

All Saints C E Primary School, Kirkby Overblow Attendance and Punctuality Policy

Rationale

Regular and punctual attendance is vital if pupils are to thrive both academically and socially at school. Absence from school disrupts pupils' learning and progress and in some cases can have a detrimental effect on their relationships. As such, children should only be absent from school due to illness or unavoidable circumstances. This policy outlines the responsibilities of the Headteacher, school staff, parents and governors in ensuring that all pupils attend regularly and are punctual.

Aims

- To provide a structured and consistent approach to dealing with attendance issues.
- To provide clear guidelines of how attendance issues will be dealt with to all relevant parties.
- To improve our overall attendance and punctuality rates as part of a multi-faceted approach to raising standards.

Legal Requirements

All children aged 5-16 must receive full time education.

Pupil Illness

Role of the Parent - to call school before the start of the first school day that your child is absent from school, to inform them that your child will not be attending due to illness.. Following sickness, children should not return to school less than 48 hours after they were last ill. For advice on when to return your child after other illnesses, please contact your healthcare professional.

Role of the School - to record illnesses in the register and advise the parent where appropriate as to an appropriate date to return to school.

Role of the Headteacher - to arrange work for the child where the absence may be extended and where the child is capable of completing tasks at home.

Pupil Punctuality

Pupils should arrive at school on time each day. Arriving late is detrimental not only to that child, but to other children in the class where the teacher needs to accommodate a pupil part way through a lesson. Pupils are allowed into school from 8.50am and should be in class for registration at 8:55. If a pupil is not present when his/her name is called at the beginning of the day, s/he is recorded in the register as having arrived late. Registers close at 9:30am. After this time, absence without prior notification is recorded as unauthorised.

Role of the Parent –

- 1) To ensure that your child is in school ready to begin registration at 8:55am. Should you be late due to unavoidable circumstances, it is important that you call school to inform us of this.
- 2) To collect children promptly at 3.30pm. Again should you be late due to unavoidable circumstances, it is important that you call school to inform us of this.

Role of the School - to record all late arrivals (e.g. after the register has been taken), accordingly in the register. If a pupil has not arrived after the register has closed (9:30 am) without prior notification, this absence will be recorded as unauthorised. It is the school's duty to ensure that, where a child is absent without notification, the administrator contacts parents/carers to find out why. If the administrator is unable to contact the family of a pupil absent without notification, the Headteacher will be informed.

Role of the Headteacher - to ensure that pupil learning is not adversely affected by factors within the school's control. Where children are persistently late the Headteacher will contact the parents to seek resolution.

Role of Governors - to monitor lateness at whole school level, support and challenge the school in ensuring that appropriate steps are taken to reduce the number of late arrivals.

Holidays in Term Time

Amendments have been made to the 2006 regulations in the Education (Pupil Registration) Regulations 2013. Amendments to the regulations remove the reference to family holidays during term time.

Parents will not be granted leave of absence during term time for family holidays. Leave of absence due to exceptional circumstances can be granted but will only be authorised if the Headteacher is satisfied that one of the following criteria is applicable:

- Service personnel returning from active deployment
- When a family needs to spend time together to support each other during or after a crisis
- Where leave is recommended as part of a parents' or child's rehabilitation from medical or emotional problems. Evidence must be provided.

If Parents take their child out of school for 5 school days (10 sessions) or more the Headteacher will issue a request for a fixed penalty notice to the Education Social Work Service

A penalty notice of £60 is payable within the first 21 days and rises to £120 thereafter. The Local Authority will take legal action if the penalty notice is not paid within 28 days of date of issue. Legal action may result in a fine of up to £1,000 and a criminal record for each parent/carer.

Attendance Management

- 1 1st day of absence make contact with parent and record this.
- 2 Letter to be sent from school once attendance % rate drops below 90% (See appendix 1)
3. School notifies nominated ESWO that letter has been sent by them to parents.

Points 1-3 are actioned by the Headteacher.

4. Discussion between ESWO and School Rep as to whether any improvement in attendance has been made and whether parents have contacted school with explanation for absence.

5. School to arrange meeting with parents in school. Minutes of this meeting to be sent to parents on school's own letter headed paper; in response to issues raised by parents and the school at the meeting. For trading academies and local authority schools, the nominated ESWO may be invited to this meeting, by mutual agreement for additional support.

At this stage school and parents should be in agreement about how attendance will improve and over what period of time. A suggested time is 4-6 weeks before the next meeting.

6. **Referral made to ESWO^f**. This includes a current attendance printout.(See appendix 2)

After action point 6, ESW service take a lead through attendance management processes set out in the NYCC ESW Procedures to complete penalty notices, fast track and prosecutions.

Reviewed by Governors: November 2016

Appendix 1

Date

Dear

Name:

DoB:

School:

I wish to draw your attention to the enclosed registration certificate for your child who has achieved only % attendance so far this academic year. An acceptable level of attendance being a minimum 92% both school and the Education Social Work Service are concerned about this level of absence.

Irregular school attendance may have a serious impact on your child's academic progress if it is allowed to continue. You as parent are legally responsible to ensure that your child's regular and punctual attendance is maintained under the Education Act 12996 Section 444.

We understand there may at times be unavoidable, genuine reasons for these absences of which the school should be informed as soon as possible. However, if your child continues to have absences, and the reasons are doubted by the school, parents may be requested to provide medical evidence before any further absence can be authorised. Medical evidence can be in the form of a doctor's note, appointment card or prescription etc.

Should you have any queries, or require further support, please do not hesitate to contact me on the above telephone number.

Yours sincerely

ESW/O

Education Social Work Service

Appendix 2

REFERRAL FOR EDUCATION SOCIAL WORK INVOLVEMENT

Referred by:

Title :

Date:

Pupils Surname:

First Name:

Male/Female:

Ethnicity:

D.O.B.

Address:

Postcode:

UPN no:

Name of

Parents/Carers:

Address if different:

Contact Tel

No:

Mobile Tel No:

Postcode:

Looked After:

Yes

No

Subject to a CP Plan:

Yes

No

Young Carer:

Yes

No

Name of GP:

Contact Tel No:

In your opinion does this family pose a potential risk to staff safety:

yes no Don't know

School:

Year Group:

Form Tutor:

Head of
Year/House:

Stage of SEN register and reasons:

Exclusions and details of other Education Support Services involvement:

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Attendance Concerns/Reason for Referral: (Please comment on percentage of attendance and whether absence is authorised, unauthorised, parentally condoned, medical reasons, bullying and include computer print-out of attendance if available)

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Attendance Percentage at referral:	
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Other agencies involved:			
Social Care	<input type="checkbox"/>	Targeted Youth Support	<input type="checkbox"/>
CAMHS	<input type="checkbox"/>	School Health	<input type="checkbox"/>
YOT	<input type="checkbox"/>	Others	<input type="checkbox"/>

School action to date please tick:			
Telephone contact:	<input type="checkbox"/>	Parent meeting in school:	<input type="checkbox"/>
Letter(s) home:	<input type="checkbox"/>	No response to enquiries:	<input type="checkbox"/>
Working with pupil:	<input type="checkbox"/>		
Evidence of above school action must be attached to the referral			

Parental consent for making this referral has been obtained			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If no please state why:

Any additional information: (other relevant information in relation to family circumstances)

Education Social Work Use Only:

Level of attendance concern (1 – 5)

Referral Category :

**Name of
ESW/EWO:**