



### **Mission Statement**

The Staff and Governors of Holy Trinity CofE are committed to providing the best possible education for each pupil - an education that keeps them safe, develops healthy lifestyles, teaches economic awareness and supports positive contributions to the wider community, enabling all children to achieve their full potential.

We aim to provide a welcoming, supportive environment in which children, families and staff work together to ensure that our children attend school regularly and punctually.

We will ensure that there is consistent and effective procedures in place for monitoring attendance and punctuality, and have an incentive and sanction system supported by the Local Authority and its partners.

## ***Missing School - Missing Out***

# ***Holy Trinity Cof E School Attendance Policy***

## **Objectives**

- ❖ To achieve a yearly target for attendance in excess of 96%.
- ❖ To reduce lateness by 20% each academic year.
- ❖ To analyse whole school, year group, class and vulnerable group data - targeting interventions where necessary.
- ❖ To monitor attendance and punctuality of all individuals identify pupils who are at risk of becoming persistent absentees.
- ❖ To engage with the parents/carers of these pupils in order to improve attendance/punctuality

## **Roles and Responsibilities**

The LA, the school and parents/carers all have a legal responsibility to ensure that children attend school consistently and punctually and to prevent unnecessary absence. In addition to this:

### Pupils

- ❖ To attend school daily unless they are too ill to attend (as determined by an adult) or have an unavoidable appointment.
- ❖ To notify an adult of any difficulties that they are having in school

### Parents

- ❖ To fulfil their legal responsibility of ensuring that children attend school regularly and on time. Permitting absence from school without a good reason creates an offence in law and may result in prosecution.
- ❖ To inform school of the reason for absence or lateness before 9.00am on the first day of the absence.
- ❖ To work in partnership with child, school and appropriate outside agencies to address any issues which prevent regular, punctual attendance.

### First Day Calling Clerk

- ❖ To carry out first day calling procedures
- ❖ Under the guidance of the Attendance Lead, code absences on SIMs.

### Welfare and Safeguarding Officer

- ❖ To ensure that necessary information for the attendance lead and the Attendance and Prosecution Officer is provided on a regular basis.
- ❖ To notify parents when their child's attendance falls below 90% and proof of absence is required
- ❖ To complete relevant paperwork as directed by the Attendance Lead including referrals
- ❖ To liaise with the attendance and prosecution service
- ❖ To seek necessary support from the attendance and prosecution service to address the attendance and punctuality issues of individuals, groups of pupils or whole school

### Class Teachers

- ❖ To complete electronic registers accurately at the beginning of each session.
- ❖ To 'send' registers to the school office as soon as they have been completed.
- ❖ To express any concerns regarding attendance or punctuality to the attendance lead.
- ❖ To discuss attendance and punctuality with parents at least every term during consultation evenings in the context of national expectations, school averages and targets.
- ❖ Report in writing to parents at least annually on how their child is performing in school, what their attendance and punctuality rate is and how this relates to their attainments
- ❖ To discuss attendance and punctuality issues with parents and pupils as they arise.
- ❖ To praise and reward good attendance and punctuality in line with current school agreements.

### Attendance Lead

- ❖ To ensure the adherence to the reviewed Attendance Policy.
- ❖ Report attendance and punctuality data to parents at least half termly through the relevant newsletters.
- ❖ To monitor the attendance and punctuality of pupils - identifying pupils who are deemed as becoming 'at risk of persistent absence' (Persistence absence is the term used nationally where attendance falls below 90%. It is

often abbreviated to PA. PA pupils are pupils who have an attendance of less than 90%) Attendance is taken from September to the current date. In such cases parents will be informed of concerns in writing.

- ❖ To identify and implement interventions for individuals and groups
- ❖ To evaluate the effectiveness of interventions
- ❖ To liaise with the attendance and prosecution service
- ❖ To present the proposed policy to the governing body for approval.
- ❖ To report developments and issues around attendance to the governing body on a termly basis.
- ❖ To determine the codes for pupils absences.

#### Head Teacher

- ❖ To consider requests for leave of absence

#### Governors

- ❖ To review the policy at least biannually.
- ❖ To support the adherence to the policy by all stakeholders.
- ❖ To consider requests for leave of absence for pupils where requested by the Head Teacher. (Attendance Committee)
- ❖ The full governing body has responsibility for overseeing the management of attendance and will receive regular reports from the attendance lead.

#### Attendance and Prosecution Service

- ❖ To advise and support school in addressing issues of individuals, groups of pupils and whole school around attendance and punctuality.
- ❖ To initiate formal / legal action where necessary

### **Procedures**

#### Registration

- ❖ Each day legally consists of two sessions, each of which must be registered
- ❖ The class teacher is responsible for administration of the register
- ❖ Timings

	Nursery	Rec / KS1	KS2
Classroom doors open	8.30am	8.35am	8.35am
start of the school Day	8.30am	8.45am	8.45am
gates close	8.35am	8.50am	8.50am
am register sent to office	8.45am	9.00am	9.00am
am close of registers	9.00am	9.15am	9.15am
Start of the afternoon	12.30pm	1.00pm	1.30pm
pm register sent to office	12.45pm	1.10pm	1.30pm

- ❖ Children present when the register is taken will be marked with a single present mark (/). Pupils not present will be marked with an 'N'. Any reasons for absences provided by a responsible adult will be sent via SIMS comment to the office. Children arriving after the registers have been sent will be marked by office staff. Registers can remain open, at the discretion of the Head Teacher, when weather and travelling conditions are challenging. Children who are late but before the close of register will be coded as L by office staff. Children arriving after

the close of register will be coded as U by the office staff. For statistical purposes this will count as an unauthorised absence.

- ❖ Where pupils are persistently late before the close of registration, the Headteacher will use their discretion to decide if the absence will be authorised (using an L code) or unauthorised (using a U code)
- ❖ Afternoon registers, upon completion, will be sent immediately to the office
- ❖ Concerns about attendance and punctuality will be communicated to the attendance lead as soon as they arise.

#### Absence from school

- ❖ Parents are expected to report absences to the school before 9.00am to advise:
  - a) That their child is absent
  - b) The reason for the absence
  - c) Their child's likely return date
- ❖ Where a pupil's attendance has fallen below 95% proof of absence will need to be seen before an absence can be authorised. This proof may include a doctor's appointment, prescription or prescribed medicine.
- ❖ If no notification of absence is received 'First Day Calling' procedures will be initiated.
- ❖ The coding of absences will be carried by the first day calling clerk under the guidance of the Head Teacher. The final decision for coding an absence will remain the prerogative of the Head Teacher.

#### Exceptional Leave of Absence:

- ❖ **The Headteacher may not grant any leave of absence during term time unless there are exceptional circumstances**
- ❖ Leave of absence will only be authorised in exceptional circumstances by a working party of governors. Proof of the circumstance must be provided when the written request is made. Where possible leave of absences should be requested at least 4 weeks in advance.
- ❖ Exceptional circumstances do not include family holidays, visiting relatives or friends, attending sporting or other events, looking after family members who are unwell, birthdays, shopping or babysitting younger family members.
- ❖ The Headteacher will make a decision on whether or not a request for leave of absence can be authorised, within 2 working days of the leave of absence request and associated proof. Parents/carers will be notified of this decision in writing the following working day.
- ❖ Where a request has been granted, parents/carers will be informed in writing and the attendance register will show an authorised mark. The letter to parents will include a return date and parents must be aware of the consequences if the child/children do not return to school on that date.
- ❖ Exceptional leave should always be refused when requests are regular (annual) or when patterns become identifiable.
- ❖ Where parents continue with a leave of absence which has not been authorised or a child does not return to school on the date agreed LA procedures will be adhered to. A G code (holiday without authorisation) will be applied. Any absence beyond 5 days will be referred as a matter of course to the Attendance and Prosecution office. The officer will then decide on an appropriate course of action (a warning letter or fine) depending on the circumstances.
- ❖ If a child is absent without contact for four weeks in a school year, the school may take the decision to take them off roll. The parents/carers will then need to reapply to the school for admission, subject to a place in that year group being available.

