



Attendance Policy

Henry Bradley Nursery & Infant School

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Approved by:

Chair of Governors (signed)

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Attendance Policy

Introduction

At Henry Bradley Nursery Infant School, we have put this policy in place, as well as other school policies to ensure that every child is safeguarded and their right to education is protected.

Regular attendance is actively encouraged. Children need to attend regularly if they are to take full advantage of the educational opportunities available to them. Irregular attendance undermines the educational process and may lead to educational disadvantage, therefore minimising the likelihood of a child achieving their potential. Regular attendance at school supports children to become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

At Henry Bradley Nursery Infant School all pupils are valued.

As set out in this policy, we will work with families to identify the reasons for poor attendance and try to resolve any difficulties. Henry Bradley Nursery Infant School recognise that attendance is a matter for the whole school community. Our Attendance Policy should not be viewed in isolation; it is a strand that runs through all aspects of school improvement, supported by our policies on safeguarding, bullying, behaviour and inclusive learning. This policy also takes into account the Human Rights Act 1998, the Disability Discrimination Act 1995 and the Race Relations Act 2000. 1.

Aims of the Policy

We are committed to meeting our obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

The Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability and aptitude to any special educational needs they may have, either by regular attendance at



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school or otherwise. A child is of Compulsory School Age at the beginning of the term following their 5th birthday. Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement. The Education (Pupil Registration) (England) Regulations 2006, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the pupil was:

- Present
- Absent
- Present at approved educational activity
- Unable to attend due to exceptional circumstances.

Please don't let your child miss out on the education they deserve!

98%-100%	95%-97%	90%-94%	75%-90%	Below 75%
Excellent	Good	Worrying	Serious Concern	Serious Concern
190 Days of Education	180 Days of Education	171 Days of Education	161 Days of Education	143 Days of Education
	10 days absence/20 sessions am/pm have been missed	19 days absence/38 sessions am/pm have been missed	29 days absence/58 sessions am/pm have been missed	47 days absence/94 sessions am/pm have been missed
Your child has the best chance to succeed	Your child has still got a very good chance of succeeding	Your child will struggle to keep up. Makes it harder for them to make progress	Your child may now also be struggling to keep friendships due to the increased amount of time absent from school Legal action will be considered.	Your child is now no longer in a routine of going to school and may seriously struggle both academically and socially. Court action!

Recording attendance (attendance categories)

Where pupils of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

- Authorised can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the pupil's absence has been received.
- Parents should advise the school by telephone on the first day of absence and provide the school with an expected date of return. There will be repeat phone calls if not in school on or before expected return date.



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Illness

In most cases a telephone call or a note from the parent informing that their child is ill will be acceptable. Parents may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card or a prescription unless the local authority feels its necessary to obtain verification from the GP.

Medical/Dental Appointments

Parents are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, pupils should attend school for part of the day. Parents should show the appointment card to school.

Other Authorised Circumstances

This relates to occasions where there is cause for absence due to exceptional circumstances, for example family bereavement, visiting a parent in prison or part-time timetable agreed as part of a reintegration package.

Excluded (No alternative provision made)

Exclusion from attending school is counted as an authorised absence. The child's class teacher will make arrangements for work to be sent home.

Term Time Leave of Absence (Family Holidays/Extended Leave)

Since 1st September 2013 amendments to the Regulations 2006 by the Department of Education come into force. These state that, headteachers may not grant any leave of absence for holidays during term time unless there are very exceptional circumstances; in these cases it is the headteacher who determines the number of days a child can be away from school, if the leave is granted. Leave of absence taken without authorisation may be referred to the Education Welfare Service. This may result in prosecution proceedings, or a Fixed Penalty Notice. If a Fixed Penalty Notice is issued, a separate Notice would be issued to each parent for each child.

Application for term-time leave of absence must be made in advance by parents on a leave of absence form. These can be obtained from the school office. Leave of absence will only be granted where the Headteacher considers it is due to 'exceptional circumstances'. Parents will be informed within 7 school days as to whether the request has been authorised or unauthorised.

There are approximately 195 school days (390 sessions) a year which your child is expected to attend. There are also approximately 71 days (142 sessions) of school holidays. This is over 13 school weeks. Please ensure that your holidays are taken during this period.



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If permission to take leave is not granted and the parents take their child on holiday anyway, the absence will be unauthorised.

Religious Observance

Henry Bradley Nursery Infant School acknowledges the multi-faith nature of British society and recognises that on some occasions, religious festivals may fall outside school holiday periods or weekends and this necessitates a consideration of authorised absence or special leave for religious observance. It is reasonable for a parent to allow their children not to attend school on any day of religious observance if recognised by the parent's religious body. Parents are requested to give advance notice to the school if they intend their child to be absent. However, in the interests of fulfilling the academic requirements of the school and limiting the authorised absence rate of the school, it is identified as reasonable that no more than one day be designated for any individual occasion of religious observance/festival and no more than three days in total in any academic year. Any further absence will be categorised as unauthorised.

