime routines.
* Older children (especially those in upper key stage 2) will be asked to participate in meetings and action planning if there are attendance/punctuality concerns.

**School Staff**

The head teacher and attendance lead has overall responsibility for ensuring that there are appropriate and efficient systems in place to promote and support the school attendance policy, that these are adhered to and training is given where appropriate. They will also ensure that the school conforms to all statutory requirements in respect of attendance.

Duke Street Primary School believes that all staff have responsibilities and a role to play in promoting good attendance by:

* Providing a welcoming atmosphere for children
* Providing a safe learning environment
* Ensuring an appropriate and responsive curriculum
* Providing a sympathetic response to any pupil’s concerns
* Being aware of factors that can contribute to non-attendance
* Being aware of the role all staff can play in ensuring attendance is seen as important for all pupils and parents
* Adherence to the systems and procedures in place within school to promote good attendance and highlighting any concerns to the head teacher
* Participation in training regarding school systems and procedures
* Willingness to communicate with children and parents about attendance
* Completion of the attendance registers in accordance with the legislation and under the direction of the head teacher

Some staff will have specific individual responsibilities to support the attendance policy and these are outlined in the procedures section of this framework.

**Governors**

* Ensure compliance with The Education (Pupil Registration) (England) Regulations 2006, as amended
* Adopt an attendance policy and review it annually
* Agree targets for attendance at Duke Street Primary School
* Ensure that they receive reports from the head teacher regarding school attendance and persistent absence as part of the school monitoring or school profiling exercise
* Where the school is not meeting its attendance targets, or when the governors believe there is cause for concern, to require a review of the systems and procedures in place to promote good attendance
* To promote the strong link between attendance and educational attainment to parents and pupils where appropriate and ensure that the school attendance policy and procedures are communicated effectively
* Authorise the head teacher (or other designated person) to consider and make decisions regarding leave of absence requests
* Work with the head teacher in establishing criteria against which leave requests will be considered. This is important to ensure the process is equitable and consistent

**Procedures:**

**Registration**

Morning Registration is at 0855 (0845 for Reception children)

Afternoon Registration is between 12.50pm and 1.10pm (dependent on individual class schedule)

Each class teacher or their nominated representative is responsible for marking children present or absent in the register at morning and afternoon registration. The registers must be completed promptly to avoid discrepancies between classes. The class teacher must ensure that the marked register, plus any notes received regarding absence, is returned to the school office promptly.

The school office is responsible for entering attendance on the electronic register and for inputting absence codes on a daily basis.

**Late Registration**

Pupils requiring admittance to school following registration periods must go to the main entrance and request entry via the school office.

For health and safety reasons parents **MUST** accompany late arriving pupils into the building in order to sign their children into school.

The school office is responsible for maintaining the signing in/out book. For health and safety reasons, an entry **MUST** be placed in the signing in sheet before a pupil is admitted or released outside of registration times.

In accordance with current guidance, the attendance registers are closed 30 minutes after class registration time. This means that any pupil who arrives after the registration but before the registers are closed will be given a late mark (L) in the register. This code is classed as a present mark, but displays that the pupil arrived late for school.

Any pupil who arrives after the registers have closed but before the end of the session will be given a "late after registers closed" mark (U) in the register. This code is classed as an unauthorised absence but displays that the pupil was physically present in school for part of the session. ‘U’ codes consequently have a negative effect on a pupil attendance figure.

In addition to using the L and U codes, office staff also use the facility within the SIMS attendance module to record the number of minutes late for each pupil, on each occasion. This facility will allow school staff to monitor and manage developing patterns of lateness more effectively and make a clear link between lateness and missed curriculum; and share such information with parents and staff.

**Authorised and Unauthorised Absence:**

In every instance it is the head teacher who determines whether an absence is recorded as authorised or unauthorised. This decision is made based on information provided by parents/carers. However, because the register is a legal document, the head teacher has responsibility to ensure that it is completed accurately and in accordance with the legislation. For this reason it is not sufficient for an absence to be recorded as authorised based entirely on information provided by parents/carers, especially if the child is at risk of PA.

The school office is responsible for maintaining records of reason and length of absence.

* Parents/Carers are required to contact the school office before registration on the morning of the first day of absence, advising of the reason for the absence and expected return date; if known
* Where information is provided to the class teacher they are responsible for passing this information to the school office
* Where a verbal message is taken by school office staff this should be noted in the register and the class teacher informed
* Where a written note is received by the class teacher this should be returned to the school office with the register
* Where the absence is for several days, the parent/carer is responsible for informing the school of the continued absence and updating them as to the reason for the absence on a regular basis
* Where no explanation for absence is provided, the absence will be recorded as unauthorised (N) and will be addressed with parents promptly to establish reason for absence
* Schools have a responsibility to report such absence to the local authority after a period of 10 school days, or sooner if appropriate
* The reason for absence should be linked directly to the pupil (e.g. illness or medical appointment of/for the child). Reasons for absence relating to parents or siblings may not be authorised

If a child is absent and no contact has been made by the family, the school office will contact the family on the first day of absence, as the registers close. If contact cannot be made, school will try to contact the people named as emergency contacts. If no contact is possible, the head teacher should be informed and, in the case of prolonged or repeated absence without justification being given, the head teacher will determine what further action needs to be taken.

