



# A20 ATTENDANCE POLICY

Date of Update	Reason for Update	Next Update
November 2017	Adopted by The Heatons Primary Cluster and Priestnall School	March 2020



**At Norris Bank Primary School, we are committed to ensuring equality of education and opportunity for all irrespective of race, gender, ability, religion, socio-economic factors and disability. The achievement of all pupils is monitored and we use this data to raise standards and ensure inclusive teaching and learning.**

**We aim to provide our pupils with a firm foundation which will enable them to fulfil their potential. We seek to eliminate unlawful discrimination. At Norris Bank we believe that diversity and inclusion are strengths, which should be respected and celebrated by all those who learn, teach and visit here.**

### **Attendance Legislation**

Under section 7 of the Education Act 1996, the parent or carer is responsible for ensuring that their child of compulsory school age receives efficient full time education that is suitable to the child's age, ability and aptitude and to any special needs that the child may have. This can be regular attendance at school or by education elsewhere.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1) of the Education Act 1996.

### **'School has a responsibility to engage pupils in learning and to promote attendance'**

The Department for Education quotes the following in regard to attendance and attainment links:

'There is clear evidence of a link between poor attendance at school and low levels of attainment:

Of pupils who miss more than 50% of school, only 3 % manage to achieve 5 GCSEs A\* to Cs including English and Maths.

Of pupils who miss between 10% and 20% of school, only 35% manage to achieve 5 GCSEs A\* to Cs including English and Maths.

Of pupils who miss less than 5% of school, 73% achieve 5 GCSEs A\* to Cs including English and Maths'

### **ATTENDANCE POLICY STATEMENT**

Norris Bank Primary School is committed to supporting the welfare of our children through regular attendance at school. The link between good attendance and high levels of achievement is unquestionable. Every day that is lost to education can have a detrimental impact on the attainment and overall progress of children in school. Any pupil absence disrupts teaching and learning.

In addition, poor attendance and punctuality may be detrimental to the overall development of children and impair their social progress.

We are fully committed to promoting school attendance through the provision of an environment and an ethos where children feel safe and are able to build confident, positive relationships with their peers.

In return, we expect parents and carers to ensure that children attend school and are punctual. Promoting good attendance is the responsibility of staff, parents and carers.

We expect children to attend school every day and arrive on time. This means children should arrive in class by 8.50 am at the latest.

#### **1. Aims**

- To promote good attendance and punctuality.
- To deal promptly with the reasons for poor attendance and punctuality.

- To involve all staff, children, parents and carers, and relevant outside agencies in promoting good attendance.

## **2. Roles and responsibilities**

Staff, parents and carers must make attendance a high priority and express this to the children by reinforcing the importance of good attendance and punctuality.

**However, should your child have any issues linked to attendance, please do not hesitate to contact school so that we can work together to overcome any barriers to attendance.**

### **Specific responsibilities –staff**

#### **2.1 All teaching staff are expected to:**

- Complete accurate and prompt registers for all sessions.
- Liaise with parents and carers as appropriate and follow up poor attendance and punctuality.
- Liaise with school office staff and/or Headteacher regarding attendance and punctuality issues.
- Welcome back children who have been absent and provide a means for them to catch up on the work that has been missed.
- Actively encourage good attendance.

#### **2.2 Headteacher/ School office staff are expected to:**

- Meet with and refer to Education Welfare regularly to discuss individual and key groups of children.
- Regularly check the registers for accuracy and unexplained absence.
- Work in conjunction with relevant support agencies.
- Work with parents/carers of children to address issues and take appropriate action where absence or punctuality is a cause for concern.
- Acknowledge improved attendance with letters home.
- Send out attendance and late letters.
- Refer any attendance or punctuality issues or safeguarding/ child protection issues to the Designated Safeguarding Lead.
- Follow up absences.
- Contact parents/carers of absent children on a daily basis.
- Monitor the absence of children and report children with 10 sessions' absence to the Contact Centre in line with the CME process.
- Monitor unauthorised absence including absence due to unauthorised holiday (G) and late to school after the register has closed (U) and refer these cases to Education Welfare for prosecution.
- Analyse whole school attendance data, including by cohort, on a weekly basis and create appropriate action plans.
- Analyse the trends in whole school data and create appropriate action plans.
- Monitor and review the Attendance Policy.
- Raise the profile of importance of good attendance and punctuality throughout the school.

