



ATTENDANCE POLICY

Latest Review: September 2021

Principles

The governors and staff of Moorhill Primary school aim to provide an education of the highest quality for all pupils. We recognise that this can only be achieved by promoting excellent attendance. Only by attending school regularly and punctually, can pupils make the very best of the opportunities available to them. Good attendance is essential for high levels of attainment and progress.

At Moorhill we take great pride in promoting and praising good school attendance and significant emphasis is placed on supporting pupils and families where poor attendance is a barrier to learning. Our inclusion team proactively works alongside families and pupils to improve attendance before it starts to have a long-term impact on learning; this can take the form of daily phone calls, home visits and referring for support to external agencies where necessary, ensuring students have every opportunity to achieve their best.

As a school, we follow current government guidance. The majority of our children arrive punctually and enjoy good levels of attendance. We consider excellent attendance to be 96% or above.

Pupils with attendance levels below 90% are be considered to be persistently absent from school and will be referred to the Education Welfare Officer. This is because repeated absence and lateness have a long-term negative impact on progress and achievement.

All members of the school community have important roles to play regarding good school attendance. This includes pupils, parents, carers, teaching and support staff, senior leaders and governors. This policy will clarify the role and expectations of each of these community members.

Our Expectations

Responsibilities of Pupils:

- Attend school regularly and on time.
- Attend school prepared for the school day.

Responsibilities of parents:

Regular school attendance is a legal requirement.

- Ensure their child attends school on a regular basis.
- Notify the school of reason for any absence by 9.00am
- Do not take children for family holidays during term time.
- Provide the school with up to date contact details.

Responsibilities of teaching staff:

- All staff have an important role in promoting excellent school attendance, praising pupils for punctuality and good attendance and encouraging classes to reach the school target on a weekly basis.
- All staff will provide a motivating environment in which pupils are ready to learn, are valued and look forward to coming into school each day.
- Complete the attendance register twice each day, during the allocated period for registration, and inform senior leaders if there is a concern regarding a specific absence, for example in matters of safeguarding.
- Inform the Inclusion Manager if attendance or punctuality are adversely affecting learning.
- All staff will record attendance on termly reports and discuss concerns with parents.
- All staff will set a good example in relation to their own attendance and punctuality.

Responsibilities of the Headteacher:

- Inform parents and carers of school policy and procedures in relation to attendance.
- To oversee the monitoring of attendance and direct the school in promoting regular and improved attendance.
- Ensure the attendance policy is consistently applied throughout the school.
- Liaise closely with the attendance lead (Inclusion Manager) in order to review the impact of attendance strategies. Report termly to the Governing Body.
- Only the Headteacher can consider requests for leave of absence – no other member of staff is able to authorise this.

Responsibilities of the Attendance Leader/Inclusion Manager (Mrs Andrews):

- Intervene early when the absence of an individual pupil gives cause for concern.
- Liaise closely with other agencies in matters of attendance, including the Educational Welfare Office and, if necessary, the Local Support Team.
- Report regularly to senior leaders.
- Coordinate rewards systems for attendance.
- Keep parents and carers updated regarding weekly attendance for the cohort.
- Carry out home visits if a child is absent and parent has not contacted the school and is not contactable or if leaders have a concern regarding the absence.
- Work with parents whose children are repeatedly late. This may involve letters being sent home, phone calls to parents and meetings with parents, the school and other agencies.

Punctuality

We expect children to be in school between 8.45 and 8.55am. Registration for all year groups is at 8.55am and this is the time all children must be in class. Children entering via the school office between 8.55am and 9.05am are registered as late (an 'L' mark on the register) and a reason must be given for the lateness.

Arrival and departure times have been adjusted due to COVID 19. Children receive an 'L' Code if they are 10 minutes late and a 'U' code thereafter. See Appendix 1 for arrival times.

The 'L' code is classed as a present mark, but displays that the child is late for school.

Any child arriving after 9.10am, but before the end of the morning session, will be recorded as 'U' in the register. This indicates that he/she will be recorded as absence for the morning session.

The 'U' code is classed as an unauthorised absence but displays that the child was physically in school for part of the session.

The school office staff are responsible for organising the registration of late pupils on each key stage site.

Afternoon registration takes place at 1pm in Reception and Year 1 and at 1.30pm in all other year groups. If any changes are made to lunchtime arrangements, this may result in an alteration in afternoon registration times.

