



MIDDLETON PARISH CHURCH SCHOOL

Attendance Policy

“Excellence, Truth and Grace”

RATIONALE

Middleton Parish Church School is committed to providing an education of the highest quality for all pupils. This can only be achieved by both teaching children that attending school each day and being punctual is vital and continuously supporting and promoting excellent school attendance. Having excellent attendance enables children to take full advantage of the educational opportunities available to them, which statistics show improve a child's life chances in the future. School will take appropriate action when necessary in order to promote the aims of this policy.

Under the Education Act 1996, it is the responsibility of parents and carers to ensure the full attendance and the punctuality of the child or young person for whom they are responsible. Failure to do so is an offence and can lead to prosecution.

Aims:

- To maximise the attendance of all our children.
- To provide an environment which encourages excellent attendance and makes attendance and punctuality a priority for everyone.
- To monitor and support any children whose attendance is a cause for concern and work in partnership with parents and carers to resolve any issues.
- To analyse attendance data weekly.
- To work closely with, and make full use of the support from, the wider community including the Education Welfare Service and multi-agency teams

Educational Welfare Service:

Middleton Parish Church School named Education Welfare Officer is: **Mohammed Rahman.**

- It is the responsibility of the Educational Welfare Officer (EWO) and the Education Welfare Service to give a statutory service to Middleton Parish Church School.

What is expected of the EWO?

- The monitoring of attendance patterns.
- To offer advice and work closely with the Attendance Officer in regards to attendance absence and punctuality.
- Pursue legal action for non-school attendance if required.
- Meet regularly with the Attendance Officer.

What is expected of Parents?

- To keep their child's absences to a minimum.
- To offer a valid reason for any period of absence or lateness.
- To contact the school on the first day of absence and to keep school informed throughout the absence.
- To ensure their child arrives on time, properly dressed, with the right equipment and ready to learn.
- To work closely with the school and the Education Welfare Officer (EWO) to resolve any issues that may impact a child's attendance negatively.

- To be aware of curriculum requirements and be especially vigilant with regards to attendance during times such as assessment weeks and SATs tests
- To support their child and recognise successes and achievements.
- To keep school updated with changes to contact numbers and address details.

What is expected of school?

- To give a high priority to punctuality and attendance.
- To ensure that all staff are aware of the 'Attendance' Policy and the procedures that are in place to support attendance.
- To develop procedures that enable school to identify, follow up and record unauthorised absence patterns of absence and parent condoned absence by effective monitoring and intervention.
- To consistently record absence within the guidance of the 1996 Education Act
- To develop a range of strategies to follow up intermittent and long term absenteeism and promote good attendance.
- To encourage communication between home and school.
- To inform parents when a pupil's attendance begins to cause concern.
- To work together with the Educational Welfare Officer to develop procedures, which may lead to a formal referral to the Education Welfare Officer.
- Referral to the Education Welfare Service can result in legal proceedings if poor attendance continues. Under the 1996 Education Act, parents have a legal responsibility to ensure regular school attendance.

Illness:

Parents and carers must contact the school office as soon as possible and by 9:00am at the latest on the first morning of absence if their child is absent from school.

Absence from illness will be authorised for 3 days/6 sessions throughout the academic year. Any absence due to illness after this time throughout the academic year will require medical evidence.

Authorised Absences include:

- Sickness, hospital, medical, dental appointments and religious holidays. However, medical and dental appointments should be, wherever possible, i.e. for routine check-ups be arranged during holidays or outside of the school day. Where this is not possible it is expected that pupils will only miss part of the day and that an appointment card or letter is brought into the school office as evidence. Continued unauthorised absence will require a referral to the school nurse or a letter from your doctor confirming the need for the pupil to be absent from school.

Unauthorised Absences include:

- Holidays in term time, shopping, visiting relatives, buying shoes, going for a haircut, parents/ carers being unwell. We believe that: every day in school makes a difference and we will discourage parents from taking holidays during term time.

Penalty Notices for Holidays during Term Time:

- The law states that any holidays taken in term time will be marked as an unauthorised absence and may also result in a penalty notice being issued. A Penalty Notice for unauthorised holidays during term time may be issued if a pupil is absent for a minimum of 5 school days. The Penalty Notice for unauthorised leave during term time will be issued without the issue of a warning. The penalty is **£60** per child, per parent.

Penalty Notices for Poor School Attendance:

- The Governing Body adopted the policy recommended by the Local Authority and the Education Welfare Team of issuing a fixed term penalty notice if unauthorised absences exceed twenty sessions (ten days) during a 12 week period. Parents will receive a warning before the fine is

issued. The fine is **£60** per child per parent if paid within **21 days** and **£120** if paid between **22 and 28 days**. Failure to pay the fine could lead to court and prosecution.

Response to Absence:

- If any child has not been registered at a school or the school has not been notified about a child's absence, the office or Attendance Officer (Lisa Donlan) will contact parents by telephone.
- The Office will continue to call parents they have been unable to contact until contact is made.
- If a child is absent for a second day with no contact, a home visit will be conducted.

At each stage of this process, parents are welcome to speak to the Head teacher if they have specific concerns or issues.