#### **2.3 Education Welfare Service is expected to:**

- Respond to referrals.
- Attend and lead regular meetings e.g. Team Around the Child, Child Protection
- Complete and take a lead with EHA referrals for children with attendance related issues.
- Take a lead and appropriate action with children who do not attend school.
- Liaise with the Headteacher and school office staff.
- Support the school in maintaining high levels of attendance.

- Recommend legal action.

## 2.4 Specific Responsibilities—Parents /carers

### We request that parents/carers:

- Familiarise themselves with the school term time dates.
- Ensure that school has current details of contact numbers and changes of address.
- Ensure that their child arrives at school on time each day.
- Let the school know if their child is going to be late.
- Contact the school when their child is unable to attend, with a reason for absence, on the first day of absence.
- Telephone the school to advise if the absence is continuing after the first day of absence.
- In the case of a lengthy absence, to keep the school well informed
- Provide a note indicating an appointment at the dentist, doctor or optician before the arranged appointment...unless it is an emergency.
- Try to avoid appointments during the school day.
- Actively promote the importance of good attendance and punctuality.
- Avoid taking holidays in school term time.
- Inform the school of the reason for absence. However, please be aware that absences can only be authorised by the school.
- Are aware that persistent absence will not be authorised without medical evidence.

## 3. Overview of attendance data for the school year.

There are 190 School days in each school year.

0 days absence	=	190 days of education	=	100% attendance at school
10 days absence	=	180 days of education	=	95% attendance at school
19 days absence	=	171 days of education	=	90% attendance at school
29 days absence	=	161 days of education	=	85% attendance at school
38 days absence	=	152 days of education	=	80 % attendance at school
47 days absence	=	143 days of education	=	75% attendance at school

Those children with between 95% and 100% attendance have the best chance to succeed and to celebrate success.

Those children with between 85% and 90% attendance have less chance of celebrating success and makes it harder to make progress.

Those children with between 75% and 80% attendance make celebrating success very difficult.

Please note that an attendance of 90% over 11 years of schooling means more than ONE YEAR of school missed.

## 4. Persistent Absence

The Department for Education defines persistent absentees as school age children whose attendance falls to 90 % or below. This means that anybody whose attendance falls to 90% or below is classed as Persistently Absent.

Legally there are 2 registration sessions in a school day - AM and PM. If children are not registered at these times, their Attendance Certificate will record them as absent.

Schools have to report attendance data for all children regularly to Stockport Local Authority and the Department for Education.

At Norris Bank Primary School we are keen to work with children and parents/carers to ensure attendance is consistently high. We class this to be 96% or above. This is to ensure that children can make maximum progress and achieve their potential.

## **5. Planned Absence during Term Time ...holidays.**

From 1<sup>st</sup> September 2013, the new law gives no entitlement to parents or carers to take their child on holiday during term time. Headteachers are not expected to class any term time holiday as 'exceptional' and therefore will not be authorised. Please be aware that should holidays be taken in school time an Education Penalty Notice {EPN} may be incurred.

The change in the law recognises the detrimental effect any absence from school can have on a child's progress and achievement. Norris Bank adheres to the policy of not authorizing any holidays during term time.

A request for absence: Absence is either authorised or not authorised. The Headteacher may authorise absence for the reasons outlined below:

- Illness or medical reasons
- Days of religious observance
- Bereavement
- School visits
- Approved sporting activity
- Interviews
- Exceptional circumstance

Where an absence is known about in advance, parents/ carers should inform school at least 2 weeks in advance of the date of absence.

## **6. The strategies and procedures to improve attendance are outlined below.**

### **6.1 The daily response and management of absence.**

- Accurate registers taken promptly during morning and afternoon registration.
- Monitoring that registers are taken and promptly following up any issues.
- Encourage parents/carers to contact school first thing in the morning if their child is absent.

### **6.2 Medium and long term strategies.**

- Intervention for children with low attendance.
- Involvement of parents/carers.
- Liaison with Education Welfare and the Contact Centre.
- Issue of EPNs
- Attendance and punctuality data is provided where appropriate at parents' evening and on annual school reports.
- Continue to improve the positive ethos within the school.
- Referral to the Designated Safeguarding Lead in school regarding any safeguarding issues.

## **7. Monitoring and Evaluation.**

- Whole school attendance data is produced and analysed weekly.
- Attendance data is shared with the governing body half termly
- Attendance Data is produced and monitored half termly.