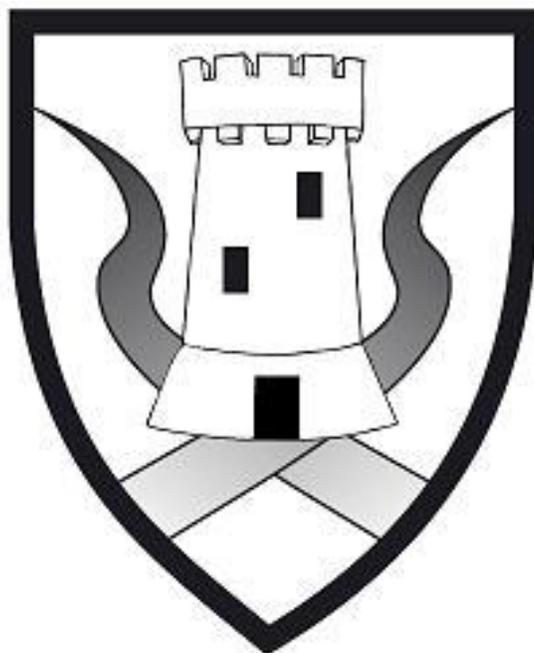


Marlborough Primary School



ATTENDANCE POLICY

Written / Reviewed	May 2009	July 2010	Oct 2011	Jan 2012	Nov 2013	June 16	Sept 17
Governors	June 2009			Jan 2012	Nov 2013	Nov 16	Oct 17

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Attendance Co-ordinator: Head teacher

Education Welfare Officer: Gail Isherwood

Attendance Policy Group members: Local Governing Body

Name	Role	Responsibility
S Pollard	Head teacher	To monitor the attendance throughout the school
J Mierzejewski	Administrative Staff	To monitor the attendance situation of individual children or young people
R Parish	DSL and UKS2	To raise the level of attendance of those children or young people identified as being at risk
L Grindley KS1 W Pasterfield LKS1	KS Coordinators	The welfare of children or young people in school
Local Governing Body	Governors	To keep a check on the general situation in relation to attendance
Heather Bowers	EWO/CMI	To issue Fixed Penalty Notices as appropriate and follow up children missing education

Attendance Policy Statement:

Good attendance is essential if pupils are to take full advantage of school and gain the appropriate skills, which will equip them for life. It is important to ensure that our most vulnerable pupils are given the same opportunities, which may mean extra support in certain cases.

The school aims to achieve good attendance by operating an attendance policy within which staff, pupils, parent(s)/carer(s), local community and the Education Welfare Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified.

All staff will encourage good attendance and will liaise with home and partner agencies if this is appropriate. Good attendance will be seen as an achievement in its own right and recognised as such by the school. The attendance policy is based on the premise of equal opportunities for all.

Aims:

- To improve the quality of school life
- To create a culture in which good attendance is 'normality'

- To demonstrate to pupils, parent(s)/carer(s) and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself
- To be consistent in implementation, both in terms of rewards and sanctions
- To value the individual and be socially and educationally inclusive

Objectives:

- To involve the children or young people more in their school attendance
- To improve communication with parent(s)/carer(s) about regular school attendance
- All school staff to continue to take responsibility for children or young people's attendance
- To recognise the important role of class teachers in promoting and monitoring good attendance
- To ensure time and organisation within the school to enable the AIMS and OBJECTIVES of this policy to be met
- Effective working relationship with Education Welfare Service

Targets:

- To have an effective means of collecting and monitoring attendance information
- To discuss the settings of targets for the school with the LGB
- To ensure that such data is available and used effectively by school managers and staff in conjunction with the EWO where appropriate
- To agree specific targets for individuals and the whole school in a context of all known relevant factors
- To target resources and implement where most appropriate and to undertake this within a reasonable time frame
- To keep parent(s)/carer(s), pupils and governors informed of policy and practice
- To ensure that the school is aware of government targets which may have been set for some vulnerable groups, such as Cared for Children.

