



Newbridge Primary School

Attendance Policy

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Review date: Every two years

This is a statutory policy:

It is statutory for schools to have an attendance policy. It is statutory to have a home school agreement as set down in Section 110 of the School Standards and Framework Act 1998.

Section 175 of the Education Act 2002 places a duty on governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff
October 2017	Statutory policy Changed from non-statutory to statutory	Jacky Hansard	
October 2017	High levels of attendance Statistics show a direct link between under-achievement and absence below 95%. Deleted	Jacky Hansard	
October 2017	Administration staff Keeping a running log of contact with parents/carers and information regarding a child's attendance Added	Jacky Hansard	
October 2017	Attendance figures 'Assessing School Performance' replaced 'Raiseonline'	Jacky Hansard	
October 2017	Absence 90% attendance is viewed as persistent absenteeism	Jacky Hansard	
September 2018	Children Missing Education section added	Jacky Hansard	
September 2020	Deputy Headteacher Ensure proper safeguarding action is taken	Jacky Hansard	
September 2020	Administration staff Ascertain reason for absence	Jacky Hansard	
September 2020	Administration staff Update Sims system with relevant details when children are late, absent or leave early	Jacky Hansard	
September 2020	Administration staff Recording any Covid related absences, including messages to parents and results of tests. This information will be shared with	Jacky Hansard	

	the Local Authority.		
September 2020	Parent and Carers Providing two emergency contact numbers for their child.	Jacky Hansard	
September 2020	Late before register closes (L). Deleted: School begins at 8:50am on the lower site and 8:55am on the upper site. Replaced with: Due to the current Covid situation, all pupils are expected to be on the school site by 8.55am	Jacky Hansard	
September 2020	Late before register closes A pupil arriving late will be admitted by a member of the office staff via the electronic gate. If the pupil is accompanied, the parent or carer should give a reason for the lateness which will be recorded on Sims.	Jacky Hansard	
September 2020	Not required to be in school (X) Code X (Not required to be in school) will be used for a pupil not attending in circumstances related to coronavirus (COVID-19).	Jacky Hansard	
September 2020	Family Holidays If parents do not apply for leave of absence in advance, the absence must be recorded as unauthorised	Jacky Hansard	

Rationale

For a child to reach their full educational achievement a high level of school attendance is essential. Newbridge Primary School is committed to providing a high quality education for all pupils and endeavours to provide an environment where all pupils feel valued and welcome.

Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all and it is the school's duty to consistently strive to achieve a high attendance rate for all children. Every opportunity will be used to convey to pupils and their parents or carers, the importance of regular and punctual attendance.

High levels of attendance are important because:

- Regular attenders make better progress, both socially and academically.
- Regular attenders find school routines, learning and friendships easier to cope with.
- Regular attenders find learning more satisfying.
- Regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Aims

- To promote good attendance and reduce absence, including persistent absence.
- To ensure every child has access to full-time education.
- To act early to address patterns of absence.
- To inform the Local Authority CMEO where there is a concern.

Partnership with parents and carers

High levels of attendance are supported by working in partnership with parents and carers. The following roles must be fulfilled in order to reach the school's attendance target and ensure all pupils have access to a full-time education.

Class teachers are responsible for:

- Completing registers in the morning and afternoon, daily.
- Informing the Deputy Headteacher where there are concerns.
- Providing background information to support referrals.
- Promoting the importance of good attendance and punctuality.
- Discussing attendance issues at consultation evenings, where necessary.

Deputy Headteacher is responsible for:

- Overall monitoring of school attendance.
- Identifying trends in authorised and unauthorised absence.
- Contacting families where concerns are raised about absence, including arranging meetings to discuss attendance issues.
- Monitoring individual attendance where concerns have been raised.
- Consider the attendance of all groups.
- Working closely with the school administration to be aware of any attendance concerns.
- Making referrals to the CME service.
- Providing reports and background information to inform discussion with the school's CMEO.
- Liaising with other professionals to determine potential sources of difficulties and reasons for absence.
- Ensure proper safeguarding action is taken

Administration staff are responsible for:

- Collating and recording registration and attendance information.
- Taking and recording messages from parents/carers regarding absence and ascertain the reason for absence
- Keeping a running log of contact with parents/carers and information regarding a child's attendance
- Update Sims system with relevant details when children are late, absent or leave early
- Contacting parents/carers of absent children where no contact has been made, daily, before 9.30 am.
- Recording details of children who arrive late or go home.
- With the Deputy Headteacher, keeping an overview of class and individual attendance, looking particularly for either poor overall attendance, anomalies in patterns of attendance and/or unusual explanations for attendance offered by children and their parents/carers.
- With the Deputy Headteacher, sending out standard letters regarding attendance and booking meetings as required.
- Recording any Covid related absences, including messages to parents and results of tests. This information will be shared with the Local Authority.

Parents and Carers are responsible for:

- Performing their legal duty by ensuring children of compulsory school age, who are registered to the school, attend regularly and are punctual for each session.
- Contacting the school office on each day of absence before 9.30 am.
- Informing the school in advance of any emergency medical appointments in school time (for an absence to be recorded as a medical absence, the school requires evidence, e.g. appointment card/letter).
- Making requests 2 weeks in advance for leave of absence in term time, with supporting evidence where required.
- Talking to the school as soon as possible about any child's reluctance to come to school in order for concerns to be dealt with quickly.
- Providing two emergency contact numbers for their child.