Punctuality:

- School begins at **8.55 a.m.** The school gate opens at **8:30 a.m.** and classroom doors at **8:45 a.m.** Lateness is classed as any child who arrives after **8.55 a.m.** Registers close at 9.15 a.m. All children arriving after **8.55 a.m.** will enter school through the main entrance. Parents **MUST** sign their child/children in using the electronic system in the entrance.
- Arrival after the registers close will result in the child receiving an unauthorised absence mark for that session. Persistent levels of unauthorised absence, due to lateness, may result in a penalty notice being issued.
- Punctuality is monitored weekly and letters are sent home to the parents informing them of the lost lesson time and disruption caused to the child and the class as a whole. Persistent lateness will result in a letter being sent home and a date being set for you to come into school for a meeting.
- If lateness continues to be a concern a referral to the Education Welfare Officer (EWO) will be arranged.

The Education Welfare Service:

Middleton Parish Church School works together with the Education Welfare Service to improve the attendance of all children. Our target attendance for academic Year 2021-2022 is **96%** and whilst the majority of children achieve this, there is a minority who do not. There are different strategies used by school and the Education Welfare Service to support families and raise the importance of regular school attendance. These include termly attendance rewards to target children with poor attendance, individual target setting and informal meetings.

The staff at Middleton Parish Church School work together to ensure that any attendance issues or concerns can be resolved long before court proceedings start.

Persistent Absentees:

- A child who has an attendance figure below **90%** is classed as a persistent absentee and will be asked to come into school for a meeting with the school attendance officer and the (EWO)
- Parents who fail to attend a panel meeting will receive a home visit from the (EWO).
- Where the absences continue parents will be served with a penalty notice which may lead to court action.

Performance licenses:

In the case of requests for authorised leave of absence for performance licences, the Head teacher may authorise up to **5 days** per year taking into account the child's attendance to date. If the child's attendance is below **96%** the Governors may not authorise any absences for a performance licence.

Safeguarding:

Your child may be at risk of harm if they do not attend school regularly. Safeguarding is in the interests of every child. It is everyone's responsibility within school to promote the welfare and the life opportunities for each child.

Children Missing in Education

Middleton Parish Church School will monitor pupil's attendance through their daily register. School will inform the local authority of the details of a pupil who fails to attend regularly, or who have missed ten school days or more without permission. At this point a Child Missing in Education Referral will be forwarded to the Local Authority.

Where 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, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or an unavoidable cause.

Monitoring and Evaluation:

Daily

Registers are kept electronically at Middleton Parish Church School and monitored daily by a member of the office staff and the Attendance Officer. Details of all absences and lateness are recorded electronically. Contact is made with parents of all pupils absent from school by phone.

Weekly

Percentage attendance figures and number of lates in each class for the current week are announced each week on Class Dojo. Class awards are given for the class with the highest attendance and punctuality from KS1 and KS2.

Attendance Awards

Bronze

Silver

Gold

Half-Termly

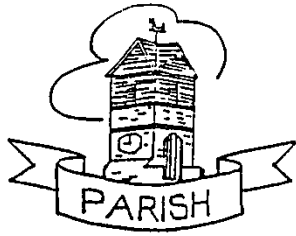
100% half-term certificates can be achieved throughout the year. These certificates will be awarded to the children in class by the class teacher.

Termly

100% - Termly attendance certificates, bronze, silver and gold, along with a badge of recognition, can be achieved throughout the year. These will be presented in an assembly at the end of each term. Children will be aiming for their bronze award in the first term; children who don't achieve this the first time can aim for it in the next term.

Yearly

Attendance of 100% for a whole school year, and children achieving all three awards, will be rewarded with a special prize for outstanding attendance!



Middleton parish Church School

'Excellence, Truth and Grace'

COVID-19 Attendance Addendum

From the start of the autumn term 2021, pupils' attendance will be mandatory and the usual rules on attendance will apply.

All Pupils in all year groups should return to school in the autumn Term 2021. It is vital that all children return to school to minimise, as far as possible, the impact the pandemic has had on children's education and well-being. Missing out on more time in the classroom risks pupils falling further behind.

A staggered start and finish time will continue, to minimise contact on the playground. Parents are aware of these times. If you experience any difficulty with your allocated time please contact school.

EYFS – 8:45 a.m.

KS1 – 8:50 a.m.

KS2 – 8:55 a.m.

Early Birds Breakfast Club to target children with poor attendance has not yet resumed due to **COVID-19**

We understand during this time that some children, parents and households may be reluctant or anxious about returning to school. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as diabetes. This may also include some pupils with EHCP plans. School will support these families in the return to school.

If you have any symptoms or need advice please contact the school at 8:00 a.m. when the school office opens.

Recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year.

Schools should return to using the attendance and absence codes that were in use before the outbreak, this in addition to the new category of 'not attending in circumstances related to coronavirus' (COVID-19)

- Pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' will be recorded using code 'X'.
- Young people up to the age of 18 and 6 months do not need to self-isolate when identified as a close contact.
- Pupils are not required to self-isolate if a member of their household, has symptoms or confirmed coronavirus (COVID-19)
- Pupils who have symptoms should self-isolate and get a test. If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code 'I' (illness), as would usually be the case, or 'O' if over the 6 sessions.
- Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code 'I' (illness) until they are able to return to school.
- Schools should not retrospectively change the attendance register due to a negative test result.

- If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste. This is because a cough or anosmia can last for several weeks once the infection has gone.
- Code 'X' should only be used up until the time of the negative test result.
- Code 'X' should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.
- If someone in the pupil's household has symptoms they should book a PCR Test. There is no reason for the rest of the household to isolate.
- Code 'X' should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.
- If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone.