

# Shelton Junior School



## Attendance Policy

<b>Headteacher Approval</b>  <b>Name:</b> Mr Jon Bacon <b>Date:</b> 28/11/2019	<b>Governor Approval</b>  <b>Name:</b> Ms K Phillips <b>Date:</b> 28/11/2019	<b>Shelton Junior School</b> <i>Attendance Policy</i>  Last Reviewed: Nov 2019 Review date: Nov 2020
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## Introduction

All children of compulsory school age have the right to receive a full-time education. We aim to provide an environment where every pupil is valued and able to fulfil their potential. We will consistently work towards a goal of 100% attendance for each pupil. We are proud of our attendance record which is generally very good. We will work with parents and carers to ensure each pupil attends school regularly and punctually.

**Poor attendance is the single most significant factor in academic underachievement. If a pupil is absent from school, they are missing out on learning.**

### Persistent Absence:

This is the term used in school to define a pupil who has an attendance rate of 90% or less. If a student has an attendance figure below this, they are falling behind and will struggle to reach their potential. Parents or carers could face legal action.

## Attendance Monitoring

- Electronic registration every morning at 8.55am
- Electronic registration every afternoon at 1.10pm
- Class Teachers will liaise with parents regarding attendance or late concerns
- Pupils causing concern will be referred to the Inclusion Team and will be discussed with the Education Welfare Officer.

## School Procedures

- The office staff will enter absence messages received from parents onto the electronic system.
- A group text or phone call will be made for those with no reason for absence.
- Continued absence or lateness will result in Class Teachers contacting parents.
- Where pupil absence or lateness continues to cause concern, Class Teachers will make a referral to the Inclusion Team.
- The Inclusion Team will aim to resolve the problem with Parents. If this is unsuccessful the matter will be referred to the Education Welfare Officer. Extended absence may lead to legal action up to and including prosecution.

### Lateness

The school doors are open from **8.45am** to allow pupils into school. However, the school day begins at **8.55am** and all pupils are expected to be in class for registration at this time. The doors will be closed promptly at **8.55 am**. Punctuality stops valuable learning time from being wasted. The class teacher will take the register recording pupils who are present and those pupils who are absent. At **9.15 am** the register will close.

Any pupil arriving after **8.55 am** should enter the school through the main entrance. The office staff will ask the parent to sign a late book that records the name, class, time and reason for the lateness. If a child arrives unaccompanied by a parent the office staff will complete the record asking the pupil to offer a reason. All staff must be aware that any child arriving late must register at the school office for purposes of fire regulations. Pupils arriving after the start of school but before the end of registration will be treated for statistical purposes, as present, but will be coded as late before registers closed. Once the register is closed, the lateness will be recorded as an unauthorised absence.

### **Hospital/Doctor/Dental appointments**

Wherever possible, appointments should be made outside school hours. If this is not possible pupils should be away from school for the least amount of time possible. If the appointment is mid-morning or mid-afternoon the child should be present for registration and should return to school straight after the appointment unless advised by a medical professional not to do so.

### **Term Time Holiday**

Holidays during term time will not be authorised unless there are explicit, exceptional circumstances. Parents wishing to apply for term time absence for their child must do so in writing to the Headteacher.

Leave of absence taken without consent from the school could result in a referral to Education Welfare and a fine of up to £120.00 per Parent/Carer per child.

### **Long Term Absence**

Occasionally, a pupil may be absent for an extended period of time due to ill health. Parents/Carers must liaise with the Class Teacher where the absence period is likely to be greater than one week. The School will aim to minimise the disruption to learning by providing appropriate work to complete. If necessary, a phased return or part-time timetable will be considered.

### **Promoting Attendance**

The school will highlight the importance of good attendance by the use of the following:-

- Assemblies
- Newsletters
- Parent Evenings
- The Home/School Agreement

### **Absence Codes**

We use an electronic system for keeping the school attendance records. The following national codes will be used to record and monitor attendance information.

Code	Description
/	Present am
\	Present pm
Code B	Educated offsite
Code C	Other authorised circumstances
Code D	Dual registration
Code E	Exclusion
Code G	Holiday during term time not authorised by the school
Code H	Holiday authorised by the school in exceptional circumstances.
Code I	Illness (not medical or dental appointments)
Code J	Interview with another educational establishment where a pupil is planning to transfer to
Code L	Late arrival before the register has closed. The Register opens at <b>8.55am</b> and closes at <b>9.15am</b> .
Code M	Medical/dental appointments
Code N	Reason for absence not yet provided
Code O	Absent from school without authorisation
Code P	Approved sporting activity
Code R	Religious observance
Code U	Arrived in school after registration closed at <b>9.15am</b> .
Code V	Educational trip or visit

## Keeping Children Safe in Education

The section below complies with Keeping Children Safe in Education 2018 and School Attendance Guidance (September 2018). Further information can be found in the Child Protection and Safeguarding Policy.

**Where reasonably possible, schools and colleges should hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum and is good practice to give the school or college additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.**

(Keeping Children Safe in Education 2018)

The school will maintain accurate and up-to-date contact information for parents. Parents are encouraged to inform school of any changes to their contact information and can do so by contacting the school office.

**The law requires all schools including independent schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers.**

(School Attendance Guidance September 2018)

All schools must notify the local authority when a pupil's name is to be deleted from the admission register under any of the grounds prescribed in Regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply where the pupil's name is removed after they have completed the school's final year, unless the local authority requests for such information to be provided.

## Appendix 1 – Initial Letter

Date

Address

Dear Parent/Guardian

### **Attendance**

I am writing to raise your awareness of [pupil's] percentage attendance. His/her attendance has fallen below 95% which is equivalent to one day every month. It is important that children attend school regularly in order to reach their expected levels of progress.

The school acknowledges that each family's circumstances are different and works in partnership with parents to provide the best education for every child. Pupils' welfare is of paramount importance to us and we believe that regular attendance throughout the year is essential for their success and fulfilment.

The school will continue to monitor [name] attendance and if there is no improvement, you may be asked to produce medical evidence to authorise absence. Failure to do so would result in all absences being unauthorised and the potential of a penalty notice being issued.

Thank you for your support and I hope we can work together to improve attendance over the next 4 weeks. If you wish to discuss this matter or request additional support, then please contact the school to make an appointment.

Yours sincerely

Signed for and on behalf of the  
Inclusion Team

## Appendix 2 – Medical Evidence

Date

Address

Dear Parent/Guardian

### **Attendance**

We are becoming increasingly concerned about [pupil's] attendance as this has now fallen below 92% despite recent correspondence.

Parents/Carers are committing an offence if they fail to ensure their child's regular attendance at school and may be subject to:

- A Penalty Notice payable up to £120 fine
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1000
- Prosecution under Section 444(1)(a) Education Act 1996, where if convicted you may be fined up to £2500 and/or 12 weeks imprisonment

I would encourage you to make us aware of any circumstances affecting your child's attendance as a matter of urgency.

All absences from this point forward will be marked as unauthorised unless accompanied by medical evidence.

Thank you for your support and I hope we can work together to improve attendance over the next 4 weeks. If you wish to discuss this matter or request additional support, then please contact the school to make an appointment.

Yours sincerely

Signed for and on behalf of the  
Inclusion Team

## Appendix 3 - Meeting

Date

Address

Dear Parent/Guardian

### **Attendance**

Shelton Junior School have serious concerns regarding [pupil's] attendance. Attendance is now [ %]. As a result, we request that you now attend a meeting at school to discuss this issue.

DATE	TIME	VENUE	IN ATTENDANCE
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If you fail to attend and/or the reasons given for your child's absence are not satisfactory, then legal proceedings may commence against you for failure to comply with the law. This may result in:

- A Penalty Notice payable up to £120 fine
- Prosecution under Section 444(1) Education Act 1996, where if convicted you may be fined up to £1000
- Prosecution under Section 444(1)(a) Education Act 1996, where if convicted you may be fined up to £2500 and/or 12 weeks imprisonment

It is hoped that enforcement proceedings will not be necessary and we look forward to meeting you.

Yours sincerely

Headteacher

## Appendix 4 - Lateness

Date

Address

Dear Parent/Guardian

### **Persistent Lateness**

I am writing to inform you that your child, \_\_\_\_\_ has been arriving late for school.

Registration starts at 8.55am and if your child arrives after this time they will be marked late and this could lead to a referral being made to the Education Welfare Officer.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

If your child is going to be late for school, you need to contact school immediately and advise us of the reasons for their lateness.

Thank you for your support in this matter and I hope that we can work together. If you wish to discuss this matter, then please make an appointment.

Yours sincerely,

For and on behalf of the  
Inclusion Team