The Local Authority is responsible for:

- Ensuring that parents and carers meet their responsibilities outlined above.

Attendance procedures**Attendance figures:**

Each term the school receives attendance data from the Local Authority. This is reviewed by the Deputy Headteacher, in consultation with the Headteacher, and action is taken where necessary.

From this data, and with the use of Assessing School Performance, agreed attendance targets are set for the academic year. We analyse group performance and target where necessary.

Registration procedures:

The school attendance register is maintained on Sims.net for each class in alphabetical order and is updated by office staff with changes to the school role as they arise.

Registers must always be complete and accurate; they provide the daily record of the attendance of all pupils and are documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school. The figures also contribute to pupils' end of year reports.

Punctuality/Lateness

The beginning of the school day is an important time to ensure that children are settled, organised and ready to start learning. Poor punctuality not only has an impact on an individual's ability to begin learning but can impact on the rest of the class if the class teacher has to spend time supporting latecomers.

At our school, we expect children to arrive at school on time and the Headteacher and Deputy Headteacher will monitor children's arrival at school on a weekly basis. The Headteacher and/or the Deputy Headteacher will contact the parents/carers of any child who is persistently late to discuss and resolve any barriers that may be preventing a child from attending school on time.

Late before register closes (L)

Due to the current Covid situation, all pupils are expected to be on the school site by 8.55am. All pupils are expected to be in school for registration at this time. A pupil who arrives after this time, but before the register is closed, will be marked Late (L).

Late after register closes (U)

A child who arrives once the register has been closed by the teacher should be marked 'late after registration' (U). If the child arrives in the classroom, then the class teacher should contact the office immediately or direct the pupil to the school office to notify office staff that the child is in school but needs to be marked 'late after registration' (U).

A pupil arriving late will be admitted by a member of the office staff via the electronic gate. If the pupil is accompanied, the parent or carer should give a reason for the lateness which will be recorded on Sims.

The class teacher needs to inform the Deputy Headteacher if they are concerned about a pupil's punctuality. Where persistent lateness occurs, the Deputy Headteacher will agree what action should take place. This could be in the form of a meeting with parents/carers or a letter sent to parents/carers. For example: If a child is late (U) on more than 5 occasions over a period of two terms, then a letter will be sent to the parent/carers by the Deputy Headteacher.

Not required to be in school (X)

Code X (Not required to be in school) will be used for a pupil not attending in circumstances related to coronavirus (COVID-19).

Absence

Regular attendance at school is a parent/carers' legal duty. Staff and Governors believe it of the utmost importance that children attend regularly. In this case, staff have a responsibility to share any concerns they may have regarding attendance with the Deputy Headteacher or Headteacher.

On any day a child is absent from school, the parent/carers should inform the school by telephone before 9:30am. This also includes subsequent consecutive days absent with the same illness. The reason for absence will need to be shared and will be recorded. If the school is not informed by the parent/carers, the absence will be deemed as unauthorised.

A child's absence will be recorded as unauthorised if no satisfactory explanation is given for absence or if the school considers the information received from a parent/carers is not an acceptable reason for absence. e.g. the parent is ill and unable to bring the child to school.

The Deputy Headteacher monitors attendance on a regular basis and works closely with the LA Children Missing Education Officer when there is a concern. Parents/carers will be informed of their child's low attendance level by letter and may be invited to discuss their child's attendance when:

- A child is absent for two consecutive days without explanation.
- A child is absent for five school days or more with an unsatisfactory explanation.
- A child's attendance falls below 90% (equivalent to one session absence per week).
- 90% attendance is viewed as persistent absenteeism

If the attendance level falls below 85%, the Deputy Headteacher will meet with the CMEO and discuss what the next steps should be. It is likely that at this stage the CMEO will write to the parents informing them of the low attendance and request a meeting, with the Deputy Headteacher to review the child's attendance. At this meeting, attendance targets will be set and reviewed by both the CMEO and Deputy Headteacher over a set period. If the pupil's attendance fails to improve, then the Deputy Headteacher will liaise with the CMEO and follow their advice on the next stage of proceedings.

Children missing from education

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect we will make an immediate referral to the local authority children's social care team, and the police, if the child is in immediate danger or at risk of harm.

The Administration staff and the Deputy Headteacher monitor attendance on a regular basis and work closely with the LA Children Missing Education Officer when there is a concern.

The school follows the Bath and North East Somerset procedures for reporting absence/children missing from education. The school's CME Officer is jackie_watts@bathnes.gov.uk

If staff have any concerns regarding attendance this should be brought immediately to the attention of the DSL. After two consecutive days of absence without reason and the school trying to make contact, we will inform the CMEO. For children who are known to be vulnerable, on the first day of absence without reason, we would contact the CMEO and, if it is a child who is subject to a Child Protection Plan or CHIN, we would contact the named social worker immediately.

Family holidays during term time

Time off school for family holidays is not a right and Newbridge Primary School cannot authorise holidays/leave from school unless there are exceptional circumstances.

Leave of Absence forms can be obtained by parents/carers from the school office. All requests should be submitted to the school office for the attention of the Deputy Headteacher, detailing the exceptional circumstances, at least two weeks before the first day of intended absence. All requests will be treated on a case by case basis. If parents do not apply for leave of absence in advance, the absence must be recorded as unauthorised.

In the event of a holiday, it is not considered appropriate to ask a child to 'catch up' due to time missed or for work to be provided by the class teacher for the duration of the holiday.