The head teacher is responsible for determining what is classed as authorised and what is classed as unauthorised absence.

Examples of authorised absence:

* Medical or dental appointments, which relate directly to the pupil and unavoidably fall during the school day
* Illness of the pupil
* Leave which has been authorised by the head teacher due to exceptional circumstances

Examples of unauthorised absence:

* Parents/carers keeping children off school when they are well
* 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 leave in term time which have not been agreed
* Days that exceed the amount of authorised leave agreed by the head teacher
* School refusal will not be accepted as a reason for non-attendance. In such cases school will work with parents/carers and look for reasons why a child is reluctant to attend school and support as necessary.

The school office is responsible for inputting the appropriate absence code on the electronic register. Where they are not certain whether an absence is authorised or not they should seek advice from the head teacher and school attendance support.

Office staff also use the comments facility within SIMS in order to log specific reasons for absence. This facility will allow school staff to monitor and manage developing patterns of absence more effectively and share such information with parents.

**Signing Out**

The school office is responsible for overseeing the procedure for releasing children where parents/carers have requested and been granted leave during the school day.

The child(ren) can only be released to a parent or authorised carer/family member. When an authorised adult is picking up a child within school time the school office is responsible for ensuring that they (the authorised adult) complete and sign the school signing out system (see above for details of requirements). The school office is responsible for inputting the appropriate absence code on the electronic register, where appropriate.

When a child leaves the school site after the morning or afternoon register has been taken, the original mark must remain in the register and the signing in/out book should be referred to during an evacuation situation to ensure all pupils can be accounted for.

**Leave of Absence**

Following the September 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006, schools cannot authorise any leave other than in exceptional circumstances. In Duke Street School the head teacher is the person authorised by the 'proprietor' i.e. the governing body, to make this decision. If the leave is being requested for a holiday, approval should be obtained prior to making any bookings.

Leave of absence **SHALL NOT** be granted unless:

* a request for leave has been made in advance, by a parent with whom the pupil normally resides, and
* the head teacher considers that leave of absence should be granted due to the **EXCEPTIONAL CIRCUMSTANCES** relating to the request.

**Use of Penalty Notices**

The school takes unauthorised absence seriously and, particularly in the case of repeated unauthorised absences. Duke Street Primary Schoolmay request that the local authority to issue penalty notices in respect of unauthorised absence. This includes leave which is taken without a prior request being made; and leave taken after a prior request has been made and parents have been informed that the period of absence would be classed as unauthorised but the leave is taken regardless of this advice. Duke Street Primary Schoolmay also request that the local authority issue a penalty notice for days taken in excess of the agreed period of leave, without good reason. Parents also risk losing their child's school place if they do not return from leave, as agreed, and readmission cannot be guaranteed.

The school office and attendance support are responsible for recording leave requests in the electronic register. Copies of correspondence regarding requested leave will be retained by school for as long as the child is on roll. They will also be responsible for highlighting to the Headteacher if absence continues after the notified period. In this instance the Headteacher will undertake further liaison with the family, pupil, the School Attendance Consultant and the Pupil Attendance Support Team as appropriate and a Penalty Notice may be considered.

**Monitoring, Analysis and Action Planning**

The governors have determined that the head teacher has overall responsibility for the monitoring, analysis and action planning of school attendance. The head teacher is responsible for ensuring that data is returned promptly to the local authority and DfE within deadlines. However, it is expected that the day to day implementation of this will largely rest with the class teachers who take the register and highlight causes of concern and the school office who are responsible for maintaining the school records on attendance and for highlighting causes for concern.

The head teacher will review the attendance records at least once every half term to check that there are no outstanding causes for concern and that codes are being used consistently. In addition, the head teacher/attendance lead will address specific concerns as they arise.

The head teacher is required to review this whole school attendance policy and procedural framework annually and to report on attendance matters to the governors termly. The governors will also review the attendance policy at least annually to ensure that it continues to meet the needs of the school.

If there is a trend of worsening attendance in a particular group of pupils, including pupils who belong to any vulnerable group, discussions should be held between the head teacher and appropriate staff to agree action plans to reverse the trend. It should also be reported to the governors at the next full governor’s meeting.

Duke Street Primary School also promotes good levels of attendance. Any schemes will be reviewed and changed regularly in order to ensure that children remain interested and motivated.

