



## **Park and Parkwall Primary Federation Attendance Policy**

**Working together to empower children to become  
aspirational, global citizens**

|                    |   |                  |
|--------------------|---|------------------|
| This version dated | Summary of changes  | Next review date |
| Jun 2021           | Updated Monitoring Attendance<br>Roles, Responsibilities, process | Jun 2023         |

## **1. Rationale**

Regular attendance and excellent punctuality are the foundations for academic achievement and personal development. They establish a responsible attitude towards the opportunities available at school and underpin the basis for the world of work. Attendance and punctuality are strongly linked to students' well-being and safety. Regular attendance demonstrates a commitment to learning and the school community please ensure that you and your child/children support our school rules about attendance.

## **2. Guiding Principles**

We are committed to ensuring that all students benefit from the opportunities available at The Park and Parkwall Schools. Our expectation is that students arrive on time and attend regularly that is -every day that the school is open unless there is an unavoidable reason for not doing so. We explain about different types of absence in this policy and we will actively promote this ethos throughout the school community and encourage our students to achieve this. Where this expectation is not met, we will identify and address the barriers that prevent this.

## **3. Responsibilities**

- The Education Act 1996 states that parents/carers have the primary responsibility for ensuring that registered students of school age attend school regularly and punctually and that they receive an education suitable for their aptitude and ability.
- The school have a legal responsibility for maintaining school registers and taking the register twice a day.
- The school also has a responsibility for reporting absence to the Local Authority.
- We also have safeguarding responsibility and duty of care to all our students.
- We encourage our students to become independent young people including taking responsibility for their attendance and punctuality when this is age appropriate.

## **4. Attendance**

- We expect our students to attend school on time every day that the school is open unless there is an unavoidable reason for not doing so for example -illness
- We will celebrate and reward students who achieve our expectations of a high level of attendance and those who have shown sustained improvement
- We will share attendance information with parents/carers and students focusing on the link between attendance and achievement
- We will promote high attendance and punctuality through assemblies, class discussion; reinforcing the link between attendance and achievement
- The school will communicate attendance matters to parents/carers via messaging; telephone; email; letter and through the school website. Discussion about attendance will also take place at parent/carer consultation events

## **5. Absence from school**

There are only two categories of absence from school:

- **Authorised – approved**
- **Unauthorised – not approved**

Only the Head of School (or their delegate) can approve an absence from school. That is the law.

Absence will be recorded using the code recommended by the Department for Education Guidance.

Requests for absence in term time must be submitted in writing in advance to the Head of School who will treat every request on an individual basis and respond accordingly. The rules about what type of absence is acceptable is set out below

### **Authorised (approved) absence – types of authorised absence that may be approved: -**

- Illness
- Leave of absence - for bereavement, funeral, wedding
- Medical absence for appointments – at Hospital or Orthodontic appointments. (Non- urgent routine check-up appointments should be made out of school hours) Students are expected to be absent for the minimal amount of time and not absent for the whole day.
- Religious observance - one day to participate in an organised religious event
- If a student is excluded from school for a behaviour related incident, this is an authorised absence.

### **Unauthorised (not approved) absence – types of absence that will not be approved**

- Absence due to birthday, shopping for uniform, looking after family members.
- Holiday in term time unless there are exceptional circumstances agreed to by the Head of School – in line with changes to the law implemented in 2013.
- Late arrival to school after the register has closed has to be recorded as an unauthorised absence unless there is an exceptional reason

### **Unauthorised absence can lead to parents /carers being fined by the Local Authority**

- All absence – authorised and unauthorised – will be analysed and subject to challenge to ensure that any concern regarding frequency, pattern or validity is acted upon swiftly to ensure safeguarding responsibilities are met
- Parents/Carers are expected to contact the school on the first day of absence and each day thereafter informing the school of the reason for absence and the expected date of return to school.

### **Safeguarding**

All unexplained absence from school will be followed up each day by contacting parents/carers. If no response is obtained, contact will be made with people listed as emergency contact numbers to ascertain a student's whereabouts and safety. Parents/Carers are required to provide the school with two emergency contact numbers. Where no response is received a referral may be made to the Access and Response Team or the Police

### **Removal from Roll**

There are strict grounds as to when a school may remove a student from the admissions register. These are outlined in Regulation 8 of the Education (Pupil Registration) Regulations 2006 and the school must notify the Local Authority

## **6. How our policy works in practice**

### **Punctuality**

- Registration takes place at 8.55 a.m.
- Registration closes at 9.30am
- Students who arrive who arrive after 9am but before 9.30am will be recorded as Late (L)
- Students who arrive after 9.30am will be recorded as unauthorised (U)
- Frequent late arrival will be challenged by the school.
- Persistent late arrival will result in parents and students being asked to attend a meeting with the school Education Welfare Officer and Attendance Officer or DSL

