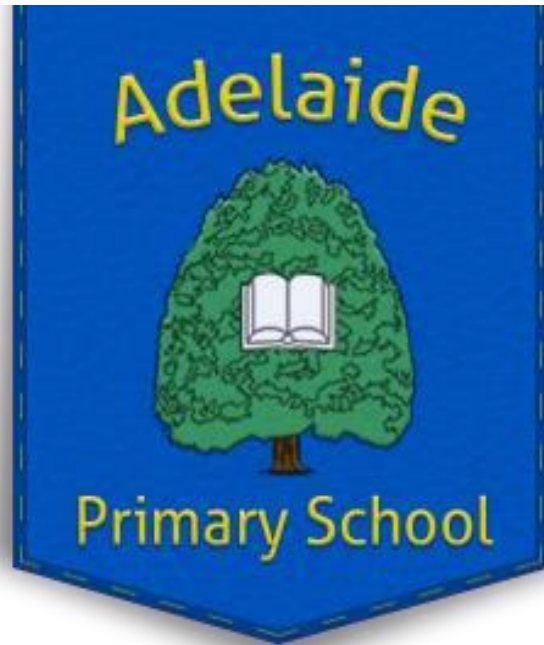


# Adelaide Primary School



## Attendance Policy

**September 2021**

*Respect – Equality - Effort*

*“Our vision is to provide all of our children with a body of knowledge, skills and vocabulary alongside the development of an exceptional character so that they thrive and succeed in all that they do!”*

Our children experience an inspirational learning journey that develops a genuine thirst for knowledge and curiosity of the possibilities that sit within the wider world around them.

Our children deserve the very best and the [Adelaide Curriculum Experience](#) gives them the opportunities, knowledge, skills and vocabulary alongside the personal attributes and attitudes to inspire them to be the best that they can be.

At Adelaide, we feel that good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life. We simply cannot teach children if they are not in school. Good attendance and punctuality are the responsibility of all parties involved in the school.

### **AIMS**

Our ultimate aim is to make Adelaide Primary a school where children want to attend by providing a quality of experience for them to enjoy. Staff in school will work to make children, parents and carers feel welcome and comfortable, to ensure children achieve 100% attendance in order to continue to progress, develop, achieve the best results they possibly can and reach their full potential.

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, and parents/carers can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and liaise with home and other relevant agencies when this is appropriate. Good attendance will be seen as an achievement in its own right and will be recognised as such by the school. Our attendance policy is based on the premise of equal opportunities for all.

### **Key Points**

- Registered pupils of compulsory school age are required by law to be in school.
- Lateness is actively discouraged
- Parents, guardians and carers must ensure that they are fully aware of the school's attendance policy as any absence will have a huge impact on your child's learning. Regular school attendance is essential and parents, guardians and carers, together with our school staff all have a part to play in ensuring full potential is achieved.
- Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for the absence. There are two main categories of absences:
  - Authorised Absence: is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
  - Unauthorised Absence: is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request.
- Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised. Your child's current and previous school attendance will be taken into consideration and as a result the absence may not be authorised.

- Keeping your child off school with minor ailments such as a headache or slight cold is not acceptable. Repeated absences will require us to request that you obtain medical evidence from your doctor's surgery. This may be in the form of a date stamped compliment slip confirming your visit, or prescription or medicine bottle. Any of the above is to be shown to a member of the school office. (Please note: that the school is not asking any parent to incur a charge for such information and will not be liable for the cost.)
  - 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.
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- To promote regular attendance thus offering all pupils equal access to learning
  - To improve the quality of school life
  - To create a culture in which good attendance is normality
  - To demonstrate to pupils, parents/carers and staff that good attendance is valued by the school
  - To recognise that good regular attendance is an achievement within itself
  - To be consistent in implementation, both in terms of rewards and sanctions
  - To value the individual.