Late Arrival

Punctuality is an important life skill. Registration begins at 9am. Pupils arriving after this time will be marked as present but arriving late. Children who arrive after that time must come into the building via the main office, where they will be entered into the late book and their school lunch can be ordered, if they require one.

The registers close at 9.30am. Pupils arriving after the close of register will be recorded as an unauthorised absence of a session. The absence will only be authorised if a satisfactory explanation for the late arrival can be provided, for example, attendance at a medical appointment. The absence will be recorded as unauthorised if the pupil has arrived late without justifiable cause, for example, if parents wake up late. Lateness will be monitored. Parents, guardians or carers of pupils who seem to be developing patterns of lateness will be reminded by letter of the importance of good time keeping. If lateness persists parents, guardians or carers will be invited to attend the school and discuss the problem with the Pastoral Support Worker.

Unauthorised absence

Unauthorised absences are those absences for which the school received no reason/explanation or if the school has good reason to doubt the explanation given.

Examples of unsatisfactory explanations include:

- A pupil's/family member's birthday
- Shopping
- Having their hair cut
- Closure of a sibling's school for INSET (or other) purposes
- Holidays taken without the authorisation of school.



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Your child's current and previous school attendance will also be taken into consideration and as a result the absence may not be authorised.

The Pastoral Support Worker may request that medical evidence is obtained from the doctor's surgery. This may be in the form of a text with the appointment from the surgery, date stamped compliment slip confirming your visit, or prescription or medicine bottle.

There is a clear connection between regular attendance and achievement. As attendance deteriorates, so does performance, achievement, friendship circles and self-esteem. The achievement and maintenance of high levels of attendance is the shared responsibility of parents, guardians or carers, the school with its Governing Body and the Local Authority.

Deletions from the Register

In accordance with the Education (Pupil Registration) (England) Regulations 2006, pupils will only be deleted from the register when one of the following circumstances applies:

- Permanent exclusion has occurred and procedures have been completed
- Transfer between school
- Pupil withdrawn to be educated outside the school system
- Failure to return from an extended holiday after both school and the local authority have tried to locate the pupil
- A medical condition prevents their attendance and return to the school
- 10 school days of continuous unauthorised absence and both the local authority and school have tried and failed to locate the pupil
- Left the school but not known where she/he has gone after both the school and the local authority have tried to locate the pupil.
- Henry Bradley Nursery and Infant School will follow Derbyshire County Council's Children Missing Education Protocol when a pupil's whereabouts is unknown

Roles and Responsibilities

We believe that improved school attendance can only be achieved if it is viewed as a shared responsibility of the school staff, governors, parents, pupils and the wider school community.

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to pupils and their parents
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy
- Identify a member of the governing body to lead on attendance matters
- Ensure that the Registration Regulations, England, 2006 and other attendance related legislation is complied with
- Agree school attendance targets and submit these to the Local Authority within the agreed timescale each year and where appropriate link these to the Performance Management of Senior Leadership within the school



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- Monitor the school's attendance and related issues through termly reporting at Governing Body Meetings
- Ensure that there is a named senior manager to lead on attendance (Headteacher)
- Ensure that the school has clear systems to report, record and monitor the attendance of all pupils, including those who are educated off-site
- Ensure that there are procedures for collecting and analysing attendance data frequently to identify causes and patterns of absence
- Ensure that data is understood and used to devise solutions and to evaluate the effectiveness of interventions.

The Headteacher will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues
- Ensure that the Registration Regulations, England 2006 and other attendance related legislation is complied with
- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource
- Report the school's attendance and related issues through termly reporting to the Governing Body
- Ensure that systems to report, record and monitor the attendance of all pupils, including those who are educated off-site are implemented
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Develop a multi-agency response to improve attendance and support pupils and their families
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

The Pastoral Support Worker will:

- Ensure all registers are completed correctly and amended for lates and absences.
- Carry out first day calls.
- Keep a log of all the children who arrive late with the time they arrive.



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- Keep an updated record of absences/lates with times and reasons stated.
- Maintain RM Integris and update records on a weekly basis.
- Carry out a visual check in classes to ensure pupils that have been logged as absent have not arrived in school.
- Pass any concerns or emerging patterns on to the Attendance lead (Headteacher).
- Phone parents on the first day of absence where no contact has been made. If unable to contact via phone, follow up with a home visit wherever possible.
- Setting up meetings with parents where there are concerns about attendance
- Act early to address any patterns of absence or a declining attendance, making phonecalls (Stage 1), sending a letter (Stage 2), arranging a meeting with them (Stage 3), arranging a meeting with the Headteacher (Stage 4)
- Liaising with the Headteacher on a regular basis, informing Headteacher of any concerns.
- Liaise with outside agencies to gain support for families, where appropriate, eg food banks, school nurse, Early Help
- Liaise with school business officer to ensure letters are sent half termly and that attendance reports are looked at regularly with the Headteacher

School Business Officer will:

- Support the pastoral support worker in sending letters to parents and any information returned is recorded
- Any phone calls taken regarding absence are passed onto the Pastoral Support Worker
- Producing reports required by the Headteacher or the Pastoral Support Worker
- Ensuring that records of absence are kept confidential
- Weekly % attendance for each class

