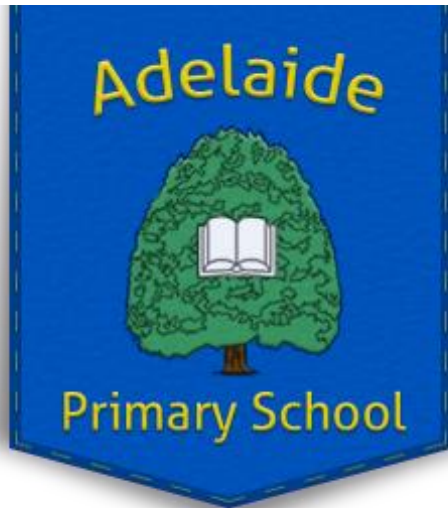


Adelaide Primary School



Attendance Policy

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!”

Ratified by Governors: Autumn 2023

To be updated: Autumn 2024

1 Aim of this policy

To support excellent levels of attendance for all pupils to enable fulfilment of their potential at Adelaide Primary School ('the School').

2 Key principles

- High levels of attendance and punctuality levels are promoted and rewarded.
- It is the responsibility of everybody in the School to improve attendance and punctuality.
- Where attendance or punctuality fall short of expected standards, steps will be taken to address this and sanctions may be applied in accordance with the behaviour policy.
- Some pupils find it harder than others to attend school. The School will work with pupils, parents and other local partners to remove any barriers to attendance.
- Subject to the terms of this policy, any day-to-day attendance issues that parents or pupils have should be discussed with the school's office team. Where more detailed support around attendance is required, parents and pupils should contact the school's safeguarding team or Headteacher.

3 Roles and responsibilities

3.1 The School

The School will:

- develop and maintain a whole school culture that promotes the benefit of high attendance
- work with pupils and their families, building strong relationships, to support high levels of attendance and punctuality and understand any barriers to attendance
- investigate unexplained or unjustified absence, applying sanctions where appropriate
- take into account individual needs when implementing this policy, including having regard to the School's obligations under the Equality Act 2010 and the UN Convention on the Rights of the Child
- share information and work collaboratively with the local authority, other schools in the area and other partners including, where required, making appropriate referrals in accordance with local procedures, legislation and guidance
- regularly monitor, review and analyse attendance and absence data including to identify pupils or cohorts that require attendance support and to set targets for the future
- ensure that all pupils can access full-time education, putting strategies in place where this is evidence to suggest that this is not the case

- ensure that the trust board and School's leadership team work together to monitor attendance levels and the effectiveness of this policy
- ensure that all legislation and guidance are complied with and reflected in our policies and procedures, including the non-statutory attendance guidance issued by the Department for Education, *Working together to improve school attendance (2022)*
- have in place appropriate safeguarding responses for children who are at risk of missing education, having regard to the statutory guidance Keeping Children Safe in Education (please refer to our Child Protection and Safeguarding policy).
- provide information requested by the Secretary of State, including termly absence data collected by the Department for Education
- regularly inform parents about their child's attendance and absence levels
- support pupils who are returning to education following long term absence
- ensure that effective systems to record and report attendance data are in place, including accurate completion of admission and attendance registers using an electronic management information system
- assign overall responsibility for championing and improving attendance at the school to a designated senior leader
- observe and fulfil the responsibilities set out in guidance issued by the Department for Education ([Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/103111/summary-table-of-responsibilities-for-school-attendance.pdf)) to the extent not covered above or elsewhere in this policy.

3.2 Parents and carers

We expect parents and carers to:

- ensure that their child arrives at school on time, in the correct uniform and with the necessary equipment
- promote the importance of regular attendance at home
- follow the correct procedure for reporting the absence of their child (see section 6.1 below)
- avoid unnecessary absences
- keep the school informed of any circumstances which may affect their child's attendance
- not take their child out of education for holidays during term time (see section 6.3 below)
- inform the school in advance of any proposed change of address for their child(ren), along with the name of the parent with whom the child shall live
- observe and fulfil their responsibilities set out in the guidance issued by the Department for Education: [Summary table of responsibilities for school attendance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/103111/summary-table-of-responsibilities-for-school-attendance.pdf).

3.3 Pupils

We expect pupils to:

- attend school regularly and on time
- be punctual to all lessons
- follow the correct procedure if they arrive to school late (see sections 4 and 5 below).

3.4 Designated attendance lead

The designated attendance lead (“DAL”) at the School is Mrs Kirsten Bradley, Headteacher.

The DAL will be responsible for the strategic approach to attendance at the school and will:

- offer a clear vision for attendance improvement
- evaluate and monitor attendance expectations and processes
- oversee attendance and absence data analysis
- ensure that key attendance messages are communicated to parents and pupils
- provide data and reports to support the work of the board of trustees (see below).

