



Attendance Policy

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Ratified by Governors	
Signed	
Date	
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Monitored by	Head and Governing Body

Attendance Policy

INTRODUCTION

At Race Leys Infant School, we expect all children on roll to attend every day, when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that important factors in promoting good attendance is development of positive attitudes towards school and creating a love for learning. To this end, we strive to make our school a happy and rewarding experience for all children.

Children who attend school every day will receive quality education and will make progress from their individual starting points. Missed days of education will negatively impact on the children's learning and progress. There is a relationship between attendance of pupils and their development, attainment and progress. The school is committed to promoting good attendance as part of its dedication to ensure quality educational provision to give its pupils the best start in life.

We will always encourage children to strive for 100% attendance; however, we do understand that this is not always possible and have therefore set a school attendance target of 94%.

The whole school community takes a responsibility for attendance throughout our day-to-day practice. The responsibility for giving strategic direction to attendance is led by the governing body. This will include monitoring, reporting, reviewing and planning for attendance, developing a policy, promoting an ethos of good attendance and setting any targets.

Members of the governing body will have regular contact with the Co-Headteacher / Attendance Lead as part of the monitoring and review process.

The Headteacher and Senior Leadership team will ensure that the governing body's objectives are met by the effective management of attendance and report to the governing body in relation to this. Managing attendance will include: evaluating whole school data and attendance of defined groups, to enable planning of possible interventions; and considering individual cases of concern, to determine any appropriate interventions.

School staff are responsible for ensuring they promote the school's ethos, set an example of attendance for individual pupils.

Parents/Carers are responsible for ensuring their children attend school regularly and punctually.

Pupils have the responsibility to be on time for lessons and to be ready to learn.

The purpose of this policy is to inform all members of our school communities of the following:

- How the school encourages and enables good attendance
- How the school monitors and reviews attendance
- How the school monitors punctuality and lateness
- Authorised and unauthorised absences
- Leave of absence in term time
- Why attendance and punctuality matter

ENCOURAGING AND ENABLING GOOD ATTENDANCE

The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum. Children will also become well-known members of the school community, building up good relationships with staff and other children alike.

It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the school and to build and support their children's enthusiasm for attending school.

All staff make children aware of the importance of good attendance and children are praised.

Each child's attendance record is shared with the parents as part of annual written reports and at parent consultations. It follows that individual records of attendance are kept on file and are passed to subsequent schools.

Rewards for good attendance include:

Weekly Awards

- SAM (School Attendance Matters) - *Toy Cat* - awarded to class with the best attendance.
- OTIS (On Time In School) - *Toy Giraffe* - awarded to class with the best punctuality.
- Shared on the Weekly Newsletter

Additional Rewards

At the end of each term and at the end of the school year children with excellent (100%) / good (+96%) attendance will receive a certificate.

Regular reminders will be included on the weekly newsletters around the importance of attendance and punctuality.

MONITORING AND REVIEWING ATTENDANCE

Attendance tracking will take place weekly with the Attendance Lead. The school's Pastoral Team will meet regularly to discuss attendance of concern. Class teachers will also be informed of those children whose attendance is a concern. The school will log conversations with parents about attendance to assist in the monitoring of attendance and the offering of support.

By law, schools must take a morning and afternoon register and record the attendance or absence of every pupil. The school will ensure that staff receive appropriate training and support to appropriately use attendance codes in line with DfE guidance and best practice.

To enable the appropriate coding of attending or the authorisation of absence, the school may request additional information or evidence, e.g. in relation to medical appointments or illness. (Medical evidence may include: an appointment letter, a GP appointment card signed/stamped by a receptionist, a prescription, prescribed medication). On return to school following an absence, if no reasonable explanation has been received, Class Teachers will raise this with the parent, with further proof required as needed.

The Attendance Registers are marked twice a day, at the start of the morning session and again in the afternoon. Registers are checked by Administration staff at the beginning of the morning and afternoon sessions. All class teachers carry out regular checks on attendance and will liaise with the pastoral team if there are any concerns.

All absences and persistent lateness are investigated. When the register closes, the administration staff check the messages and operate 'first day contact' for those pupils absent with no reason given. If contact cannot be made with a family, we will call other contacts on the list, if contact still isn't made, a member of the pastoral team may make a home visit. If a child is off for subsequent days this will be monitored. If a child is off for more days than deemed 'normal' further phone calls/messages/emails will be sent to seek an update. E.g. 'normal' rule for sickness/diarrhoea is 48 hours - first day phone call will be made and if the child is still absent after 48 hours contact will be made again. Parents are encouraged to call/contact the office on the first day of absence and keep us up to date after this time.

Attendance data is held electronically on the schools SIMS Management Information System, accessible by the Co-Headteacher and administration staff who are able to provide comprehensive attendance records on individual children.

The attendance admin assistant monitors the attendance on a fortnightly basis and highlights those children whose attendance falls below 94%. The Attendance Team, comprising of the Co-Headteacher, the Learning Mentor and the Admin Assistant will meet monthly to discuss attendance concerns. The Attendance Lead analyses the attendance of all pupils fortnightly. The Staged approach appended, outlines the school's approach for monitoring and enabling attendance. Children who have attendance concerns in the previous academic year will continue to be closely monitored. The Pastoral Team will offer early support and Early Help where this is deemed necessary. The team will make early contact to identify any potential barriers that will impact on attendance.

Returns of school data are made termly to the Department of Education (DfE) and benchmark data exists to compare our school within local and national contexts.

The school sets attendance targets each year. These are agreed by the Governing body at the first full governing body meeting of the school year.

Targets are challenging yet realistic, and based on attendance figures achieved in previous years and linked to national attendance figures.

PUNCTUALITY AND LATENESS

The Admin Assistants monitor lateness of pupils, as being punctual for school is crucial. Lateness into school causes disruption to the pupil's learning and to that of the other pupils in the class. It is paramount therefore that all pupils arrive at school on time. Our doors open at 8.40am. The playgrounds are not supervised by school staff before this time and children are the responsibility of the parents at this time.

The school day starts five minutes after the doors open at 8.45am for all pupils. The register and lunch choices are taken during this time. Pupils who arrive after these times will be recorded as late to school (L code - minutes late recorded). The registers close at 9.10am and after this, lateness is recorded as an unauthorised absence (U code). The afternoon begins at 1:00pm, pupils who arrive after this will be recorded as late to school (L code). Registers close at 1.30pm. After this, lateness is recorded as an unauthorised absence (U code).

Where there are concerns about punctuality, the school will make verbal contact with parents/carers. If the concerns persist, the Attendance Lead will write to parents/carers using the appended letter about punctuality, including a copy of the child's registration certificate, and stating the total minutes late over a determined period.

If there is no improvement, the school will arrange a meeting with the parent/carer. In the event of persistent lateness, the school may make a formal referral to WAS.

AUTHORISED AND UNAUTHORISED ABSENCES

The DfE recognises the importance of regular attendance and it is a requirement for the Headteacher to decide with every absence whether it is authorised or unauthorised. The final decision is made by the Headteachers.

Wherever possible, parents are expected to make routine appointments (e.g. medical, dental) outside of school time.

If a child is absent from school for any reason the parent must inform the school in person, in writing or by telephone as soon as possible of absence and reason for it. Such calls are always logged and the class teacher is informed.

Unauthorised absences are those absences for which the school received no reason/explanation or if the school has good reason to doubt the explanation given.

LEAVE OF ABSENCE IN TERM TIME

The Government issued new regulations in September 2013 regarding Leave of Absence; the Education (Pupil Regulations) (England) Regulations 2006 as amended by Education (Pupil Regulations) (England) (Amendment) Regulations 2013.

Headteachers **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 Headteacher must be satisfied that the circumstances warrant the granting of leave.

Headteachers will determine how many school days a child may be absent from school if the leave is granted.

The school can only consider applications for Leave of Absence which are made by the resident parent i.e. the parent with whom the child normally resides.

Applications for Leave of Absence must be made in advance and failure to do so will result in the absence as being recorded as 'unauthorised'. This may result in legal action against the parent by way of a Fixed Penalty Notice.

Applications for Leave of Absence which are made in advance and refused will result in the absence being recorded as 'unauthorised'. This may result in legal action against the parent by way of a Fixed Penalty Notice, if the child is absent from school during that period.

All matters of unauthorised absence relating to a Leave of Absence may be referred to Warwickshire Attendance Service.

The Warwickshire Attendance Service have the authority to consider issuing Fixed Penalty Notices for Leave of Absence in line with the Warwickshire County Council's Non-school Attendance and Penalty Notices Code of Conduct. A copy of which can be found at <https://www.warwickshire.gov.uk/school-attendance-exclusions/pupils-non-attendance>

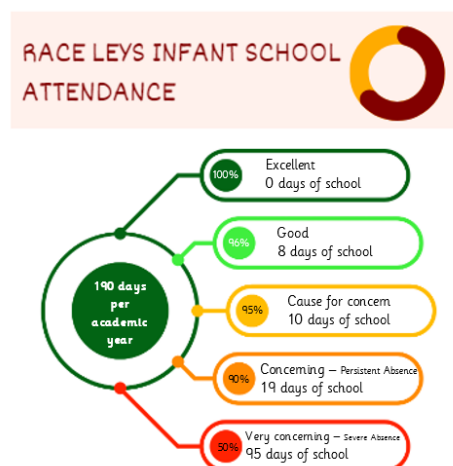
If a Fixed Penalty Notice is issued and is not paid within the timeframe set out in that Notice, the matter will be referred to Warwickshire County Council's Legal services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

Each application for a Leave of Absence will be considered on a case by case basis and on its own merits.

WHY ATTENDANCE AND PUNCTUALITY MATTERS

Across one school year:

- Less than 5 days absence = 97.3% attendance
- 14 days absence (approx.) = 92.6% attendance
- 20 days absence (approx.) = 89.4% attendance
- 30 days absence (approx..) = 84.2% attendance
- If a child achieves 80% this means that they have missed approximately 39 days of education over the academic year, averaging 1 day per week.



CHILDREN MISSING FROM EDUCATION

Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Warwickshire County Council's Education and Learning Business Unit at 01926 742036 or via email to cme@warwickshire.gcsx.gov.uk

Reasonable steps to be taken by school staff include:

- Telephone calls to all known contacts (parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes)
- Letter home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visits
- Enquiries to friends, neighbour etc. through school contacts
- Enquiries with any other Service known to be involved with the pupil/family

All contacts and outcomes to be recorded on the pupil's file.

IN CONCLUSION

It is our belief that good attendance and punctuality is at the heart of a child's progress and is, therefore, fundamental to our school's success.

Race Leys Infant School greatly appreciate parental support to reduce the total amount of days lost due to holidays. The school is committed to working in partnership with parents to enable all children to reach their academic potential and to support their social development. For this to happen individual attendance needs to be as high as possible and we all need to play our part.

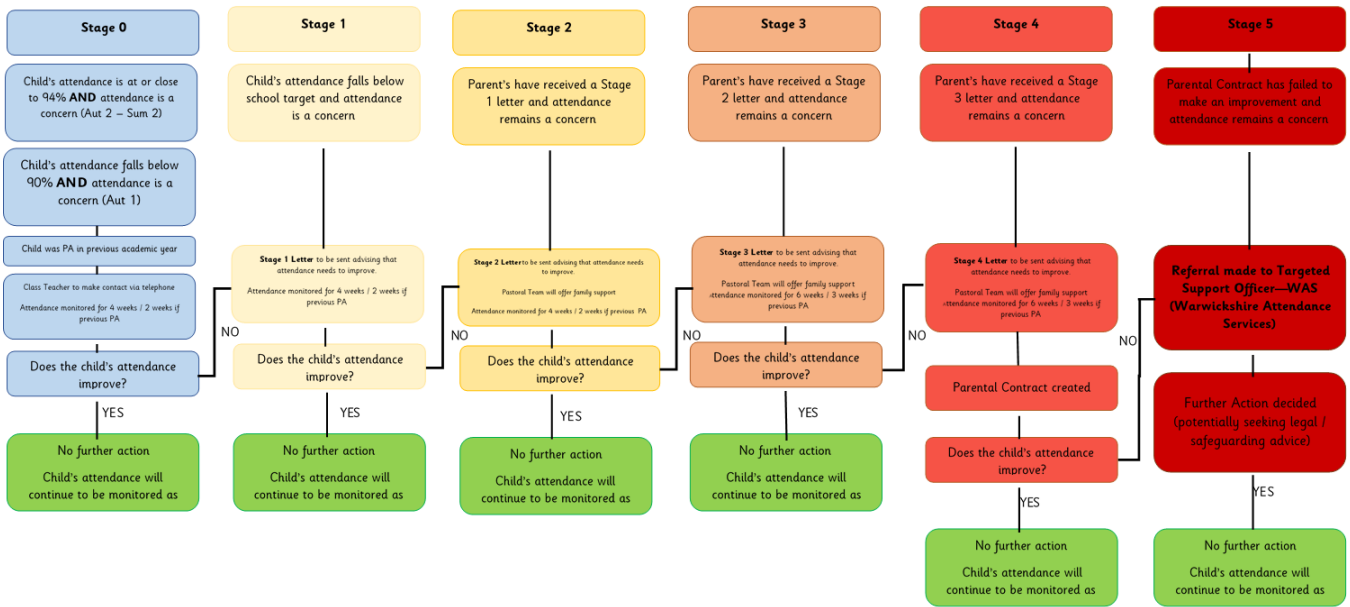
RACE LEYS INFANT SCHOOL
STAGED APPROACH FOR ATTENDANCE MONITORING ESCALATION PROCESS

MONITOR ATTENDANCE (Whole school attendance is monitored weekly and analysed at a minimum of every half term but more frequently as appropriate to the needs of the school. Attendance is more closely evaluated of pupils whose attendance is below the whole school target.

Stage	Trigger	Outcome
0	Attendance is at or close to the whole school target (94%) AND the child's attendance is of concern (end of Aut 2- Sum 2) Attendance is below 90% AND the child's attendance is of concern (Aut 1)	Class teacher to make a telephone call to parents: * Express concern about emerging attendance. * Advising of current attendance figure. * Outline gaps in learning and/or attainment due to absences. * Welcome parents to discuss attendance * Attendance is discussed if there is a concern during Learning Reviews.
Monitor attendance for 4 weeks. If attendance was a previous concern (Previous Year PA) Monitor for 2 weeks.		
1	Attendance falls below the whole school target and the child's attendance is of concern.	Stage 1 letter will be sent to parents: * Expressing concern about attendance. * Informing the parents of current attendance. * Enclosing a registration certificate. * Reminding parents of their legal responsibilities and the nature of 'persistent absence.' * Inviting the parents to contact the school if they wish to discuss attendance further.
Monitor attendance for 4 weeks. If attendance was a previous concern (Previous Year PA) Monitor for 2 weeks.		
2	Parents have received a Stage 1 letter and attendance remains a concern.	Stage 2 letter will be sent to parents: * Informing parents of ongoing concerns about attendance. * Informing the parents of current attendance * Enclosing a registration certificate. * Reminding parents of their legal responsibilities and the nature of 'persistent absence.' * Notifying parents that the child's attendance is being monitored and of the duration of the monitoring period. * Welcoming the parents to arrange a meeting with the school to discuss attendance further.
Monitor attendance for 4 weeks. If attendance was a previous concern (Previous Year PA) Monitor for 2 weeks.		
3	Parents have received a Stage 2 letter and attendance remains a concern.	Stage 3 letter will be sent to parents: * Informing parents of ongoing concerns about attendance. * Informing the parents of current attendance * Enclosing a registration certificate. * Reminding parents of their legal responsibilities and the nature of 'persistent absence.' * Requesting that the parents provide medical evidence to support absences, to enable the school to consider the authorisation of absence - we ask for this at Stage 3. * Inviting parents to an appointment with the Attendance Lead on a specific date, with the purpose of discussing attendance, agreeing an action plan of support, considering whether it may be appropriate to involve outside agencies, and setting an internal school

		<p>attendance target. (Our Education Caseworker from Warwickshire Attendance Service will support the attendance coordinator with this meeting).</p> <ul style="list-style-type: none"> ✳ Notifying parents that should they choose not to attend or be unable to attend, the meeting may take place without them and a target set.
Monitor attendance for 6 weeks. If attendance was a previous concern (Previous Year PA) Monitor for 3 weeks.		
4	Parents have failed an internal school attendance target and attendance is below the level of Persistent Absence (90%)	<p>Stage 4 letter will be sent to parents:</p> <ul style="list-style-type: none"> ✳ Informing parents of ongoing concerns about attendance. ✳ Informing the parents of attendance during the target period. ✳ Enclosing a registration certificate. ✳ Parental Contract will be created ✳ Share initial concerns with Targeted Support Officer for attendance from Warwickshire Attendance Services.
Monitor attendance for 4 weeks. If attendance was a previous concern (Previous Year PA) Monitor for 2 weeks.		
5	Parental Contract has not been adhered to and no improvement has been seen. The child's attendance continues to be a concern	<ul style="list-style-type: none"> ✳ Referral completed to Targeted Support Officer for attendance with Warwickshire Attendance Services. ✳ Further action pursued through targeted support -

RACE LEYS INFANT SCHOOL ATTENDANCE



RACE LEYS INFANT SCHOOL

ABSENCE PROCEDURES

