



Park Road Community Primary School

Attendance and Punctuality Policy

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Policy Type	Mandatory
Owner	Headteacher
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Review Date and Summary of Changes

Date of review	Summary of changes
January 2024	Standardised format
January 2024	Page 8, Section 5: Update to use of Bromcom rather than paper registers. Change to gate closing times – 8:45am

Signed by:

_____	Headteacher	Date: _____
_____	Chair of Governors	Date: _____

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Statement of Intent

Park Road CP School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that barriers to attendance are complex, and that some pupils find it harder than others to attend school; therefore, we will continue to prioritise cultivating a safe and supportive environment at school, as well as strong and trusting relationships with pupils and parents.

We take a whole-school approach to securing good attendance and recognise the impact that our efforts in other areas – such as the curriculum, behaviour standards, bullying, SEND support, pastoral support, and the effective use of resources such as pupil premium – can have on improving pupil attendance.

We are committed to:

- Promoting and modelling high attendance and its benefits
- Ensuring equality and fairness for all
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents
- Intervening early and working with other agencies to ensure the health and safety of our pupils
- Building strong relationships with families to overcome barriers to attendance
- Working collaboratively with other schools in the area, as well as other agencies
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise
- Ensuring our attendance policy is clear and easily understood by all staff, parents and pupils
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support

Values:

‘Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school’.

School Attendance: Statutory guidance and departmental advice, DFE Aug 2013

Park Road expects the highest attendance and punctuality from all pupils, at all times. We support pupils and their families to ensure that excellent attendance is achieved. Warrington LA's target for attendance is 95%. At Park Road, we are continuously working towards our goal of 100% attendance for all pupils.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2022) 'Working together to improve school attendance'
- DfE (2023) 'Keeping children safe in education (KCSIE) 2023'
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy

2. Overall Aims

- To ensure that every child is safeguarded and their right to education is protected
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality
- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them
- To work with external agencies, in order to address barriers to attendance and overcome them

3. Rights and Responsibilities for Attendance/Punctuality

The Legal Framework:

There are legal obligations on:

- The parent(s) to secure education for their children, whether at school or otherwise, to send them to school regularly once they are on the register

- The school to register attendance and notify the Local Authority of absence from school
- The Local Authority to provide education and to enforce attendance

Head Teacher:

- To be responsible for the overall management and implementation of the policy
- To deal with parental requests for extended leave in line with Warrington Local Authority policies and procedures
- To consider the use of Penalty Notices, in line with Warrington Local Authority policies and procedures
- To lead on/take responsibility for attendance/punctuality, on a day-to-day basis, including liaising with/responding to parental enquiries
- To oversee the analysis of/analyse weekly/termly/yearly data and respond to findings
- To meet with the Office Staff to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality
- To liaise with external agencies such as the LA Attendance Officer and make referrals where necessary
- To ensure that positive reinforcement is used to promote good attendance
- Work with the teachers, to plan for the reintegration of pupils after long-term absence
- To revise and amend the policy, as required

Office Staff:

- To carry out and record the outcome of first day calls, when a child doesn't arrive at school when no reason has been received
- To check the school answer phone and take messages from parents/carers about pupil absence
- To promptly inform the HT, if there are any concerns relating to attendance/punctuality
- To record reasons for absence and updating class registers
- To maintain Bromcom attendance records in line with this policy
- To maintain clear communication with the SLT regarding attendance and punctuality within all year groups
- To oversee the admission and induction of new pupils
- To support HT with the promotion good attendance and punctuality, through finding/organising incentives
- To ensure staff are following the registration systems and structures in this policy
- Inform parents of school procedures, when parents have failed to inform the school

Teaching Staff:

- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs
- To complete the daily class attendance and punctuality chart, with the pupils by 9.00am and 12.50pm (KS1)/1.00pm (KS2) every day, recognising that this is a legal document
- To keep accurate and up-to-date daily records of pupil attendance through the register system

- To regularly remind children and parents about the importance of good attendance
- To follow up on pupil absence by ensuring reasons for absence are sought
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs
- If required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection
- Work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working to overcome these
- To promptly liaise with the HT, of pupils who persist with poor attendance
- To feed back to parents about pupil attendance and punctuality regularly and at Parents Evenings and through reports

Parents:

Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the school first thing. If a child has a minor illness e.g. mild headache, stomach aches etc. parents should inform the school and bring them in. If they don't get any better, school will contact parents straight away, to collect them. If pupils have a dental, clinic or hospital appointment, parents should let the school know, bringing evidence of this appointment with them. Pupils should be brought child to school after appointments. Pupils should miss as little time as possible.

Therefore, parents are expected to:

- Ensure their child attends school and arrives on time every day
- Promote a good attitude to learning by ensuring their children attend school in the correct uniform and with the basic equipment required for lessons
- Not arrange medical and dental appointments in school time wherever possible
- Telephone to inform the school to on the first day of absence for their child
- Work in partnership with the school and other agencies in the best interests of their child; this includes informing the school about significant influences and changes in the child's life, which may impact on learning

The Local Authority

The Local Authority is expected to:

- Support the school in improving attendance, through whole school initiatives and individual pupil interventions, e.g. home visits
- Work with families and other agencies to remove barriers to good attendance
- Ensure that parents are informed of their responsibilities in relation to attendance
- Uphold and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection

FastTrack to Prosecution

This is a formal legal system, which involves fining parents for their child's poor attendance; over a specified period of time. Formal meetings are held after a specified period of time, for pupils with continued poor attendance. Targets are set and attendance is monitored for a further specified period of time. The appropriateness of court action is taken following a review meeting.