**Monitoring the Attendance of Pupils Who Are Educated Off Site**

When pupils are **dual registered,** their registration status will acknowledge this. For sessions when a dual registered pupil is expected to attend Duke Street Primary School the usual attendance procedures will be followed. When this pupil is expected to attend the other establishment our registers will display the D code (Dual Registration). As the **Main School** we retain responsibility for dual registered pupils. Therefore, the other establishment will be contacted regularly in order to ensure that this placement continues to be successful. When this is not the case, appropriate action will be taken. In cases where we are the **Subsidiary School** our normal first day absence procedures will be used and any concerns regarding attendance will be reported to the **Main School**. In addition, we will provide other information regarding attendance to the **Main School** on request.

When pupils are **Present at an Approved Off-Site Educationally Activity** school will decide which of the following codes is most suitable:

Code B – Educated off site

Code P – Supervised sporting activity

Code V – Educational visit or trip

The head teacher is responsible for the pupil's education and wellbeing during these sessions. Therefore, before any of these codes are used school must ensure that the following criteria are met:

* The activity is broadly educational in nature
* it is suitable for the pupil's age and ability
* it will complement the pupil's curriculum
* it is taking place during the session for which the approved off-site educational activity code is being used and
* suitable supervision arrangements are in place

**School System for Dealing with Concerns about Lateness and Absence**

The school day starts at 0855 (0845 for Reception children. However, school expect children to be settled in class by 0845 to engage with early Maths work.

The school office is responsible for advising the Attendance Lead of pupils who are persistently late or absent as issues arise.

The class teacher is also responsible for raising concerns about lateness or absence of class members to the Attendance Lead as issues arise.

In addition, the head teacher will use electronic systems to monitor the attendance of individual pupils at least once per half term.

Once concerns have been raised:

* Attendance Lead will discuss the matter informally with the family to identify barriers preventing parents/carers getting children to school on time, every day
* Parents and children, if appropriate, will be asked to agree to a parenting contract, or take part in attendance panels/meetings, which will include the setting of targets and will be reviewed regularly
* When persistent lateness is an issue and/or parents fail to follow procedures by not accompanying late arriving pupils into school to sign them in, this will be communicated to parents via letter or a meeting in school.
* If lateness/absence persists, and school procedures fail to promote the required level of improvement, the Attendance Lead will discuss this with head teacher and school will determine whether any further interventions are required.
* Direct school support will be offered to families at the earliest opportunity to explore ways of reducing absenteeism and lateness.
* Referrals to other agencies will be suggested to offer on-going targeted help to families if appropriate

**Alternative Provision and Use of Directions**

There are a range of reasons why pupils might be required to access educational provision at a venue other than their main school. The main reasons are listed below:

* Pupils who have been excluded, either for a fixed period (for more than 5 days) or permanently
* When a pupil is unable to access provision at their main school for medical/health reasonsWhen a pupil is required to attend another venue; either on a temporary basis or with a view to making a permanent move to the alternative provision (managed move)

When a pupil is required to attend alternative provision, the governors of the main school must issue a written 'direction' or 'notice' informing all parents of the alternative provision which their child is required to attend.

**Pupils Who Are Unable To Attend School for Medical Reasons**

The introduction of statutory guidance on 1st September 2014 places much more emphasis on the role of governing bodies in ensuring that pupils with medical conditions are able to fully access education in the same way as other pupils. A key element of this responsibility is reducing the amount of time missed by these pupils; whether their condition is short or long term. The school will work with parents and other relevant professionals to minimise absence for reasons of ill health. This may be as a result of specific practices or resources used within school or by sourcing more appropriate provision at another establishment. When education is to be provided at an alternative location, this will always be done via the use of a direction or notice (please see the relevant section of this policy).

**School System for Reintegrating Pupils Who Have Had Long Term Absence**

When a pupil has been absent from school for an extended period, the head teacher, the class teacher and other support services will liaise with the family to ensure that a smooth reintegration is achieved.

**Communication of Attendance Policy and Procedure**

It is important that the school’s policy on attendance is communicated to all the stakeholders and that parents, pupils and staff know the procedures and systems that are in place to implement it.

The governors have determined that:

* The attendance policy will be placed on the school website
* Details of the policy and the procedure for requesting absence in term time, and signing in and out of school will be disseminated as part of the new parent induction process e.g. induction package, talks to new parents
* Reference to the school attendance policy regarding leave during term time is to be made clear when the school calendar of dates is sent out each year
* Summary of responsibilities under the attendance policy will be contained in the home/school agreement
* Staff responsibilities will be contained in the staff handbook
* The head teacher will ensure that staff receive training regarding their responsibilities in relation to the attendance policy and procedures
* The attendance lead will provide a summary of attendance and causes for concern to the governors during termly meetings.
* Individual attendance percentages will be sent to parents termly.