Consultation Process:

1. **School Staff:**
The Headteacher will discuss this policy and make any changes, which are deemed supportive of the aims of the policy.
2. **The Governing Body:**
The Local Governing Body will discuss this policy and make any changes which are deemed supportive of the aims of the policy. The final policy, after consultation will be presented for approval to the LGB.
3. **The Parent(s)/carer(s):**
Parent(s)/carer(s) will be advised of our policy on attendance:
 - When their children first start at our school

- In Home School contracts
- Through newsletters
- At parent(s)/carer(s) evenings where attendance is a problem
- In the school prospectus

Children will be advised of our policy on attendance:

- In assemblies
- In the classroom
- During appropriate areas of the curriculum.

Procedure:

- Children or young people are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:
 Authorised (where the school approves pupil absence)
 Unauthorised (where the school will not approve absence)
- It is expected that parent or carers will provide an explanation if the child or young person is absent on the first day the absence occurs by 9.00 am. This can be by letter, telephone, personally at the office or by appointment.
- If contact, explaining the child or young person's absence, fails to be made by parents or carers, then the school will contact the home by text or telephone on the initial day, following this with a letter after 3 days of unexplained absence. **This contact needs to be recorded in the register. Failure to report a child's absence could result in the school implementing its lost child procedures and the recording of an unauthorised absence.**
- The head teacher will regularly remind parent(s)/carer(s) of the importance of good attendance and punctuality via school newsletters.

Identification of Pupils Causing Concern & Referral Procedures

- Identification is made by the class teacher and/or office staff. This will include any pupil with attendance below 90 % and those with patterns of attendance that cause concern.
- Concerns are passed to the person responsible for contacting parent(s)/carer(s).
- Person responsible will contact parent(s)/carer(s) with letter 1.
- Following the letter, there will be four weeks' monitoring of the child or young person's attendance.
- If there is no improvement at this point, attendance letter 2 will be sent and parent(s)/carer(s) will be invited in for a meeting
- After four weeks' monitoring, if monitoring data remains cause for concern, inform parent(s)/carer(s).
- Reinforce parental duty to ensure full school attendance in writing in letter 1 and 2.
- If attendance has improved over the last four weeks, continue to monitor attendance.

- If attendance has not improved, meets the criteria for a Fixed Penalty Notice and we feel a final warning letter appropriate at this point, refer to Education Welfare Service. School may also refer to the Child Missing Education Team if we are unable to establish the whereabouts of the child.
- The referral to the Education Welfare Service will consist of the referral form, copies of all correspondence to parent(s)/carer(s) and a print out of the child or young person's attendance certificate.

Completing the Register (see appendix 5)

The twice-daily requirement to register pupils can and should be perceived as an opportunity for the school to receive children or young people formally from home, and serve as an introduction to the session

The marking of registers can sometimes become so routine that its importance is lost. However, incomplete or inaccurate registers are unacceptable for several reasons. Registers provide the daily record of the attendance of all pupils; they are legal documents **that may be required in a court of law**, for example as evidence in prosecutions for non-attendance at school

The register should be marked using the symbols advised by DfE and Cheshire East Council.

The school uses computerised registers. As a result, the Governing Body is responsible for registering with the Data Protection Registrar under the Data Protection Act 1998

ABSENCE

Lateness

School begins at 8.50 am and all pupils are expected to be in school for registration at this time. Pupils who arrive 20 minutes after the register has closed (9.10 am) will be recorded as an unauthorised absence

Pupils who are consistently late are disrupting not only their own education but also that of others. Letter 3 will be sent to parent(s)/carer(s) where punctuality is a cause for concern. If punctuality does not improve letter 4 will be sent.

Leave of Absence (Holidays) during term time

School will not routinely authorise any holiday during term time. Holidays should normally be taken during the 13 weeks of allocated school breaks. In exceptional circumstances, parents can make a request for absence during term time by contacting the school office for a form which must be submitted at least four weeks **prior** to the date of absence. In considering whether or not to authorise leave, the School will consider each case individually. School will respond to the parent in writing stating whether or not the leave of absence meets the criteria for authorisation. If authorisation is not given, parents should not take children out of school. It should be noted that Leave of Absence taken without authorisation will be classed as unauthorised and could result in a Fixed Penalty Notice.

In very extreme circumstances it may be necessary for longer planned absence. All such cases should be discussed with the Head teacher. Failure to return on the agreed date can result in removal from the school roll and may result in prosecution.

