

GALLEY COMMON INFANT SCHOOL

SCHOOL ATTENDANCE POLICY

Introduction

Parents of children of compulsory school age are required to ensure that their child receives a full-time education.

Children attain compulsory school age at the beginning of the term following their fifth birthday.

The School Attendance DfE document May 2022, outlines key legislation regarding school attendance as follows:

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

It goes further to insist parents “perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly” and “all pupils to be punctual to their lessons”

And that school “promote good attendance and reduce absence, including persistent absence”, “ensure every pupil has access to full-time education to which they are entitled” and “act early to address patterns of absence”

The Partnership between Parents and School

The school fulfils its responsibilities by providing places for pupils through the Admissions Policy. Parents fulfil their responsibility by ensuring their child attends school regularly.

It is the responsibility of the school to support attendance and to take seriously problems which may lead to non-attendance.

The school acknowledges that there are many reasons for poor attendance and aims to support parents in addressing problems or difficulties which may be contributing to the poor attendance. Good communication is often the key in such circumstances and the school has an open door policy, which aims to work in close partnership with parents regarding all aspects of school life.

Parents should ensure that their child arrives at school on time, properly dressed and ready to learn. It is the responsibility of parents to inform school of the reason for a child's absence as soon as possible. We request a phone call from a parent on the first day of absence by 10am giving a reason for absence and then we require a letter to confirm the reason and the dates for the absence.

Procedures for arrival at and collection from school

- ***Foundation Stage children come into school at 8.40am and enter through the Reception doors.***
- ***Year 1 are collected by a member of staff at 8:45am from their designated gate and door.***
- ***Year 2 are collected by a member of staff at 8:45am from their designated gate and door.***
- Registers are carried out using SIMs or are delivered to the classrooms by the Administrator. The register is taken at 9am and after lunch by each class and should be returned promptly to the school office by the class monitors.
- Class teachers have access to the SIMS system to mark children as present or absent.
- Registers are completed by the administrator using the recommended codes.
- Pupils arriving after 9am but before registers are closed at 9.15am are recorded as late (L). Pupils arriving after 9.15am are recorded as late after registration.
- The doors are locked at 8:55am for security purposes. Any pupils arriving after this time should come into school via the main front door (***using the School Lane gate***) and report to the office before going to class. ***The parent will call the school from the gate and a member of staff will collect the child from the school gate.***
- Parents are asked to sign a late slip and to give a reason for the lateness. This will be followed by a text message reminding families of the important of punctuality.
- If a child is leaving school early, parents are asked to complete an attendance slip with reasons for taking their child out of school early.
- At the end of the school day, teachers escort children to the appointed ***doors*** and supervise pupils until they are collected. If a child has not been collected by 3.25pm, the teacher will phone the parent or will ask the Head/Administrator to do so. The child will remain in the care of the school until collected.

Procedures for Informing School of a Child's Absence

- Parents should phone the school before 10am on each day of absence. If it is known a child will be absent for several days, parents may phone on the first day only and state the expected period of absence.
- If the school has not been informed about a child's absence, the Administrator will telephone the parents of the child after 10am in order to

ascertain a reason for absence and to ensure that the parents are aware of the child's absence.

- Parents should send a written note on the child's return to school. This is a school requirement. If the school does not receive a written note, the Administrator will send a reminder home. Notes from parents are kept in the registers. Every effort will be made to ascertain a reason for absence before an unauthorised absence is recorded.
- A holiday may only be authorised in exceptional circumstances.
- The Head Teacher will consider requests from parents who wish to take their child out of school for an extended holiday on an individual basis. The Head Teacher will take advice from the LA before reaching a decision regarding authorised or unauthorised absence or regarding keeping a place open until the child's return.

Holiday Requests

The Government has implemented new legislation with regard to term time leave of absence effective from **1st September 2013** as follows:

- Head Teachers **shall not** grant any leave of absence during term time unless they consider there are **exceptional circumstances** relating to the application.
- Parents do not have any entitlement to take their children on holiday during term-time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.
- Head Teachers will determine how many school days a child may be absent from school if the leave is granted.
- Applications for Leave of Absence must be made in advance and failure to do so will result in the absence being unauthorised.
- Applications for Leave of Absence which are made in advance and if refused will result in the absence being unauthorised which may result in action against a parent, either by fixed Penalty Notice or through the court.
- If a parent takes their child on holiday during term time, without the authorisation of the Head Teacher, the Head Teacher will make a referral to the Local Authority Attendance Compliance Enforcement team to issue a **Fixed Penalty Notice**. If a Fixed Penalty Notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days, after 21 days it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority.

