

**ST. ANDREW'S C. OF E. PRIMARY SCHOOL**



**ATTENDANCE POLICY AND PRACTICE**

**'Growing and Learning Together with God'**

Summer 2020

## **Introduction**

This is a successful school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this Policy sets out how together we will achieve this.

## **Why Regular Attendance is so important**

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

## **Promoting Regular Attendance**

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

### **To help us all to focus on this we will:**

- Give you details on attendance in our regular Newsletter.
- Celebrate good attendance by displaying individual and class achievements.
- Reward good or improving attendance through class competitions, certificates and outings/events.
- Run promotional events when parents, pupils and staff can work together on raising attendance levels across the school.
- Report to you at least half-termly on any concerns regarding your child's attendance and punctuality.

## Understanding types of absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments which unavoidably fall in school time, emergencies or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority (Participation Team) using sanctions and/or legal proceedings. This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark
- Shopping, looking after other children or birthdays
- Day trips and holidays in term time which have not been agreed
- Excessive illness without medical evidence

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually make things worse.

You can support your child by:

- Ensuring regular and early bed times
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly
- Retaining open and honest communication with your child's school
- Being positive about school (even if your own experience was less than positive)
- Encouraging your child to invite friends home for play dates

## Persistent Absenteeism (PA)

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parent's fullest support and co-operation to tackle this.

We monitor all absence thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and you will be informed of this immediately. PA pupils are tracked and monitored carefully by Class Teachers, the Head Teacher and the Attendance Officer. Parents and children will be supported as much as possible by school staff.

All our PA pupils and their parents are subject to an Action Plan and the plan may include: allocation of additional support through a Mentor or a TA, individual incentive programmes and participation in

group activities around raising attendance. All PA cases are also automatically made known to the Participation Officer.

## **Absence Procedures**

### **If your child is absent you must:**

- Contact us as soon as possible on the first day of absence
- Explain the reason for this absence

You can call into school and speak a member of the Office Staff or you can use our designated email address [absence@standrewsuxbridge.org.uk](mailto:absence@standrewsuxbridge.org.uk).

### **If your child is absent we will:**

- Telephone or text you on the first day of absence if we have not heard from you
- Invite you in to discuss the situation with the Class Teacher or Head Teacher if absences persist
- Refer the matter to the Pupil Attendance & Participation Officer if attendance moves below 90%

## **Telephone numbers**

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. Please make sure that all of your contact details are up to date and that you complete the Data Collection Sheets that are sent out each year. There will be regular checks on telephone numbers throughout the year.

## **The Participation Officer**

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. If difficulties cannot be sorted out in this way, the school may refer the child to the Participation Officer from the Local Authority. He/she will also try to resolve the situation by way of a formal agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Officers can use sanctions such as Penalty Notices per parent/carer per child (currently £60 rising to £120 if unpaid after 21 days. If unpaid after 28 days a summons to Court will be issued for each unpaid Penalty Notice for prosecutions in the Magistrates Court). The legislation is the Education Act 1996 sec. 444(1) and 444(1A).

Parents that have previously been issued with Penalty Notices for their children's unauthorised absences, in the event of further unauthorised absences may be summonsed to Court.

“If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence.”

Alternatively, parents or children may wish to contact the Participation Team themselves to ask for help or information. They are independent of the school and will give impartial advice. Their telephone number is 01895 250858 or [participationteam@hillingdon.gov.uk](mailto:participationteam@hillingdon.gov.uk)

## **Lateness**

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

### **How we manage lateness**

The school day starts at 8:50am and we expect your child to be in class at that time.

Registers are marked by 8:55am and your child will receive a late mark if they are not in by that time.

At 9:30am the registers will be closed. In accordance with the Regulations, if your child arrives after that time they will receive a mark that shows them to be on site, but this will **not** count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

If your child has a persistent late record you will be asked to meet with the Class Teacher and/or the Head Teacher to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

### **Exceptional Leave**

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is **no** automatic entitlement in law to time off in school time to go on holiday.

1. It is widely known that the link between a student's attendance and attainment is irrefutable.
2. Early poor attendance habits follow through into secondary school and employment.
3. Graduates earn, on average, double that of young people that leave school with no qualifications.
4. All Hillingdon schools are encouraged to adopt a policy of not authorising Exceptional Leave.
5. The Head Teacher will meet personally with every family applying for Exceptional Leave to stress the importance of good school attendance habits and links between attendance & attainment.
6. Exceptional Leave will always be refused in Years 2, 6, 9 and 11.
7. Exceptional leave will always be refused when a student's attendance is less than 95%.
8. Exceptional leave will always be refused when school is aware of any truancy.
9. Exceptional leave will always be refused when requests are regular (annual) or when patterns become identifiable.
10. Reasons for Exceptional Leave will be logged on the student's record and shared as part of the transfer/transition process.

**The Participation Team can issue Penalty Notices for any unauthorised 'Exceptional Leave', Penalty Notices can be issued to each parent/carer concerned. Please note that it will be per parent per child. Payment within 21 days of receipt of notice is £60 and £120 if paid after this period but within 28 days. If the Penalty Notice remains unpaid after 28 days you**

**will each receive a summons to Uxbridge Magistrates Court. If unauthorised leave is repeated the Participation Team may summons each parent to Court without a Penalty Notice being issued.**

### **School targets and initiatives**

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is **95%** attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however because we know that good attendance is the key to successful schooling and we believe our pupils can be amongst the best in Hillingdon.

Throughout the school year we monitor absences and punctuality to show us where improvements need to be made.

### **The people responsible for attendance matters in this school are:**

All Class Teachers  
The Attendance Officer  
The Head Teacher

### **Summary**

The school has a legal duty to publish its absence figures and its attendance policy to parents and to promote attendance. School attendance data must be available to the Local Authority & the Department for Education. Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible. Regular attendance supports optimising your child's attainment.

### **Addendum from September 1<sup>st</sup> 2020**

#### *COVID 19- School attendance*

*It is vital that children and young people attend school and college, for their educational progress, for their wellbeing, and for their wider development. School attendance is now mandatory again. This means that it is your legal duty as a parent to send your child (if they are of compulsory school age) to school regularly if they are registered at one.*

(Taken from DfE Guidance 'What parents and carers need to know about early years providers, schools and colleges in the Autumn term.')

### **Date of Policy Review:**

Summer 2021

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By sending your child/children to St. Andrew's CofE Primary School, you have given your

agreement to abide by this policy.