It is essential that pupils arrive in school on time. Lateness not only has a negative impact on learning, it can make pupils very unsettled as they are not involved in daily routines – this can also affect their organisation skills.

Arriving in school late each day every day would equate to approximately seven missed school days over the year. Arriving thirty minutes later would equate to approximately twenty-one missed days in school. Persistent late arrival at school would result, in the first instance, with the involvement of our Inclusion Manager. This would be in the form of a home visit, phone conversation, meeting or letter depending on the number of late arrivals. The Inclusion Manager may also work with parents and other agencies, to put in place an Early Help Assessment (EHA) to support improved punctuality. A Persistent Absence (PA) plan may also be put in place.

The number of sessions in which a pupil arrives late for school will be recorded on his or her termly report. At Moorhill, we have activities in place to support parents in avoiding lateness:

Extended hours clubs:

- Morning activities will take place on the Pye Green Road site, on the school playground (or in the hall in adverse weather conditions) from 8am. These will be in the form of physical activity, with a focus on preparing children for learning. Activities may be led by external agencies, for example professional sports coaches, or by school staff. There is no cost to parents for these activities.

[This is not taking place during Covid restrictions and will resume in September 2021](#)

Penalty Notices

A Penalty Notice is a fine for a parent or carer who fails to ensure their child's regular attendance at school, or fails to ensure that their excluded child is not in a public place during the first five days of exclusion. The attached flowchart explains regulations regarding penalty notices. New guidance came into force from 1st January 2018, regarding penalty notices. This guidance has been communicated to parents by letter, has been displayed in the school reception areas on both sites.

Attendance and Illness

If a child is unwell, parents or carers must contact the school before 9am on the first day of absence. Office staff will need to know the reason for absence.

If a child is absent and we have not received a phone call by the end of registration, a member of the office staff will phone parents/carers to find out the reason for absence. If no contact is made, the school will send a text message asking parents/carers to contact the school. If the school does not receive a response, a home visit may be carried out.

Routine medical and dental appointments should be made out of school hours.

Leave of Absence

The Headteacher may not grant any leave of absence during term time unless there are 'exceptional circumstances'. A family holiday is not considered to be an exceptional circumstance and is unlikely to be authorised. It is expected that holidays are taken only within the school holiday periods, outside term time. Any request for leave of absence must be made in writing to the Headteacher, using the 'Request for Leave of Absence' form which is available from the school office.

Any unauthorised absences will be recorded on the child's attendance record and may result in the involvement of the Education Welfare Officer, who will investigate why a child has been absent on the dates given. This investigation could result in parents/carers receiving a penalty notice.

Persistent Absence

Pupils with attendance below 90% have been classed as being persistently absent.

If the school is concerned about a child's attendance, for example if a pattern emerges such as absences occurring regularly on a specific day of the week, or if a child is absent for a prolonged period of time, the Inclusion Manager will contact parents/carers to discuss the concern.

When attendance falls below 90%, the school will not be able to authorise any further absence for illness without medical evidence confirming the illness. For example, this might include:

- Doctors note or medical certificate
- A copy of the dated prescription
- Copy of labels from medicine bottles

- Evidence of a medical appointment

If evidence is not received, the absences will be recorded as unauthorised. If attendance does not improve, the Education Welfare Officer may become involved; this may result in a Penalty Notice being issued.

Please see the guidance regarding Penalty Notice by following the link given in the 'Penalty Notice' section of this policy.

Summary

Staff and governors are committed to working with parents and carers to ensure that children attend school regularly. The school will report attendance percentages to parents/carers. We expect parents, carers, the school and other agencies to work closely and cooperatively together in order to hold high standards of attendance, so that every child is able to make the most of his/her education.

Reviewed and updated June2021

Agreed by Governors – to be agreed on 7th July 2021 at full governors meeting.

Review Date March 2022

Appendix 1

Arrival times from 08.03.2021

RKE	8.40 – 8.50	4VW	8.50 – 9.00
RJL	8.50 – 9.00	4TM	8.40 – 8.50
1LM	9.10 – 9.20	5NJ	8.50 – 9.00
1RE	9.00 – 9.10	5LP/AC	8.40 – 8.50
2CS	8.40 – 8.50	6OC	9.00 – 9.10
2SB	8.50 – 9.00	6CS	9.00 – 9.10
3EH	8.50 – 9.00		
3RM	8.40 – 8.50		