4. Strategies for Promoting/Awarding Excellent Attendance

Aims:

- To ensure good attendance and punctuality (above 97%) is regularly promoted and supported and remains high profile across school
- To achieve high levels of attendance and punctuality (above 97%) through rewarding good attendance and punctuality

Weekly School Newsletter

The school newsletter is used to highlight the importance of good attendance and punctuality. It regularly includes sections reminding parents of our school attendance target and what that means in terms of number of days absent. It also includes information about any initiatives, which the school is using, to promote attendance and punctuality.

The School Learning Environment

A welcoming, organised learning environment, that supports and celebrates its learners is a key factor in ensuring children enjoy school and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

Staff Promoting Good Attendance

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching, and this is celebrated.

Parent/teacher consultation evenings

This provides an opportunity for class teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance.

5. Monitoring and Recording Attendance and Punctuality

Class Registers

Class registers are recorded via the online system Bromcom. The system ensures that no children are missed, and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

Morning Register

Class registers remain open until 9:00am. From 8.45 am the school playground gates are closed. Office staff greet children who arrive after this time at the main entrance. Parents sign children in via the online register system. This is to ensure that no children are missed on the register due to arriving in school late. For those who arrive after 9:00am children are recorded as 'L' in the register. Children arriving after 9:30am are recorded as 'U' (late after register closed) in the register.

Office staff then check that the children who have arrived late have been marked 'L' (present) in the registers and corrects any mistakes or inputs codes for children who are known to be absent. Having listened to the school answering machine, office staff then begin first day absence calls. These calls take place no later than 9.45am. All children absent are recorded on the daily 'Absence list' and reasons for absence recorded. This sheet must be passed to the HT by 10am every morning when she is on site (and to the DHT in the absence of the HT).

Afternoon Register

Registers must be submitted by teaching staff straight after lunch before afternoon lessons commence. They should be taken by 1:00pm.

School Attendance Letters

The school sends out letters, to communicate with parents about attendance and punctuality.

Attendance Folder

The HT monitors punctuality regularly. This may involve speaking to parents directly, or via a phone call. Letters regarding the school's concern over lateness may also be sent; explain how much learning pupils are missing. If it does not improve, parents are invited into school, to discuss the concerns with the HT and plan a way forward. If lateness does not improve following the meeting, then the family will be referred to the LA Attendance Officer who will contact parents warning them that further action may be taken.

IMPORTANT:

Child Protection and safeguarding concerns must be acted on immediately, in line with the school Safeguarding Policy.

Monitoring First Day Absence

If a child is absent from school and the school has not received a phone call or other message from the parent/carer, a first day absence call will be made. Office staff follows this system:

- Phone parents' contact number(s)
- Repeat this during the first morning of absence if no response
- Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer and update the school system accordingly
- Class teacher (CT) to speak to the parents at home time, if they are at school to pick up other children (Office staff shall make this request to CT before end of day)
- Speak to the parents face-to-face or by phone the next day and establish reasons for absence and update contact numbers

The parent/carer is asked to provide a reason as to why the child is not in school. The absence reason is recorded in the Child Absence Book.

The Office staff must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the Office Staff has not been able to contact parents after 2 days, then the absence is recorded as 'O' (unauthorised).

Attendance Meetings

The HT monitors individuals, classes, year groups, different ethnic groups, SEN and PP pupils. The HT identifies patterns and trends in absence/punctuality, including persistent absence. The systems and structures are then followed, to improve attendance for these individuals or groups. Letters are sent out to parents whose children's attendance is below 95% either by the school or by the Local Authority Attendance Officer, whose services the school buy into for their expertise as needed. This letter may provide the parents with the opportunity to meet with a senior member of school staff and the LA attendance Officer either in their own home or in school.

The following tables show specific procedures to maintain and encourage excellent attendance at Park Road.

Summary of Procedures to Promote Good Attendance/Punctuality:

Daily procedures	By whom	Outcomes / action
Parents ensure pupils arrive at school on time	Parents/carers	
Parents inform the school by 8.45 am, if their child is absent that day	Parents/carers	Office staff update registration codes
Pupils arriving late to school are registered at reception, by Office staff	Office staff in charge of late registration	Recorded in via electronic sign in – number of minutes late and reason given.
Teachers record attendance This is done at 8.50 am and 1.00 pm.	Teachers/Supply staff	Staff use a Bromcom. Teacher takes responsibility for promptly informing HT of concerns.
1st day absence phone calls are made to inform parents of their child's unexplained absence for that day.	Office staff in charge of late registration	HT informed of attendance/punctuality by 10am

6. Monitoring and review

This policy will be reviewed by the Headteacher annually. The next review of this policy is shown on the front cover.