## **OBJECTIVES**

- Meet the Government attendance targets set for us
- Create a clearly understood attendance procedure that is effectively communicated to and understood by parents/carers
- Ensure pupils are in school for the maximum number of days
- This Policy is designed to help all concerned adults to enable children to attend school regularly and thus be offered the most consistent access to learning as is possible.

## **ROLES AND RESPONSIBILITIES**

### **The Governing Body will:**

- Be vigilant in the monitoring of attendance statistics and understand how they influence school improvement planning
- Ensure that the senior leadership team of the school monitors attendance figures and employs a range of strategies which will influence improved attendance
- Make clear to parents the impact of good attendance on achievement.

### **The Senior Leadership Team will:**

- Monitor attendance statistics and establish strategies which will have a positive influence on raising standards;

- Work with children/families where attendance/punctuality is a problem to offer or provide support where necessary;
- Reward children for high levels of attendance;
- Include attendance updates in the half-termly newsletter

**Class Teachers will:**

- Be aware of punctuality/attendance patterns of children in their classes and bring issues to the attention of the Headteacher or Attendance Team;
- Be sensitive where there may be family issues which influence attendance at school;
- Record attendance and absence accurately as laid down in this policy
- Reward children for high levels of attendance;
- Encourage Teaching Assistants to support assigned individual to achieve better attendance and punctuality

**The Child Protection Coordinator will:**

- Work with children and families with an attendance problem
- Support children who find coming to school or arriving at school on time difficult

**The Wellbeing Worker will:**

- Work with children and families with an attendance problem
- Support children who find coming to school or arriving at school on time difficult
- Offer support to parents and children through school where needed
- Work with the community and outside services to support parents where help is needed
- Build strong relationships with parents and children in the school
- Jointly Review attendance patterns and take action via letters, action plans, home visits or court proceedings
- Jointly Communicate with parents highlighting low attendance or poor punctuality via phone, meetings or letters.

**The Attendance Admin Officer will:**

- Monitor attendance on a weekly, half termly, termly and annual basis.
- Jointly Communicate with parents highlighting low attendance or poor punctuality via phone, meetings or letters.
- Offer support to parents and children through school where needed
- Encourage parents to inform school on the first day of absence
- Make first day absence calls to those that have not contacted school after text message sent
- Jointly Review attendance patterns and take action via letters, action plans, home visits or court proceedings

- Build strong relationships with parents and children in the school
- Ensure telephone numbers are up to date in order for the school to be able to contact parents and maintain good communication
- Have a sympathetic and understanding approach to problems that may affect attendance
- Ensure all morning and afternoon registers are filled in correctly and amending where needed
- Record on Scholar Pack reasons for absences where known
- Scan and attach attendance letters, medical evidence and appointment letters to individual students who are on attendance action plans
- Liaise with Child Protection Officer and Wellbeing Officer when concerns arise
- Keep Headteacher, teachers and teaching assistants up to date with attendance issues
- Encourage parents to use the school's breakfast club to ensure better punctuality

**Parents will:**

- have their children in class ready for teaching by the start of the day.
- inform school on **every** day of any absence
- avoid appointments during school hours
- inform the school as soon as they can when a child has an appointment
- provide medical evidence when requested by the school
- work with the school to improve lateness and attendance.

If parents, guardians or carers are worried about their child's attendance at school they should: talk to their child; it may be something simple that needs your help in resolving. Then the parent should talk to your child's class teacher in the first instance.

**Children will:**

- Understand the importance of good attendance and punctuality;
- Be personally organised so that they are ready for the beginning of the school session.
- Speak to the Attendance Officer, Emotional and Wellbeing Worker, Teacher or Teaching Assistant about any concerns they have regarding their attendance.

**WORKING PRACTICES**

**Registration**

Correct and consistent registration of attendance is important for safeguarding, monitoring and health and safety reasons. It enables us to know which children are in school should the building need to be evacuated. It also provides information about attendance and punctuality patterns.