Class teachers will:

- Actively promote the importance and value of good attendance to pupils and their parents
- Form positive relationships with pupils and parents
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all pupils to attend and to achieve
- Comply with the Registration Regulations, England, 2006 and other attendance related legislation
- Contribute to the evaluation of school strategies and interventions
- Work with other agencies to improve attendance and support pupils and their families



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We request that Parents:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Encourage their child to look to the future and have aspirations
- Contact the school if their child is absent to let them know the reason why and inform school on every day that their child is absent (before 9:30am where possible.) PLEASE DO NOT DOJO MESSAGE TO INFORM SCHOOL OF AN ABSENCE AS THE MEMBER OF STAFF MAY NOT SEE THE MESSAGE IN TIME.
- Get their child to school on time.
- Try to avoid unnecessary absences. Wherever possible make appointments for the Doctors, Dentists etc. outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school; take every opportunity to get involved in their child's education, form a positive relationship with school and acknowledge the importance of children receiving the same messages from both school and home
- Encourage routine at home, for example, bed times, home work, preparing school bag and uniform the evening before
- Not keep their child off school for invalid reasons, eg, to go shopping, to help at home or when a parent is unwell
- Avoid taking their child on holiday during term-time

Monitoring of Attendance

The Pastoral Support Worker will log daily instances of absence and lateness and discuss on a weekly basis with the Head Teacher. Where a child is missing and the parents haven't contacted the school, the schools attendance officer will make telephone contact with the parents to ascertain the reason for their absence. If unable to make contact the Headteacher and Pastoral Support Worker may make a home visit to ensure that the child and the parents are safe.

Half Termly Monitoring

Half termly checks will be carried out in the last week of each half term .

Children will be grouped into:

- Green Group (95%-100%)
- Amber Group (Between 90% and 95% - Improved / not improved)
- Red Group (90% and below -Improved/not improved with 3 weeks further monitoring followed up with an invite to meeting-stage 3 if the required improvement has not been made)
- Letters will be sent to parents by the first week back of the new half of the term



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Escalation Process

Where issues (absence patterns/regular days off/long periods of time off) persist the following will be initiated- these may take place at any point in a half term, school may not wait until the formal monitoring at half term. Early intervention, we feel is essential.

Stage 1: Where there are concerns about attendance and/or punctuality the pastoral support worker will make verbal contact with home. They will check to see if any support is needed, and importantly if we can help in any way. This will be noted to demonstrate actions taken and a summary of conversation.

Stage 2: If the concerns persist the school will write to the parents/carers.

Stage 3: If the concerns continue to persist the school will arrange a meeting between the parent/carer and the pastoral support worker

Stage 4: If the concerns still remain the school will arrange a meeting between the parent/carer and the Headteacher. A parent contract will be set up between the school and the parents in this meeting to set targets to improve attendance for a short period of time.

Parent Contract

A parenting contract is an opportunity for schools to build a relationship with parents and discuss issues behind low attendance working together to provide solutions and improve attendance. This will be completed at the stage 4 meeting (see above). The process is voluntary, it isn't a legally binding contract and the act of signing it at the end is an opportunity for everyone at the meeting to show that they are in agreement that this was what was discussed in the meeting. If the attendance target is not met by the 6 week review, further action will be sought.

If attendance still does not improve there will be a formal referral to the Local Authority. Please note that ultimately the Local Authority can take legal action.

Persistent Absenteeism

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to a child's education and we need parent's fullest support and co-operation to tackle this. We as a school monitor all absences and the reasons given thoroughly. Any case that is seen to have reached Persistent Absenteeism or is at risk of moving towards that, is given priority and we will seek to take action immediately.



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Support Systems

School recognise that poor attendance is often an indication of difficulties in a child's life. This may be related to problems at home and or in school. Parents should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation. This will help the school identify any additional support that may be required.

School also recognises that some pupils are more likely to require additional support to attain good attendance, for example, those pupils with special educational needs or those with physical or mental health needs.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Discussion with parents and pupils
- Parenting contracts
- Referrals to support agencies
- School pastoral support
- Personal, Social, Health and Economic Education
- Additional learning support
- Behaviour support
- Inclusion units
- Reintegration support packages.

Support offered to families will be child centred and planned in discussion and agreement with both parents and pupils.

Should parents fail or refuse to engage with the support offered and further unauthorised absence occurs, School will consider the use of legal sanctions.

Children Missing Education

If families move away from the area, or wish to transfer their child to another school, the Headteacher must be informed in writing. Children cannot be removed from the school roll until we have been notified by another school that a place has been offered and accepted. Children who stop attending and who cannot be traced cannot be removed from the school roll. They are reported to the local authority Attendance Service. Where a child is missing from education, Local Authority guidance will be followed.

Monitoring, Evaluation and Review of the Policy

The school will review this policy annually and assess its implementation and effectiveness through monitoring of attendance of the whole school. This policy has been discussed with all members of staff. It has been agreed by the Governing Body.

Contact Details

If you wish to inform the school of an absence please contact **01246 273857**.

Please do not Dojo message members of staff as they may not see the message in time.