Appointments – These should be made outside of school hours or during school holidays wherever possible. Routine dental appointments should always be made outside of school hours.

Illness – If your child is under the weather (cold, headache, tummy ache etc.) it is acceptable to send them into school. If their condition worsens during the day, we will of course contact you to take them home. If your child has sickness and/or diarrhoea they should be kept at home. If they have a sickness and/or diarrhoea virus such as Norovirus they should be kept at home for 48 hours after the sickness and/or diarrhoea has passed. If they are sick once and have no other symptoms it is unlikely this is a virus and they may return to school. However, if school feel your child is not well enough to be in school, we will ask you to take them home. If you are unsure, the office staff are happy to advise. NB you may be asked for medical proof of illness. If the school believes the absence is unnecessary it will be classed as unauthorised.

Other types of absence – There are a wide range of circumstances that can result in pupil absence that may be authorised; for example funeral of a close relative or examinations. These types of absence should be requested using the school form but we understand it may not always be possible to give four weeks' notice.

What can parent(s)/carer(s) do to help?

- Let the school know as soon as possible why your child is absent.
- Send a note when your child returns to school outlining the reason.
- Try to make appointments outside school time.
- Do not allow your child to have time off school unless it is really necessary.

If you are worried about your child's attendance at school what can you do?

- Talk to your child; it may be something simple.
- Talk to the head teacher and staff at the school; they can often help.
- Talk to the Education Welfare Service who will work with you and the school to resolve the situation.

The school aims to have ALL children or young people attending regularly and punctually and parent(s)/carer(s) need to know that should their child fail to attend in this way then the matter will be referred to the Education Welfare Service.

Parent(s)/carer(s) need to be aware that Cheshire East Schools are operating the Fast Track Prosecution System in co-operation with the Education Welfare Service.

Parent(s)/carer(s) need to be aware that Cheshire East Council in conjunction with Schools are operating Fixed Penalty Notices for non-attendance. Fixed Penalty

Notices are issued where a child has more than 10 unauthorised sessions (5 days) within a term or two consecutive half terms. They are charged at £60 per parent per child rising to £120 per parent per child if not paid within 21 days.

In developing this Attendance Policy we have taken into account the fact that Cheshire East is an ethnically diverse community. The school has incorporated practice, which guards against disadvantaging any sections of the community. Improving the performance of underachieving pupils is a key priority in the Education Development Plan. This aims to improve the attainment of minority pupils across the Authority. Schools are aware and take into account the need for all public authorities to re-examine and make changes to their practice in promoting genuine multi-racial partnership.

The school understands the need for on-going communication with parent(s)/carer(s)/carers and pupils regarding this policy, particularly those new to the school.

Appendix 1

Letter 1

Date

Child's Name _____ **Class** _____

Dear Parent

Your child's attendance record over the last four weeks is a cause for concern because
.....

Regular attendance at school is vital if children or young people are to make good progress and to benefit from the opportunities that school offers.

We will continue to monitor attendance, and hope to see an improvement in the coming month. If there are particular problems, which we might help with, or if the school nurse could be of any assistance, please do not hesitate to contact either your child's class teacher or myself.

Yours sincerely

Head teacher

Appendix 2

Letter 2

Date _____

Child's Name _____ **Class** _____

Dear Parent

Further to my recent letter, continued monitoring shows that there has not been sufficient improvement in your child's attendance. Your child's attendance is

We will continue to assess the situation during the next four weeks. If attendance remains unsatisfactory, this may be referred to the Education Welfare Office for a Fixed Penalty Notice.

It is important that your child attends school regularly in order to make progress. It is also your legal duty to ensure your child's regular attendance at school and failure to this could result in legal action being taken against you.

Yours sincerely

Head teacher

Appendix 3

Letter 1a

Date

Child's Name _____ **Class** _____

Dear Parent

Your child's punctuality for the last four weeks is a cause for concern.

Late arrivals at school result in children or young people missing the beginning of lessons and disturbing the rest of the class when they arrive. All children or young people are expected to arrive in school for registration at 8.50 am every day. The register is closed at 9.10 am. Arrivals after 9.10 am are classed as an unauthorised absence of 1 session. Please make sure that your child arrives at the correct time.