Fire registers (in the form of a laminated sheet) will be taken as the children first arrive into the building. Scholar pack registers will take place as soon as possible at the beginning of the morning and afternoon sessions. Registers will be done on Scholar pack in the classrooms and then saved so the Attendance Officer can follow up absences.

Registers will close 10 minutes after the start of the session. Children who arrive after registration has begun will have their lateness registered at the school office as they come into school. Children who arrive after registers are closed will be registered by the Admin team.

The Attendance Team will contact parents who have not notified the school of children's absence on the first day of absence to ascertain a reason for absence and also to remind parents of their responsibility to inform the school.

The symbols listed in Appendix A must be used for marking attendance and absence. Registers must be kept accurately as they may be used in evidence in court.

### **Dealing with Pupil Absence**

Correct registration of pupil absence is important for monitoring and safety purposes. Messages taken regarding absence must be recorded onto Scholar Pack immediately. Any unexplained absences will be followed up in the same day and reasons for absence sought.

Attendance and absence is entered onto the Attendance Module of Scholar Pack. Accurate figures can be compiled regarding the absence of individuals or groups of children within long and short periods of time.

Parents can be prosecuted under the Education Act of 1993 for failing to ensure their child's attendance at school - with the following exceptions:

- The pupil was absent with permission from an authorised person in the school;
- The pupil was ill or prevented from attending by an unavoidable cause;
- The absence occurred on a day exclusively set aside for religious observance by the religious group to which the family belongs;
- A family bereavement requires a child to attend a funeral or associated event;
- Where a child has been temporarily excluded from school
- Where a child is being dual-educated offsite

### **THE PROCESS FOR MONITORING ATTENDANCE**

The Attendance Team will log instances of absence and lateness and discuss with the Head Teacher. Where issues persist, the following will be initiated:

Stage 1: Verbal communication with parents outlining concerns

Stage 2: Initial letter to parents

Stage 3: Invitation to meeting in school

Stage 4: Formal proceedings towards prosecution

- The Headteacher monitors attendance / absence weekly to provide an overview, half termly and termly.
- Children with intermittent or unexplained absence will be placed on an attendance action plan.
- Children with less than 90% attendance over a term are monitored closely.
- Initially this is likely to be pursued with parents informally and improvement monitored. If there is no improvement, they will be placed on an action plan.
- The school also works closely with the Education Welfare Service when enough evidence has been gathered for them to begin their statutory duties

### **ABSENCES DURING TERM TIME (including holidays)**

In accordance with LA guidance, holidays in term time are no longer authorised. Parents will be reminded of this through admission meetings and the school newsletter. Only in exceptional circumstances will the school authorise a holiday. All requests for holidays must be made in writing to the Headteacher. Families taking their children out of school during term time will be asked to reconsider. If children are still taken out of school, despite being encouraged not to, they may receive a fine.

It is the policy of Adelaide Primary School not to authorise any absence other than illness. Unauthorised absences 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.

**AS OF 1ST SEPTEMBER 2013, THE RATE PER PARENT PER CHILD WILL BE £60 IF PAID WITHIN 21 DAYS AND RISING TO £120 IF PAID BETWEEN 22 AND 28 DAYS**

If the penalty notice is not paid each parent may be liable to prosecution at the Magistrates Court, and if proved, each notice may receive a criminal conviction and/or a fine to the maximum of £1,000 plus costs.

There are approximately 190 school days (380 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.**



## **LATENESS**

### **Punctuality is an important life skill. It is also polite.**

- The school opens its doors at 8.45am each day and the children must be in class by 8.55am. Registers will be taken as soon as possible after that time. Children will be marked late if they arrive at school after the registers have been taken. Children who arrive after that time must come into the building via the main office, where they will be entered onto the InVentry system
- Lateness will be closely monitored
- If the arrival at school is after the registers have closed, the pupil will receive a 'U'. This equates to an absence although we are aware that the pupil is on the school premises in accordance with health and safety.
- If a pupil is late due to a medical appointment, they will receive an authorised absence coded 'M' on their return – wherever possible a pupil should attend school before an appointment and be collected from the school office and signed out
- Please be advised that where possible doctors and dentists appointments are to be made outside of school hours or during school holidays.

