



Hunsley Primary

Attendance Policy

This policy is applicable to Hunsley Primary
Version 2.ii

<p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p>Julie Boyes, Assistant Headteacher</p>
<p>Name of Responsible Committee/Individual:</p>	<p>Hunsley Primary Local Governing Body</p>
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<p>Target Audience:</p>	<p>All Staff, Parents, Pupils, Community Users, Key Stakeholders</p>

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Policy Statement

This policy outlines the principles and values underpinning the expectations of Hunsley Primary for pupil attendance at Hunsley Primary.

1. Purpose and Scope

Hunsley Primary is committed to providing a full and efficient education to all pupils and embraces the concept of equal opportunities for all. Attendance at school is very important to all pupils as there is a clear link between attendance and achievement. Pupils who have higher levels of attendance achieve better. Even a few days' absence can impact on a pupil's progress. Staff at Hunsley Primary will work with parents and children to ensure that full attendance is the target for each child.

2. Roles and Responsibilities

At Hunsley Primary, it is everyone's responsibility to support pupils to attend school. Each group has individual responsibilities that must be adhered to:

The Headteacher will:

- Ensure all registers must be completed accurately and within the first 10 minutes of the registration (between 9am and 9.10am)
- Maintain communication with the Education Welfare Service.
- Make registers available for inspection by the East Riding Education Welfare Service.
- Only remove pupils from the school roll when s/he has legally left the school
- Monitor that absence/e-mails notes are being provided and phone calls are logged (in conjunction with the school Administrator)
- Check that codes/explanations for absence are being inputted by the school administrator
- Ensure any patterns of absence are identified and investigated
- Ensure that poor attenders / pupils with problems in school likely to affect their attendance are identified for intervention
- Investigate reasons for non-attendance with pupils, parents/carers/EWO where there are concerns and the appropriate action taken – monitoring will begin initially by class teacher and further 'investigation' will be done by School Administrator, then school leaders and finally the EWO
- Arrange for work to be sent home if a pupil is likely to be absent for a known period of time; if absence is likely to be prolonged, arrange for support from the Home Tuition service
- Consider a phased return to school, if a pupil is returning after a long absence from school

School Administrators will maintain attendance records by:

- ensuring registers are being completed and informing School Leaders (where there are persistent concerns)
- clearing and entering absence notes, (ensuring correct codes are used) absence emails and phone calls re absence
- updating and maintaining pupils' personal data/contact details
- make necessary amendments to SIMS data
- providing data to class teachers as required
- providing data for Local Governing Body reports
- providing data for the LA and DFE returns
- providing individual attendance reports
- providing data to the Headteacher as required
- reporting any hardware difficulties to ICT systems managers
- provide tracking data for attendance and punctuality as required

School Leaders are responsible for working with the Education Welfare Officer in:

- monitoring attendance levels of all pupils
- meeting as required to discuss pupils with under 90% attendance, including reporting to Inclusion Panel on persistent absence patterns and Pupil Premium attendance
- feeding back to staff information as appropriate
- liaising with parents/carers to identify any problems which may be affecting attendance and offer support if appropriate to parents/pupils
- supporting pupils with difficulties in school
- make home visits if appropriate to meet with parents
- inform parents of legal responsibility for regular attendance and possible sanctions – via standardised letters where attendance has become a concern, penalty fines and prosecution
- follow up with the appropriate line managers where a decision is made to take action against parents/carers for the non-attendance of a pupil
- monitoring attendance and implementing education welfare fast track procedure if appropriate.
- adopting a multi-agency working practice to ensure support for parents/pupils
- attending child protection conferences/core group meetings under the direction of Social Services if referred to EWO regarding attendance.
- taking part in truancy sweeps under direction of the police / EWO

The Education Welfare Officer will use a wide range of strategies to monitor and improve attendance of all pupils, for example:

- Parenting Contracts
- Penalties
- Fast Track Procedures
- Prosecution
- Education Supervision Orders

Governors:

The Governing Body is required by law to ensure that the registers are kept accurately. They are also required to ensure that school publishes annually a report to parents which includes the school's attendance figures.

Parents/carers have a legal responsibility:

"All parents/carers who have children of compulsory school age, are responsible in law for ensuring that their children receive an efficient full-time education, suitable to their age, ability and aptitude and any special educational needs which they have, either by regular attendance at school or otherwise."

Section 7 Education Act

This responsibility includes:

- ensuring that their children attend punctually, regularly and stay in school
- ensuring a good attitude to learning and support the Home-School Agreement
- working in partnership with the school and other agencies in the best interests of the child
- in exceptional circumstances, requesting leave for term-time absence well in advance of the requested dates

Parental Guidance on ~~new~~ legislation

We advise that parents do not plan for their child to be absent without contacting the school first to obtain prior approval. Head teachers cannot retrospectively authorise absence from school under any circumstance. A penalty notice may be issued for any unauthorised absence due to holidays.

If a parent believes at any stage that their child's absence from school may leave them liable for prosecution or a penalty notice, it is important for the parent to take action without delay to secure their regular attendance. Support and guidance on attendance is always available and if parents have any questions about this, or need any help to achieve an improvement, they are encouraged to contact the school to discuss any issues.

3. Equality and Diversity

Hunsley Primary is committed to:

- Eliminating discrimination and promoting equality and diversity in its policies, procedures and guidelines.
- Delivering high quality teaching and services that meet the diverse needs of its pupil population and its workforce, ensuring that no individual or group is disadvantaged.

4. Hunsley Primary Vision, Values and Ethos**Vision: Our Commitment**

Hunsley Primary is committed to being an innovative, stimulating, forward-thinking free school that makes the most of its freedoms to impact positively on pupils' lives in the community and provide opportunities for all its children to make outstanding progress. Hunsley Primary children are capable,

confident and creative thinkers and motivated, resilient, problem-solving learners. In particular, the school is committed to developing pupils as mathematicians and scientists.

Values: Our Children

At Hunsley Primary, we believe that every child is an individual, ready, able and eager to learn, and as such a member of the team. We are a fully inclusive school and we view every child as unique; we believe that all learning activities should be personalised and challenging to meet all pupils' needs and that every child should receive the care, guidance, nurture and robust support they need to overcome disadvantage or barriers to learning. It is our prime aim that all children make their best progress in an enabling learning environment, in the presence of their peers and the security of positive relationships with those around them. Our highly-trained expert classroom practitioners, from teachers, TAs, volunteers to associate Trust staff, ensure that all children have the chance to work, discuss and learn with professionals who are passionate about education.

By ensuring our children become responsible for directing, sustaining and reviewing their own learning, taking responsibility for critiquing their own and each other's work and for setting ambitious challenges, we aim to embed an understanding of the importance of refining work to its best point so that children feel a sense of high achievement as a result of the feedback they receive.

By maximising the benefits of our close relationship with South Hunsley School and Sixth Form College and its subject specialists, we aim to secure a continuum of learning and a depth of conceptual understanding necessary for excellent progress in all curriculum areas, leading to the highest achievement at Key Stage 2, GCSE and A Level and, in due course, access to the most aspirational HE institutions, courses and professions for all children.

Ethos: Our Teaching and Learning Rationale Engagement, Enjoyment, Discovery, Reflection, Achievement

Our aim is to deliver teaching and learning which meets the needs of every single pupil in school, basing our planning on rigorous assessment and observation, mapping out challenging, supportive next steps. We plan our curriculum activities and our personalised teaching and learning approach to match the following rationale:

- Flexible, personalised timeframes for learning, based on excellent pupil-centred teaching – teachers highly conversant in the complexities and specialisms of their practice
- Real learning themes and deep-thinking investigations, which prepare our pupils for 21st Century living and engage them in learning with enjoyment and passion
- Inspirational and challenging learning activities, which have the principles of scientific enquiry and investigation ('working scientifically') at their core, generating a lifelong love of learning, enquiry and discovery and a systematic means of approaching challenging and new tasks
- A union of partnerships with cross-phase, multi-agency and multi-disciplinary expertise for planning, delivery, monitoring and review, to ensure each child has every opportunity to build successfully on their learning from 4 to 19, removing barriers to engagement and development
- Pupil resilience, independence, confidence and readiness to meet the rigours of education, through to university and beyond, and the demands of living and working in a rapidly-changing technological world
- Innovative, immersive and inclusive learning resources, combining the best of expert input, outdoor, hands-on, experiential learning and digital interfaces, to give pupils every opportunity to aspire to their full potential.

5. Systems and Processes

Authorised Absence

Wherever possible, parents/carers should attempt to arrange non-school activities outside of their school day. Where this is not possible, the following is a list of reasons for absence which would be authorised:

- A medical appointment;
- A family bereavement and/ or attendance at a funeral;
- A religious observance;
- Moving house (1 day only);

For each of the above, evidence will be required e.g. dental appointment card.

