



**FRANCHE COMMUNITY PRIMARY SCHOOL
& TOTS@FRANCHE**

Title: ATTENDANCE POLICY 2021-23

DOCUMENT MANAGEMENT

This document was **adopted** by Governors in July 2021
This document is subject to review in September 2023

DOCUMENT CONTROL

This document is mastered on (location) Staff shared area (V:) /POLICIES/2021-2022

All other copies of this document are considered 'uncontrolled' and users should ensure that any printed copies reflect the current status.

For clarity throughout this policy the words school and/or setting refer to all childcare services provided on the Franche Community Primary School site. Including: Children's Centre, TOTS@Franche, Holiday Club and Breakfast/After School Club.

AIMS

Our Attendance policy aims to:

- Support pupils and their parents/carers in achieving the highest possible levels of attendance and punctuality
- Ensure that all pupils have full and equal access to the best education that we can offer;
- Enable pupils to progress confidently and with continuity throughout the school;
- Make parents/carers aware of their legal responsibilities regarding regular attendance and punctuality;

Being at school

School education lays vital foundations in a child's life. Research proves the link between regular school attendance and educational progress and attainment. We want to work in partnership with parents/carers to make pupils' experience positive and thereby enable them to make a success of their education and realise their full potential. We encourage parents/carers to ensure their child achieves maximum possible attendance and that any problems are identified and acted upon promptly. It is the responsibility of parents/carers to ensure that their children arrive at school and return home safely.

Expectations

We expect that all pupils will:

- Attend school every day;
- Attend school punctually;
- Attend appropriately prepared for the day ahead;
- Discuss any problems promptly with school that may affect their school attendance.

We expect that all parents/carers will:

- Ensure regular school attendance;
- Ensure that their child arrives at school punctually and suitably prepared for the day;

Franche Community Primary School will:

- Provide a friendly, nurturing and welcoming environment.
- Provide a safe learning environment.
- Provide a supportive response to any child's or parent's/carer's concerns.
- Communicate clearly the attendance procedure and expectations of the school.
- Maintain regular and accurate attendance and punctuality records and monitor individual attendance and punctuality.
- Follow up unexplained absences and obtain explanations from parents/carers. Where no such explanations are forthcoming within 5 school days the absences will be recorded as unauthorised;
- Request medical evidence if the school considers it necessary to support long term or frequent absence due to medical conditions or ill health;
- Encourage good and regular attendance and punctuality through a system of reward and recognition; including but not limited to recognising weekly best phase attendance and punctuality, termly individual 100% attendance and annual attendance upwards of 98%. Pupils who achieve cumulative 100% attendance are individually celebrated
- Where whole school attendance achieves 96% or more at the end of the academic year, this will be recognised with a whole school reward.

- Meet periodically with the Educational Welfare Officer (EWO) to monitor and support school attendance and punctuality.
- Communicate your child's attendance to you if it falls below 93% as your child is then at risk of becoming classed as persistently absent and, where relevant, we will work with you to offer support to improve your child's attendance.
- Appendix 1 – details the escalation process we will follow.
- Communicate with you when your child's punctuality becomes a concern. This will be when there have been more than 3 instances of lateness within a school term.

Registers, Punctuality and Lateness

The main playground is supervised from 8.20am onwards and the school doors are open from 8.30am until 8.40am.

- By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil.
- Registration takes place at 8.40am and pupils who arrive after 9.00am will be recorded as late for school.
- The school doors will be shut at 8.40am and any pupil arriving after this time must come into the building via the main office. A record will be made on your child's registration certificate of their arrival time. Children should wait with their adult to be collected by a staff member from their class. The registration certificate is a legal document.
- Registers close at 9.20am and after this time lateness is recorded as an unauthorised absence.
- School may bring forward the time at which a pupil is either recorded as late and/or have the register closed when that pupil has been identified as being persistently late for school and insufficient attempt has been made to remedy the situation. In that instance parent/carers will be informed of the new time by which the pupil will be recorded as late and/or have the register closed to him/her.
- Persistent lateness may be referred to the EWO.
- Afternoon registration closes at 1.30pm

Authorised and unauthorised absences

Common examples of authorised and unauthorised absences are highlighted in the table below but are not limited and restricted to just these examples. All coding's are at the discretion of the Headteacher.

Examples	Authorised absences	Unauthorised absences
	<ul style="list-style-type: none"> • Genuine illness of the pupil; • Hospital/dental/doctor's appointment for the pupil (supported by medical evidence); • Major religious observances • Visits to prospective new schools; • External exams or educational assessments 	<ul style="list-style-type: none"> • Shopping/day trip/visit to theme park/birthday treat • Oversleeping due to late night • Looking after other children/other family member • Appointments for other family members • Unauthorised holidays • Transportation issues

Pupils leaving during the school day

During school hours the school staff are in loco parentis and must know where the pupils are during this time.

- Pupils are not allowed to leave the school site without prior permission from a member of the Senior Leadership Team.
- Parents/carers should try to arrange medical and other appointments outside of school time. If appointments need to take place within school time the pupil should be collected and then returned promptly to school after the appointment. Parents/carers should email a copy of the supporting medical letter to attendance@francheprimary.worcs.sch.uk prior to collecting their child from school. If the absence is for any other reason an application for leave form must be completed.
- Where a pupil is being collected from school, parents/carers are to report to the school office before the pupil is released from class and allowed to leave the site. Pupils must be signed in and out by a parent/carer at the school office.

Recording attendance in relation to Coronavirus (COVID 19)

In line with guidance issued by the Department for Education we will apply code X which is a newly created category for none attendance in circumstances relating to coronavirus (COVID-19)

Government guidance states that from 16 August 2021, children under the age of 18 years and six months will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children over the age of 5 are required to carry out a Lateral Flow test for the next 7 days from the point of being notified.

This includes:

- Where a child has symptoms and is awaiting a test result.
- For any required periods of quarantine following travel
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When a child has tested positive for Covid-19 this will be marked as I on the register

We will endeavour to provide a full remote education package for pupils who are absent due to circumstances related to Covid-19 but are well enough to normally attend school. This will commence immediately from the start of their absence.

Please note: if government guidance changes, our policy will be updated to reflect current guidance.

Absence procedure

Parents/carers should:

- Contact the school before 9.00am **each day** when their child is unable to attend unless a set period of absence has been notified in advance.
- Contact the school promptly in the event of any issue that may keep their child away from school. This can be via the ParentMail app or by calling 01562 751 788 and selecting option 1
- In the case of illness, keep the school informed of the pupil's condition, ensure a prompt return to school following illness and follow up the absence with a written explanation of the absence;
- Notify the school of any home circumstance that may affect the attendance of their child.
- Notify the school immediately of any changes to contact details.
- Work with the school to improve lateness and attendance.

Franch Community Primary School will:

- Record all absences on the child's registration certificate, following government guidelines
- Contact parents/carers by telephone where the Attendance Officer has not been made aware of the reason for a pupil's absence. A message will be sent using ParentMail to alert the parent/carer that their child is absent and request they contact school immediately. Should no communication be received a follow up phone call will be made.
- If no contact is made with the parent/carer and there are concerns about the child's well-being, a home visit may take place or contact made with outside agencies to investigate the absence.
- Should a family be involved with social care then the Social Worker will also be informed.

Leave of Absence/Term time holidays

Franch Community Primary School strongly discourages holidays being taken in term time and will not authorise term time holiday. Absence during term time, as a result of term time holiday, interrupts continuity of teaching. The Education (Pupil Registration) (England) (Amendment) Regulations 2013 state:

Regulation 7 of the 2006 Regulations is amended to prohibit the proprietor of a maintained school granting leave of absence to a pupil except where an application has been made in advance and the proprietor considers that there are exceptional circumstances relating to the application

The fundamental principles for defining 'exceptional' are events that are "rare, significant, unavoidable and short". By 'unavoidable' we mean an event that could not reasonably be scheduled at another time.

The School holiday dates and the end of Key Stage assessment dates are published a year in advance Teacher Education Days are published once the school have agreed these, but may be subject to change.

- If a parent//carer wishes to request leave of absence during term time a leave of absence form must be completed. Forms are available from the school office or by emailing attendance@franchprimary.worcs.sch.uk This form must be completed and submitted for consideration by the Headteacher on behalf of the governors no less than 4 weeks prior to the requested date.
- If the pupil is kept away for longer than was communicated, the absence will be coded as unauthorised. In accordance with government regulations the school is unable to give retrospective approval.
- If the parents/carers do not apply for leave of absence in advance, the absence will be recorded as unauthorised. Medical evidence may also be requested if there is a period of illness at the beginning or end of a requested period of leave.

Failure to ensure regular school attendance

We regularly review attendance data in consultation with the local authority and the EWO and any parents/carers whose children are identified as a cause for concern will be invited to attend a meeting to explore the absences and, if appropriate, to offer support. If there is no improvement in school attendance then it will be necessary for school to seek legal advice from the Prosecutions Officer at Worcestershire Children First.

Franche Community Primary school has a legal duty to notify the Local Authority of cases of irregular attendance and continuous absence.

Notifications will take place in the following circumstances:

- 10 days continuous absence (including if the child is likely to be absent for more than 15 days due to illness/injury)
- Irregular attendance or regular absence

Penalty Notices

For irregular attendance

Legal Framework

The Education Act 1996, Section 444 Offence: failure to secure regular attendance at school of registered pupil.

(1) If a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence

Penalty Notices may be issued if

- If a parent/carer fails to ensure regular school attendance or
- If parents/carers who have been identified as failing to secure their child's regular school attendance are not engaging with supportive measures to improve school attendance proposed by the school or the EWO.

For Holidays

Following the amendments made to The Education (Penalty Notices) (England) Regulations 2007 please note the following:

- The Headteacher can now request that the local authority issue a Penalty Notice to parents/carers, when pupils are taken out of school for 12 sessions or more for holiday or leave of absence without school authorisation in any given 12 week period.
- As of the 1st of September 2021 the amount payable on issue of a Penalty Notice is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid between 22 and 28 days.
- If the Penalty Notice is not paid **each** parent/carer 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 £1000 plus costs.
- Penalty Notices are issued to each parent/carer for each child.

Changing Schools

It is important that if families decide to send their child to a different school that they inform Franche Community Primary School as soon as possible.

A pupil will not be removed from the school roll until the following information has been received and investigated:

- The date the pupil will be leaving the school and starting the next;
- The address of the new school ;
- A new home address if appropriate;
- Confirmation that the child has started at their new school

The pupil's school records will then be sent to the new school. In the event that the school has not been informed of the above information, the family will be referred to the local authority.

Children Missing from Education

School recognises that a child may become missing from education.

Procedures are set out by Worcestershire Children First for school to follow to obtain key information when children move out an area, go abroad or arrive at school to obtain a place from another area.

All staff are aware of the policy and procedures and the designated Safeguarding Lead makes checks to ensure the procedures are effective.

Governors

It is the Governors legal responsibility to monitor and evaluate attendance and the school's attendance figures are presented to the Governing Body on a termly basis.

Signature:

Date:July 2021.....

Chair of Governors: Mr Mark Hughes