Pupils who are consistently late are disrupting not only their own education but also that of the other pupils. Lateness is considered to be an equally serious absence. 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 to discuss the problem.

## **PROMOTING GOOD ATTENDANCE**

We celebrate good attendance throughout our School by:

Promoting good attendance in newsletters, Tweets, on the school website and in the curriculum.

Individual children with 100% attendance at the end of each term will be awarded a certificate and prize and if they achieve 100% for the whole school year, they will be rewarded with a £10 voucher.

Each phase has an allocated trophy to be presented to the class within that phase with the highest percentage attendance for the week.

## **THE ROLE OF THE EDUCATION WELFARE SERVICE**

The Education Welfare Service also has a statutory responsibility under the Education Act 1996 to pursue non-school attendance and persistent lateness.

Section 444 of the Education Act states that “if a child of compulsory school age, who is a registered pupil at a school, fails to attend regularly at the school, the parents are guilty of an offence.”

The Education Welfare Service, may issue a Fixed Penalty Notices or prosecute parents when children do not attend school regularly.

A Fixed Penalty Notice when requested by a Head teacher can be issued as long as the following criteria apply:

- At least 10 sessions (equivalent to five school days) of unauthorised absence by the pupil during the current school term, or 20 sessions (ten school days) in the previous 4 months
- Other than in specific circumstances, the parent will receive a formal warning of the possibility of a Penalty Notice being issued and given 15 school days to affect improvement. Within the 15 day period, further unauthorised absence will trigger the issue of a notice without warning.
- No more than two Penalty Notices will be issued per pupil per academic year.

In exceptional circumstances the Local Authority reserves the right to:

- issue a Penalty Notice for a first offence
- issue a Penalty Notice without warning

## **CHILDREN MISSING EDUCATION**

Hull City Council Children Missing from Education protocol is designed to support professionals across CYPS, partners and stakeholders in their combined efforts to safeguard children who are missing from education. Its aim is to identify the practical steps to be taken by professionals to locate and track children and young people missing from education. Please refer to the City Council’s Protocols.

At Adelaide Primary School, we work closely with the local Authority EWO (currently Elaine Bexley) to report any children missing from education.

In the case were a child travels abroad and there is no fixed return date, the school will write to the parents asking for a return date. The school will set a date on which the child will be taken off role if they do not return to school. This is usually around 4 weeks after the child has last attended school. If a child is taken off the school role, a letter will be written to the family explaining why.

## ATTENDANCE CODES

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) (L)
C	Other Authorised Circumstances (C)
E	Excluded (E)
H	Holiday agreed (H)
I	Illness NOT appointments (I)
M	Appointments (M)
R	Religious observance (R)
S	Study leave (S)
T	Traveller Absence (T)
B	Off site Ed. not dual (B)
J	Interview (J)
P	Sports (P)
V	Visit or trip (V)
W	Work experience (W)
G	Holiday NOT agreed (G)
N	No reason (N)
O	Unauthorised absence (O)
U	Late (after registers) (U)
D	Dual registration (D)
Y	Absent due to exceptional circumstances (Y)
#	School Closed to all Pupils (#)
Z	Pupil not on roll
X	For Early Years (X)

Colour	Description
Green	Present
Yellow	Authorised Absence
Orange	Approved Educational Activity - Counted as Present
Pink	Unauthorised Absence
White	Not Counted In Attendance Calculations



## COVID-19 register codes

I01 – Illness

I02 – Confirmed case of COVID-19

X01 Non-Compulsory school age

X02 – Self-isolating – COVID-19 symptoms

X05 – Quarantine

X06 – Shielding

X07 – Government restrictions / Local lockdown

X08 – Not attending in response to outbreak management

X09 – Self – isolating – close contact instructed by NHS track and trace