3.5 The board of trustees

The board of trustees will:

- take an active role in attendance improvement, recognise the importance of school attendance and promote it across the trust and school’s ethos and policies
- ensure the school’s leaders fulfil expectations and statutory duties
- regularly review attendance data, discuss and challenge trends and help school leaders focus improvement efforts on the individual pupils or cohorts who need it most
- ensure school staff receive adequate training on attendance, including dedicated training for staff with specific attendance responsibilities and any additional training that would help support pupils or cohorts overcome common barriers to attendance
- share effective practice on attendance management and improvement across its academies
- hold termly attendance review meetings with the school
- require the school to report to the trustees on attendance at regular intervals
- have a dedicated attendance lead who will drive improvement across the trust and act as a central point for academies with attendance queries.

4 Registration

- 4.1 The school maintains an attendance register and uses this to record each pupil's attendance at the start of the school day and again in the afternoon.

Registration session	School doors open	Register Start time	Register End time
Foundation Stage 1 (AM)	8.40am	8.55am	9am
Foundation Stage 1 (PM)	12.15pm	12.20pm	12.25pm
Morning FS2 and KS1	8.40am	8:55am	9am
Morning KS2	8.40am	8:55am	9am
Afternoon FS2 and KS1	12:45pm	12:50pm	12.55pm
Afternoon KS2	1pm	1.05pm	1:10pm

- 4.2 Pupils who arrive after the start of a registration session but before the end of the registration session will be marked as late. Where pupils arrive after the end of a registration session, the process set out at section 5 applies.
- 4.3 The register is marked using the national attendance and absence codes which can be found in the Department for Education's guidance on attendance - [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)
- 4.4 Where a pupils attends a registration session but does not attend subsequent lessons, we will treat this as a truancy and non-attendance matter in accordance with the behaviour policy and engage parents where necessary.

5 Late arrival

- 5.1 If a pupils arrives at the school after the relevant registration period has ended, he/she must immediately go to the school office to sign in and provide a reason for the lateness. In the absence of a satisfactory explanation, the register will be marked as unauthorised absence.
- 5.2 Persistent lateness will be treated as a disciplinary matter and will be dealt with in line with behaviour policy.

6 Reasons for absence and how to report or request authorisation

- 6.1 **Authorised absence** - absence will only be authorised where the School has given approval in advance for a pupils to not be in attendance or has accepted an explanation offered afterwards as justification for the absence. Only the school can authorise absence.
- 6.2 **Unauthorised absence** – absence will be marked as unauthorised where the school is not satisfied with the reasons given for the absence.
- 6.3 **Reporting absence from the School**

- 6.3.1 Where a pupils is to be absent from the school without prior permission, the parent/carer should inform the school by telephone on the morning of the day of the first absence and let the school know when they expect the pupils to return. If the return date is not confirmed on the first day of absence, parents/carers must contact the School on each day of absence.
- 6.3.2 On the day of return to the school, parents must also provide written confirmation of the reason(s) for the full period of absence.

- 6.3.3 In cases of prolonged absence due to illness, the parents/carers may be asked to provide the school with medical evidence, such as a note from the child's doctor. If this evidence is not provided, the absence may be marked as unauthorised.

6.4 Appointments

- 6.4.1 Medical, dental and other essential appointments for a pupils should take place outside of school hours where this is reasonably possible.
- 6.4.2 Where an appointment must take place during school time, the pupils should attend the school for as much of the day as possible and as much prior notice as possible should be given to the school office team.
- 6.4.3 For the time absent from the school to be marked as an authorised, confirmation of the appointment by way of an appointment card or letter must be provided.

6.5 Leave of absence (including holidays during term time)

- 6.5.1 Parents and carers should make every effort to avoid taking pupils out of education for holidays or other extended leave during term time. The school will only authorise a leave of absence during term time where there are exceptional circumstances.
- 6.5.2 To request a leave of absence, parents/carers must make the request in advance and in writing addressed to the Head Teacher and, wherever possible, at least 2 school weeks ahead of the planned leave.
- 6.5.3 Where a leave of absence is requested as above, the Head Teacher will consider the specific facts and circumstances relating to the request. The decision:
- will be confirmed in writing
 - is solely at the Head Teacher discretion and
 - is final.
- 6.5.4 Where permission is granted, the Head Teacher will confirm the number of days and dates of absence which are authorised.
- 6.5.5 If permission is not granted and the parents/carers proceed to take their child out of the school, the absence will be marked as unauthorised and parents may be issued with a penalty notice or be subject to prosecution by the local authority (see section 7 below).

6.6 Religious observance

- 6.6.1 We recognise that pupils of certain faiths may need to participate in days of religious observance. Where a day of religious observance:
- falls during school time and
 - has been exclusively set apart for religious observance by the religious body to which the pupils belongs,
- the absence from the school will be authorised.
- 6.6.2 We ask that parents/carers notify the school by writing to the school office team in advance where absence is required due to religious observance.

6.7 Coronavirus (Covid-19)

6.7.1 There may be circumstances in which pupils cannot attend school due to Covid-19. The school will adhere to any current guidance issued by the Department for Education relating to the recording of attendance in relation to Covid-19.