Term Time Holidays (School Unauthorised Absence)

Legislation came into effect on 1 September 2013 which means there is no longer a provision in law for the Headteachers to authorise an absence for the purpose of a term time holiday other than in a very limited set of exceptional circumstances outlined here:

- 1) Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with the school holidays
- 2) Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue
- 3) The death or terminal illness of a person close to the family
- 4) To attend a wedding or funeral of a person close to the family

If a request meets the above exceptional circumstances but falls within the following times, the Head of Hunsley Primary must be convinced that absence from school is the only option:

- The first term of any academic year (applies to all pupils)
- At any further times as specified by the school
- Pupils who's attendance is classified as persistent absence (PA)

The Governing Body has therefore broadly adopted the East Riding of Yorkshire's Behaviour and Attendance Partnership Policy for Absence from School for Exceptional Circumstances in line with most other schools in the East Riding.

Penalty Notices – see LA Policy

Under the Anti-Social Behaviour Act (2003) the local authority and schools have statutory powers to tackle poor school attendance and/or unauthorised absences. An unauthorised absence is any absence that the school has not given permission for or where an explanation has not been provided by the parent.

Penalty Notices may be used as a deterrent to prevent a pattern of unauthorised absences developing. They will be issued by post directly to the home of a parent after a warning, or in the case of absences

without acceptable cause, warnings may not be given. This may include pupils caught on truancy sweeps, excessive or unauthorised family holidays and persistent late arrival after the close of registration.

The penalty is £60 if paid within 21 days of receipt, rising to £120 if paid after 21 days but within 28 days. The payment must be paid direct to the local authority regardless of who issued the penalty notice. If the penalty is not paid by the end of the 28 day period, the local authority must decide either to prosecute for the original offence to which the notice applies, or withdraw the notice. Parent(s) can only be prosecuted if 28 days have expired, and full payment has not been made.

There is no right of appeal by parents against a fixed penalty notice.

Hunsley Primary will try to improve attendance by:

- **Following a Staged Approach to monitoring and improving attendance (see Appendix)**
- encouraging pupils to attend through the provision of learning activities which are engaging, differentiated and appropriate to their needs
- identifying patterns of non-attendance and those pupils who have an irregular pattern of attendance for intervention and support by the EWO / Youth and Family Service
- liaising with parents/carers to support improved individual attendance targets – any pupil under 95 % will be monitored and anyone under ~~90~~92% will trigger intervention
- providing a clear statement of attendance on the pupil's reports
- providing clear guidance to parents/carers regarding holidays in term time
- holding multi-agency meetings regularly to discuss pupils causing concern
- ensuring that parents/carers know the necessity of providing suitable and detailed communication, e.g. a note, email or phone call, to explain absence either by letter or in the pupil's Journal
- informing the Governing Body of the level of attendance as part of each annual report
- providing information for the prosecution of parents whose children do not attend school and who do not have a substantive reason
- monitoring, through the Inclusion Panel Data Analysis, pupils who are looked after children, Pupil Premium and other vulnerable groups including SEND
- monitoring Persistent Absence (PA) figures and reporting to Governors

Registration

The school day begins at 9am. The class teacher must complete the online morning register accurately and save within the first 10 minutes, i.e. before 9.10am (remembering that the register is a legal document). If pupils arrive late to registration before the register is closed, then the register must be marked with an "L" and enter how many minutes late. The register will officially close at 9.30am. If pupils arrive at school after the register has closed they will receive the appropriate mark code, based on the guidance in the Appendix. School must follow-up absences with the pupil / parent / carer, by reminding that a note is required explaining the absence. Absence notes should be given to the school office immediately on receipt. The afternoon register must be completed within the first 10 minutes of the afternoon session, i.e. before 1.10pm.

When marking a register, any discrepancies in attendance need reporting to the school Administrator immediately.

Where it is not possible complete an online register in SIMs (for example, where a technical malfunction has occurred), a paper register must be taken and submitted to the school Administrator as soon as it has been completed. The school Administrator will then upload the register and attendance information as soon as the system is available.

Absence Codes

The following codes are used to account for a range of absences in the school register.

Key to Codes
/ Present (AM)
\ Present (PM)
B Educated off site (not Dual reg.)
C Other authorised circumstances
D Dual registration
E Excluded
G Family holiday (not agreed)
H Family holiday (agreed)
I Illness
J Interview
L Late (before registers closed)
M Medical/Dental appointments
N No reason yet provided for absence
O Unauthorised Abs
P Approved sporting activity
R Religious observance
S Study leave
T Traveller absence
U Late (after registers closed)
V Educational visit or trip
W Work experience
Planned whole or partial school closure
Y Unable to attend due to exceptional circumstances
X Non-compulsory school age or COVID-19 related
Z Pupil not on roll
- All should attend / No mark recorded
7 Illness due to Covid 19
8 Self-isolating due to Covid 19
9 Shielding due to Covid 19

Lateness

Punctuality is an important part of good attendance at school. The Administrator will produce weekly reports for SLT that identify lateness for pupils and those with persistent or patterns of lateness to school will be monitored and lateness discussed with parents and carers.

Educational Visits

Registers must be taken prior to departure. Pupils will be given their marks for sessions in that day. Regular headcounts and registers must be taken through the course of the visit in accordance with best practice for data protection and the guidance of the LA Educational Visits Lead.

Signing Out / Leaving School Premises during the School Day

Any pupil who leaves the school premises with a parent / carer during the day, for example to attend a dental appointment, should go to the school office where parents will be given an Authorised Absence 'Pass' which gives permission for the pupil to be off the site. Parental/official verification for the reason for leaving the site will be sought/looked at before pass is given. The Authorised Absence Pass must be shown if a parent or pupil is challenged outside the school by the police or Education Welfare Service.

Pupils Missing Education

In line with current guidance, Hunsley Primary will conduct reasonable enquiries if a child on our roll is not attending school. If, following action for the first 3 days of unauthorised absence (see Staged Approach in the Appendix) we have not received a suitable response from parents/carers, we will contact them in writing, followed by a second welfare check within 10 days of the first absence. If no response, relevant agencies will be contacted to identify the child as missing in education. Where we believe the child is at risk, timescales will be expedited and relevant agencies contacted sooner.

6. Monitoring of Compliance with and Effectiveness of the Policy

The **Local Governing Body of Hunsley Primary** is responsible for ensuring that this policy and procedure is implemented fairly, consistently and objectively.

The **Headteacher** is responsible for overseeing the introduction, implementation, monitoring and review of this policy.

7. Review

This policy will be reviewed within 2 years of the date of implementation.

Appendix 1:

The School Day

The school day begins at 9am and ends at 3.30pm.

Classroom doors open at **8.50am** with a rolling arrival for a **prompt 9am registration** and the start of lessons.

Lunchtime runs from **12 noon until 1pm**.

The school day ends at **3.30pm**.

Wraparound care, run by Building Bricks at Hunsley Primary, runs from 7.30am through to 8.50am and again at the end of the day, from 3.30pm to 6pm

For information about access to the site during the school day, refer to the 'Site Access Procedure' in our 'Parent Info' section of the school website.

Appendix 2:

Staged approach to monitoring and supporting attendance

To support high levels of attendance, the school will continually monitor and act to improve attendance. Attendance data will be analysed weekly by the school administration team (Louise Hitchin), Julie Boyes (Attendance Office/Assistant Head) and Lucy Hudson (Head). Where action is required this will follow a staged approach as outlined below.

Stage 0 - refers to the approaches taken to promote high attendance for all pupils across school. This involves continued monitoring of attendance to identify and intervene with attendance concerns early. Parents / carers of all pupils who are absent without reason, will be contacted on the first day of absence.

Spotlight on Attendance - where a pupil's attendance falls below 95% parents/guardians will be sent a Spotlight on Attendance letter.

Stage 1 – where a pupil's attendance continues to fall following Spotlight on Attendance letter, parents/ carers will receive a Stage 1 letter to notify of monitoring and to support an improvement in attendance.

Stage 2 - parents/guardians will be sent a Stage 2 letter where a pupil's attendance falls below 92%, inviting them to a meeting with the school Attendance Officer (Assistant Headteacher, Julie Boyes). This meeting will be to discuss ways to support sustained improved attendance for the pupil.

Stage 3 – where a pupil's attendance does not improve, a Stage 3 letter will be sent out. An Attendance Action Plan will be put in place with targets for improvement. The Local Authority Education Welfare Officer may be contacted at this point, depending on the circumstances of absence.

Stage 4 – where a pupil's attendance does not improve and continues to fall and the targets set in the Attendance Action Plan have not been attained, a Stage 4 letter will be sent out. This will invite parents/guardians to an Attendance Panel Meeting with the Assistant Headteacher or senior member of school staff and the Local Authority Education Welfare Office (EWO) to review the action plan and ascertain next steps under the guidance of the Local Authority. If the Chair of the meeting considers sustained improvement is not likely, the case will be referred to the Education Welfare Service for consideration for prosecution under Section 444 of The Education Act (1996).