We will continue to monitor punctuality, and hope to see an improvement in the coming month. If there are particular problems, which we might help with, please do not hesitate to contact either your child's teacher or myself.

Yours sincerely

Head teacher

Appendix 4

Letter 2a

Date

Child's Name _____ **Class** _____

Dear Parent

Further to my recent letter, continued monitoring shows that there has not been sufficient improvement in your child's punctuality which shows.....

We will continue to assess the situation during the next four weeks. If your child continues to arrive late for school I may refer the matter to the Education Welfare Office.

It is important that your child attends school punctually in order to make progress. It is also your legal duty to ensure your child's regular and punctual attendance at school.

Yours sincerely

Head teacher

Appendix 5

SIMS Attendance Codes

Below is a list of available codes together with the recommended statistical and physical meanings.

Registration Codes

Code	Statistical Meaning
/ \	Present at registration
B	Educated off-site (not dual registration)
C	Other approved educational activity (not covered by other codes and descriptions)
D	Dual registered (i.e. present at another school or at a PRU)
E	Excluded but no alternative provision made
F	Agreed extended family holiday
G	Family holiday (not agreed or sessions in excess of agreement)
H	Agreed family holiday
I	Illness
J	Interview
L	Late but arrived before the register closed
M	Medical or dental appointment
N	No reason for the absence provided yet
O	Unauthorised (not covered by other codes or descriptions)
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late and arrived after the register closed
V	Educational visit or trip
W	Work experience (not work based training)
X	Non-compulsory school-age pupils
Y	Partial and forced closure
Z	Pupil not on roll yet
#	School closed to all pupils

Recording Absence

Absence is recorded on electronic registers in SIMS. Parents may send in a letter, telephone or call in to explain a pupil absence. Absence information is kept in an absence diary in the main school office. Letters are kept in the school office. Class teachers select the appropriate code and mark the Absence Report accordingly.

Useful tip:

Reasons for absence should be received with one week. After one week convert 'N' codes to '0'.

Regulation 6 (3)

Where the reason for a child or young person's absence cannot be established when the register is taken, the absence should be recorded as unauthorised absence. The office staff check all registers each morning and try to contact parents to establish reason for absence. We mark the absence as 'unknown' (N code) for a maximum of one week and then convert the code to unauthorised.

Regulation 6 (6)

A child or young person's name may not be deleted from the attendance register unless it has also been deleted from the admission register.

Register 8 (F 1)

A student can be deleted from the admission register if the student has failed to return to school within 10 school days of the agreed return date from a leave of absence such as extended leave if this absence is not due to sickness or any other unavoidable cause. A school can register Traveller children or young people even if they are on the roll of another school. The school the child or young person normally attends is the base school; other registration is temporary.



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REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

The 2013 regulation amendments make clear that head teachers may not grant any leave of absence (holiday) during term time unless there are exceptional circumstances. The amendments give parents no entitlement to take their child out of school for a holiday in term time. The Head teacher and the Governing Body will determine what the exceptional circumstances are.

FOR COMPLETION BY PARENT/CARER

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the School Office. Completion of the form does not guarantee the leave of absence will be authorised.

Child(ren)'s name(s)				
Class(es)				
Date of requested absence	From		Until	
Total number of days/sessions				
Why is it necessary to take your child out of school during term time? Please state any special mitigating circumstances				
Signed			Date	
Name (please print)				

It is important to have read and understood the school's policy on attendance which can be found on the school website.

TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.

Penalties for unauthorised absence		
Timeline	One child	Two children
Paid within 21 days	£60 per parent	£60 per child = £120 per parent
After 21 days and before 28 days	£120 per parent	£120 per child = £240 per parent
After 28 days	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will be summons to appear before the Magistrates' Court on the grounds you have failed to secure your children's regular attendance

For Completion by School:-

<input type="checkbox"/>	Authorised	REGISTER CODE H	<input type="checkbox"/>	Unauthorised	REGISTER CODE G
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Reason holiday declined

Signed: _____ Date: _____

Copy to: Parent
 Pupil File
 Local Authority