6.7.2 If a pupil tests positive for coronavirus, their absence will be recorded as illness.

7 Addressing poor attendance and punctuality

7.1 The school will use data to target attendance improvement efforts to the pupils or groups of pupils who need it most. In doing so, the school, led by the DAO, will:

- monitor and analyse weekly attendance patterns, proactively using data to identify pupils at risk of poor attendance
- provide regular attendance reports to class teachers and relevant leaders
- identify pupils who need support from wider partners as soon as possible and deliver this support in a targeted manner
- conduct thorough analysis of half-termly, termly and fully year data to identify patterns and trends
- benchmark school attendance data at each level against local, regional and national level
- monitor the impact of school strategies and actions to improve attendance on particular pupils and particular groups
- work with the local authority and other local partners to identify groups
- hold regular meetings with the parents or carers of pupils who the school and/or local authority consider to be vulnerable

7.2 Our procedures for managing unexplained absences can be found in **annex 1**

7.3 Where absence or punctuality is a cause for concern, for example because there is:

- a pattern of unauthorised absence
- a question over the reasons provided for a particular absence or late arrival
- persistent truancy or lateness

we will make contact with the parents/carers with a view to working together to support improved attendance and/or punctuality. The school will meet with parents and set attendance action plans for any child whose attendance is a cause for concern.

7.4 Failure to attend or arrive at lessons on time may also be dealt with as a disciplinary matter in accordance with the behaviour policy.

7.5 Absence will be classed as persistent where it falls below 90% across the academic year. Absence at this level is very likely to hinder educational prospects and we expect full parental co-operation and support to urgently address these cases. Intervention steps may include

implementation of an attendance action plan, referral to other agencies and/or seeking to put in place a parenting contract.

7.6 Where out of school barriers to attendance are identified, the school will signpost and support access to any additional services.

7.7 Where parents/carers have failed to ensure that their child of compulsory school age is regularly attending the school and wider support in accordance with this policy is not appropriate or effective, we may consider issuing a penalty notice. A penalty notice is a fine (£60 if paid within 21 days, £120 if paid within 28 days) imposed on parents.

7.8 When considering whether to issue a penalty notice, we will have regard to:

- section 6 of the Department for Education's guidance, Working together to improve school attendance: [Working together to improve school attendance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/Working_together_to_improve_school_attendance.pdf)
- the local authority's Code of Conduct for issuing penalty notices.

7.9 In the event that a penalty notice is issued but is not paid within 28 days, the local authority will decide whether to proceed to prosecution. The local authority also has separate powers to prosecute parents if their child of compulsory school age fails to attend school regularly.

Annex 1 – Adelaide Primary School Attendance Procedures

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. ScholarPack registers will taken at 8:55am and 12:50pm/1:05pm. 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 school office 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. We will contact parents via a text message, email and/or phone call. Home visits may be undertaken if it has not been possible to contact a parent.

The symbols listed in Annex 2 must be used for marking attendance and absence. Registers will 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 ScholarPack 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 ScholarPack. 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 actions could be taken:

Stage 1: Verbal communication with parents outlining concerns

Stage 2: Initial letter to parents explaining worries

Stage 3: Invitation to an attendance action plan 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 Humber Education Trust's Attendance Manager.

ABSENCES DURING TERM TIME (including holidays)

In accordance with LA guidance, holidays in term time are not 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 using the holiday form from the office. 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 8.40am 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 the School. We promoting good attendance in newsletters, Tweets, on the school website, in assemblies with the children and in the curriculum.

Classes with good attendance will receive 'golden time'. Individual children with good attendance at the end of each term will be awarded a certificate and prize. If children achieve good for the whole school year, they will be rewarded with a certificate and £10 voucher.

CHILDREN MISSING EDUCATION

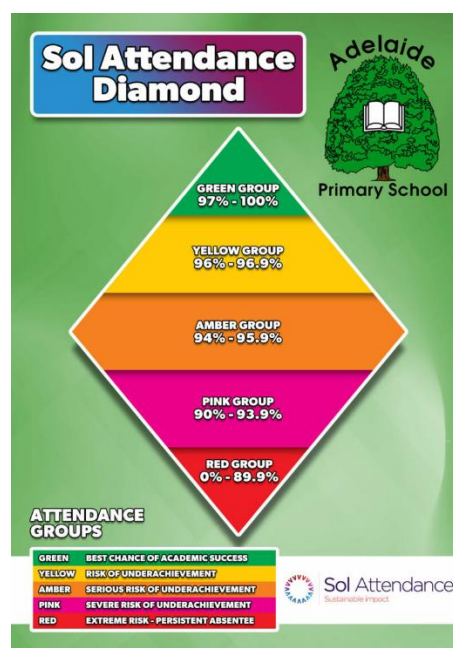
Hull City Council Children Missing from Education protocol is designed to support professionals in their combined efforts to safeguard children who are missing from education. Its aim is to identify the practical steps to be taken by professionals to locate and track children and young people missing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

At Adelaide Primary School, we work closely with the local Authority 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 roll 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 roll, a letter will be written to the family explaining why.

SOL ATTENDANCE

The school uses the SOL attendance tracking system to support the monitoring of children's attendance. A whole school excel sheet is updated each week to track and monitor children attendance. The office team, the wellbeing team, class teachers, phase leaders and senior leaders work in a graduated approach to support all children have 'green' attendance – reference to the SOL attendance diamond below.



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