Should a parent need to request a leave of absence for their child they will need to complete an application form which they can get from the school office. A meeting will need to be arranged with the Head Teacher to discuss any exceptional circumstances. Any application will be considered on an

individual basis. Parents will receive a response to their request within 14 days of application. **Appendix 1**

Procedures for dealing with expected extended absence e.g. holiday

- The class teacher will provide work for the absent child for the duration of his/her absence.
- The class teacher will liaise with the parent regarding the work which will be carried out in class during the child's absence and provide the parent with any worksheets and homework tasks which the child may miss.
- The work will be marked by the class teacher, on the child's return, and filed with the child's class work.

Procedures for dealing with poor attendance

Improving School Attendance published by the DfE in September 2022 advises the following interventions are used to support improved attendance and punctuality:

1. Deliver intervention in a targeted way, in response to data or intelligence.
2. Monitor and analyse attendance data regularly to ensure that intervention is delivered quickly to address absence (register inspections, code analysis, cohort and group monitoring, punctuality, lesson attendance across subjects and benchmarking).
3. Use attendance, pastoral and SEND staff who are skilled in supporting pupils and their families to identify and overcome barriers to attendance.
4. Create action plans in partnership with families and other agencies that may be supporting families, for example, children's social care and early help services. Commission or deliver interventions to improve attendance.
5. Monitor the impact of any intervention, making adjustments if necessary and using findings to inform future strategy.
6. Where interventions fail to address attendance issues, identify the reasons why and, where appropriate, change or adjust the intervention.
7. Follow local authority codes of conduct, policies and procedures and make referrals for statutory intervention when interventions have not resulted in improved attendance and relevant triggers / thresholds are met.

School Procedure

- Teachers or the Administrator will inform the Head Teacher of any concerns regarding poor attendance. The Head Teacher, in consultation with staff, will decide whether to pursue the situation or to monitor attendance for a period of time.
- The school Learning mentor will meet with the Administrator each week and identify families to contact and support with attendance. Support can be through Early Help or signposting to external support such as the Family Information Service.
- The Head Teacher will follow up major concerns by consulting parents, either verbally or in writing. In the case of very poor attendance with no

clear reasons or where attendance falls to below 90%, the Head will seek support from the Warwickshire Attendance Service.

- At all times, the school aims to support parents in ensuring good attendance and will treat each case sensitively and on an individual basis.

Milestone	Procedure
Autumn 1 st Attendance is 75% or less. (unless already discussed absence with Headteacher)	Telephone call from Learning Mentor Early Help Offered if appropriate Verbal request medical evidence for absence in the future. Follow up letter sent to parents.
Autumn 2 nd Attendance is 90% or less	General letter to parents. Letter to parents where attendance has improved even if below 90%
Autumn 2 nd Persistent Absence Attendance is 80% or less. (unless already discussed absence with Headteacher)	Telephone call from headteacher Written* request for medical evidence for absence in the future (if not already asked for). Follow up letter sent to parents. Persistent absentee – Head Teacher to arrange meeting with family. Early Help Offered if appropriate.
Spring 1 st Attendance is 85% or less. (unless already discussed absence with Headteacher)	Telephone call from Learning Mentor Early Help Offered if appropriate Written* request medical evidence for absence in the future (if not already asked for). Follow up letter sent to parents.
Spring 2 nd Attendance is 95% or less	General letter to parents. Letter to parents where attendance has improved even if below 90% Persistent absentee – Head Teacher to arrange meeting with family.
Spring 2 nd Persistent Absence Attendance is 85% or less. (unless already discussed absence with Headteacher)	Telephone call from headteacher Written*request medical evidence for absence in the future (if not already asked for). Follow up letter sent to parents. Persistent absentee – Head Teacher to arrange meeting with family. Early Help Offered if appropriate.
Summer 1 st Attendance is 85% or less. (unless already discussed absence with Headteacher)	Telephone call from Learning Mentor Early Help Offered if appropriate Written* request medical evidence for absence in the future (if not already asked for). Follow up letter sent to parents.
Summer 2 nd Persistent Absence Attendance is 95% or less	General letter to parents. Letter to parents where attendance has improved even if below 90%
Summer 2 nd Attendance is 90% or less	General letter to parents. Letter to parents where attendance has improved even if below 90% Persistent absentee – Head Teacher to arrange meeting with family. Early Help Offered as appropriate.
Referral to be made at any time if attendance remains a concern, below 85% and family are not engaging in improving their child's attendance.	

*If a doctor's note cannot be obtained, a pharmacy receipt can be accepted as written medical evidence. If written medical evidence is not obtained the absence will be recorded as unauthorised.

Appendix 3 for DfE Treating the root cause of attendance

Monitoring

Class teachers and the Administrator all monitor attendance informally by consulting the registers. They inform the Head Teacher of any concerns. The Head will take appropriate action.