#### Reporting

The school website, termly Headteacher reports to the FGB, Newsletters and Home-School Agreement will all be used to impress upon parents/carers and students the strong link between attendance and educational achievement

- ❖ The key elements of this policy will be communicated to pupils and parents via a 'Pupil friendly Policy' that will be distributed to pupils and parents at the beginning of each academic year.
- ❖ Where a pupil has 100% attendance for a term they will receive a certificate. Small gifts can also be awarded at the discretion of the Head of School.

- ❖ Whole school and class attendance will be reported to children verbally and visually on a weekly basis during Praise/Celebration Assemblies.
- ❖ All parents will receive a detailed analysis of the attendance performance of their child during parent consultation meetings in each of the three terms. This will be contextualised against the schools average attendance at this point and the schools target.
- ❖ Where an individual's attendance has been specifically monitored parents will receive written notification of initial attendance level, current attendance level and a judgement on whether the progress is satisfactory, good or inadequate. Prior to the monitoring beginning they will also be notified in writing of the monitoring procedures and expectations.
- ❖ The Headteacher will report attendance/ punctuality data to the Full Governing Body on a termly basis.

#### Lateness

- ❖ All pupils who arrive on time enter the school through either of the two main pupil gates.
- ❖ An electronic bell signifies the start of the school day.
- ❖ All late pupils will need to report to the main office where their names will be recorded and registers and dinner registers will be amended as necessary.

#### Monitoring of Attendance / Punctuality

- ❖ Pupils who have attendance below 95% will be identified on a two weekly basis - their attendance will be tracked on a spread sheet until attendance goes above 95%
- ❖ Where attendance falls below 95% proof of illness will be required to authorise the illness. Parents /carers will be notified of this by letter.
- ❖ Where attendance falls below 95% a four week monitoring cycle will begin. Parents will be notified of this by letter. Where appropriate pupils will be notified of this verbally by the Head of School. If a significant improvement is seen no further action will be taken. If no significant improvement is seen then a referral to the EW Service will be made.
- ❖ The attendance of all PA students will be monitored fortnightly and interventions carried out as necessary. This may include discussions with parents/ carers, individual work, involvement in group work. Where a PA pupil's attendance falls below 90% an individual action plan will be drawn up with the pupil, parent and attendance lead.
- ❖ The attendance/ punctuality of vulnerable groups will be monitored on a half termly basis.
- ❖ The attendance of individual classes and whole school attendance will be monitored weekly.
- ❖ Data will be analysed half termly in light of school targets, national and local data and previous year's data.
- ❖ Punctuality levels of all individuals will be monitored on a fortnightly basis.

#### Requests for Leave of Absence

Where parents feel that is unavoidable to take their children out of school for reasons other than illness or unavoidable medical appointments they must put their request in writing to the Head Teacher as soon as possible. Any evidence that supports the need for this leave of absence during term time must be submitted with the request. Only requests made under exceptional circumstances will be authorised.

#### Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing. Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause. Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority through the Attendance and Prosecution Service using sanctions and/or legal proceedings. This includes:

- ❖ Parents/carers keeping children off school unnecessarily
- ❖ Absences which have never been properly explained
- ❖ Children who arrive at school late after registration has closed at 9am
- ❖ Shopping, looking after other children or birthdays

- ❖ Day trips and holidays in term time
- ❖ Excessive illness without medical evidence

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best addressed between the school, the parents and the child. If your child is reluctant to attend, it is unhelpful to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

#### Rewards

- ❖ Good class attendance highlighted during praise assemblies. Class reward will be awarded weekly at the discretion of the Head of School.
- ❖ Individuals 100% attendance across a term will be celebrated and rewarded, culminating in a special 100% attendance award at the end of the academic year.
- ❖ Rewards will be given for good or improving attendance throughout the year.

#### **Monitoring and Evaluation of the Policy**

The impact of the policy and procedures will be reviewed termly by the Head Teacher and discussed with staff and Governors.

This Policy, along with the Pupil friendly Policy, will be reviewed through a two yearly review cycle.

Next Review Date: Jan 2024

Sally Roberts Senior Assistant Headteacher Feb 2022