### **Medical appointments**

- We monitor the amount of time missed due to medical appointments carefully.
- We acknowledge that hospital and specialist clinic appointments, including orthodontic and on-going dental treatment may require a student having time out of school. Our expectation is that the minimum amount of learning is lost. We will seek an explanation from parents where a whole day is missed for this reason.
- Routine, non-urgent appointments must be made after school or during the school holidays. Proof of unavoidable medical appointments in school time must be provided for the school. This can be in the form of an appointment card/text message or prescription note

### **Illness**

- Students are likely to experience bouts of illness from time to time. Some students will be managing chronic or more serious medical conditions that impact on their attendance. We have a duty to support students in these circumstances to ensure they do not miss out on education.
- When a student is identified as having frequent absence for reasons of minor illness, a meeting will be arranged to discuss this with the Head of School and Education Welfare Officer to consider whether an individual health care plan is appropriate.
- If your child is off sick immediately prior to or after a 5 day authorised holiday we will require medical evidence to support that absence, otherwise we will mark it as unauthorised.

## Holiday absence in term time

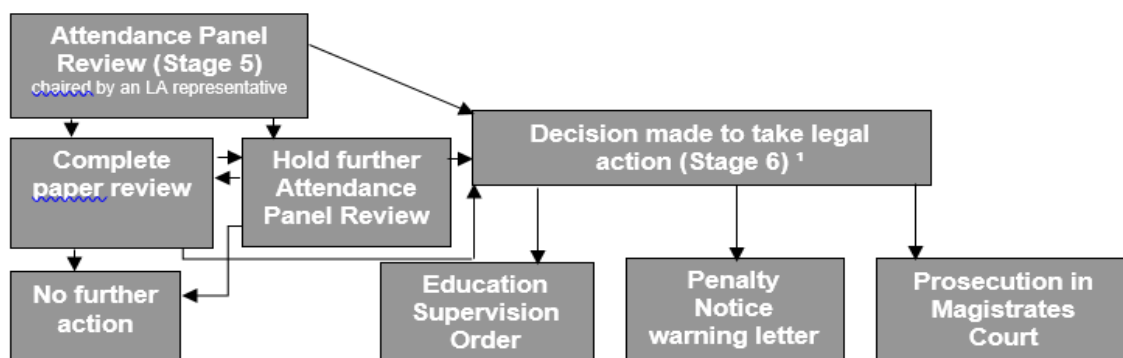
- If a parent feels there are exceptional circumstances that support a request for leave of absence in term time; they must put the request in writing to the Head of School in advance of the absence
- Each case will be considered on an individual basis and the decision communicated to the parents. Only the Head of School can agree to absence in term time

## Monitoring Attendance Roles and Responsibilities

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|---|
| <b>Teachers</b>   |
| <ul style="list-style-type: none"><li>• Take registers on Arbor by 9.05am and 1.05pm daily</li><li>• Monitor and contact parents of pupils with attendance of 90 – 95%</li></ul>  |
| <b>Operations Administrator</b>   |
| <b>Check registers have been taken</b> <ul style="list-style-type: none"><li>• If unopened email staff to remind them to do register</li><li>• Check incomplete marks or errors</li></ul>   |
| <b>Follow up absent students daily if no contact received from parents by 9.30am</b> <ul style="list-style-type: none"><li>• In bulk with message/email to request parents contact school</li><li>• If no reason for absence provided by 10am, Administrator to ring home</li><li>• CME / Continuous absences report set up to be sent to DSL automatically</li><li>• Termly summary report on late children set up to be sent to DSL automatically</li></ul>   |
| <b>Amend attendance marks</b> <ul style="list-style-type: none"><li>• For updated information from parents regarding pupil absence</li><li>• For planned absences (if medical log in 'Medical event' section)</li><li>• Add in any late arrival pupils with <u>reason for late arrival</u></li><li>• For bulk change marks if e.g. bubble closure, INSET day</li></ul>  |
| <b>Correlated Absences</b> <ul style="list-style-type: none"><li>• Customised group report set up to Inform DSL of absence of any Red / Amber vulnerable pupil daily</li></ul>  |
| <b>Attendance Officer</b>   |
| <ul style="list-style-type: none"><li>• Work with parents of pupils whose attendance is between 85 – 90%. Initial phone call followed up with letter. Identify barriers and solutions to good attendance, set improvement targets.</li></ul>  |
| <b>Designated Safeguarding Lead (or DDSL in their absence)</b>  |
| <b>Vulnerable Pupils</b> <ul style="list-style-type: none"><li>• Monitor attendance of vulnerable pupils through customised reports (see above)</li></ul>   |
| <b>CME (3<sup>rd</sup> day unexplained absence)</b> <ul style="list-style-type: none"><li>• DSL to contact parents/carers (ring, message, email)</li><li>• If no contact carry out home check (SLT or EWO)</li><li>• If still no contact, DSL to complete CME form and submit to LA (form in SL drive in attendance file)</li></ul>   |
| <b>Persistent Absence</b> <ul style="list-style-type: none"><li>• DSL to check medical needs/HCP/MAPS and inform L Price who will manage their attendance.</li><li>• DSL manage others who are responsible for attendance (teachers and Safeguarding Officer)<ul style="list-style-type: none"><li>○ Teachers 90 – 95%</li><li>○ DSL and Attendance Officer 85 - 90%</li><li>○ &lt; 85% EWO responsibility</li></ul></li><li>• DSL meet with Attendance Officer fortnightly and EWO termly to agree which pupils require Attendance Officer / EWO involvement and review impact</li></ul> |
| <b>Analyse attendance statistics</b> <ul style="list-style-type: none"><li>• Report to SWAG termly on attendance</li></ul>  |
| <b>Inclusion Officer</b>  |
| <b>Medical Plans</b> <ul style="list-style-type: none"><li>• Ensure all medical needs are listed on Arbor</li><li>• Ensure Health Care Plans and Medical Action Plans are scanned and uploaded to pupil file on Arbor</li></ul>   |
| <b>Education Welfare Office</b>   |
| <ul style="list-style-type: none"><li>• Meet with DSL/HoS to agree which pupils require EWO involvement. Begin attendance improvement process in line with LA guidelines<ul style="list-style-type: none"><li>○ EWO rings parents and follow up with letter</li><li>○ Check attendance after 2 weeks, if no improvement rings parents and invite to SAM</li><li>○ Follow up with letter stating what was agreed at SAM</li></ul></li></ul>  |

## South Gloucestershire and Formal Attendance Process

| Timescale              | Action   | Responsibility             |
|------------------------|--|----------------------------|
| Start of term          | DSL / class teacher identifies a pupil with attendance less than 95%   | Class teacher              |
| End of week one        | <b>Stage one</b> <ul style="list-style-type: none"> <li>Teacher discusses (in person or by phone) with parent/ carer to alert to the fact that attendance is low, identify any barriers and set expectation of improvement</li> <li>Log communication on Arbor</li> </ul>  | Class teacher              |
| Mid term               | <ul style="list-style-type: none"> <li>Teacher to continue monitoring and communicating with parent to ensure improved attendance</li> </ul>   | Class teacher              |
| End of term            | DSL reviews attendance <ul style="list-style-type: none"> <li>If attendance improved teacher emails parent to thank them</li> <li>If attendance not improved teacher continues to communicate with parents</li> <li>If attendances below 90% DSL informs Attendance Officer who takes on the monitoring role</li> </ul>  | Class teacher              |
| Beginning of next term | <b>Stage two</b> <ul style="list-style-type: none"> <li>Attendance Officer to ring parents to discuss attendance. Follow up with letter of concern</li> </ul>  | DSL and Attendance Officer |
| Mid term               | DSL and Attendance Officer review attendance <ul style="list-style-type: none"> <li>If attendance improved email parent to thank them and encourage to improve further</li> <li>If attendance not improved set up School Attendance Meeting (SAM) with DSL, Attendance Officer and parents. Use standard form, set SMART targets, and consider un-authorising absences.</li> </ul>         | DSL and Attendance Officer |
| End of term            | DSL reviews attendance <ul style="list-style-type: none"> <li>If attendance improved Attendance Officer emails parent to thank them</li> <li>If attendance not improved Attendance Officer continues to communicate with parents</li> <li>If attendance falls below 85% DSL refers family to EWO who takes on the monitoring role</li> </ul>   | DSL and Attendance Officer |
| Beginning of term      | <b>Stage three (Formal process starts here)</b> <ul style="list-style-type: none"> <li>EWO invites parents to Attendance Panel Meeting chaired by EWO, attended by school and EWO, and any relevant organisations/ professionals. SAM action plan is reviewed.</li> <li>EWO to write to parents following meeting enclosing copy of the meeting notes &amp; action plan</li> </ul>         | EWO                        |
| End of term            | <b>Stage four</b><br>EWO reviews progress 6 weeks after Attendance Panel Meeting <ul style="list-style-type: none"> <li>Little or no improvement in unauthorised absences - EWO requests that the LA chair the Attendance Panel Review</li> <li>If request is agreed, the LA sends out official warning letter(s) and writes to invite parent(s) to the Attendance Panel Review</li> </ul> | EWO                        |



<sup>1</sup> Where a school has commissioned the LA Traded Education Welfare Service, the Traded Education Welfare Officer will complete the S.9 witness statement. When a school has not commissioned the Traded EWS, the Headteacher will complete the S.9 witness statement. The Senior Education Officer will also complete a S.9 witness statement. The SEO is available to provide advice to the Headteacher in writing their witness statement.