The Head Teacher also monitors attendance at least half termly. Certificates are given to pupils with 100% attendance each term and book tokens are awarded to pupils with 100% attendance at the end of Year 2 (***non Covid affected year groups***). Letters are sent to parents at the end of each term if a child's attendance falls below 90% in the Autumn term and below 96% in the Spring and Summer terms. Parents also receive attendance data at termly parent interviews and with their child's annual report.

Governors receive attendance data within each Head Teacher report each term. Governors set our annual attendance target figures and monitor the progress towards meeting this target. Overall attendance figures are reported to parents within the School Prospectus.

Attendance figures are submitted electronically to the LA each half term.

Attendance figures and the registers themselves are scrutinised externally through OFSTED Inspection and routine audits by the LA.

Date: March 2003

Reviewed: February 2006

Reviewed: January 2009

Reviewed: November 2011

Reviewed: January 2012

Reviewed: September 2013

Reviewed: May 2015

Reviewed: January 2016

Reviewed: January 2017

Reviewed: January 2018

Reviewed: January 2019

Reviewed: January 2020

Reviewed: October 2020

Reviewed: November 2021

Reviewed: November 2022

Appendix 1

Term Time Holiday Requests

Dear Parents

The Government has implemented new legislation with regard to term time leave of absence effective from 1st September 2013 as follows:

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- *Parents do not have any entitlement to take their children on holiday during term-time. Any application for leave must establish that there are **exceptional circumstances** and the Head Teacher must be satisfied that the circumstances warrant the granting of leave.*
- *Head Teachers will determine how many school days a child may be absent from school if the leave is granted.*
- *Applications for Leave of Absence must be made in advance and failure to do so will result in the absence not being authorised.*
- *Applications for Leave of Absence which are made in advance and if refused will result in the absence being unauthorised which may result in action against a parent, either by fixed Penalty Notice or through the court.*
- *If a parent takes their child on holiday during term time, without the authorisation of the Head Teacher, the Head Teacher may make a request to the Local Authority to issue a **Fixed Penalty Notice**. If a Fixed Penalty Notice is issued, the penalty is £60 per child, per parent/carer when the payment is made within 21 days, after 21 days it will increase to £120. Failure to pay within 28 days will result in a summons to appear before the Magistrates Court on the grounds that the parent/carer has failed to secure their child's regular attendance at school. Please note that a separate Fixed Penalty Notice will be issued to each parent for each child and all monies are payable to the Local Authority.*

Should you need to request a leave of absence you will need to complete an application form which you can get from the school office. A meeting will need to be arranged with the Head Teacher to discuss any exceptional circumstances. Any application will be considered on an individual basis. You will receive a response to your request within 14 days of application.

Evidence has shown that absence from school has a detrimental effect on a child's learning. I urge you, therefore to support your son/daughter's education by avoiding taking holidays during school term time. I have attached a letter from the Attendance Compliance Enforcement Service for your information.

Thank you for your support in this matter.

Yours faithfully

K Middleton

Appendix 2

5 Stages of School Attendance

<p>Gold 190 days at school</p>	<p>Your child's attendance is above 97% - 100% - Absent for less than 6 days in the school year. We say your child has excellent attendance. As well as being an excellent attendee, your child will almost certainly achieve his/her ability</p>
<p>Silver 180 days at school</p>	<p>Your child's attendance is 95% - plus - Absent for less than 10 days in the year. We say your child has good attendance and is likely to achieve levels that will give real opportunities</p>
<p>Bronze 171 days at school</p>	<p>Your child's attendance is 90% - 95% - missing up to 20 days from school each year. A FULL MONTH LOST!!! These absences will make it difficult for your child to achieve his/her best</p>
<p>Amber 152 days at school</p>	<p>Your child's attendance is between 80% - 90%. Missing up to 40 days from school each year! EIGHT WEEKS!!! We think your child's attendance is already a concern and being monitored. Referral for intervention from external agencies may be necessary. Missing so much time from school makes it very difficult for your child to keep in touch with lessons, work and friendships</p>
<p>Red 140 days at school</p>	<p>Your child's attendance is below 80%! You could be found to be failing as a parent, regarding your child's absence from school. Referral for intervention from external agencies is unavoidable! Missing so much time from school means that it will be almost impossible for your child to keep in touch with lessons of work</p>

175 days to spend on family time, celebrations, visits, shopping, holidays, household jobs and other appointments.

- ✓ Don't let your child miss out on the education they deserve.
- ✓ Every school day counts.
- ✓ Aim for 97% minimum attendance.

If you are concerned about your child's attendance contact the school and talk to someone about it.

Appendix 3 DfE Treating the root cause of attendance

Working together to improve attendance

13. Successfully treating the root causes of absence and removing barriers to attendance, at home, in school or more broadly requires schools and local partners to work collaboratively with, not against families. All partners should work together to:

