



## Colerne Church of England Primary School

### Attendance Policy

#### **Introduction**

At Colerne Church of England Primary School, our Attendance Policy is designed to promote outstanding attendance for all pupils across the school. We understand that there is a proven link between attendance and academic and social outcomes for our pupils. It is the desired outcome of this policy that it supports the development of our pupils into academically successful young people of good character with a thirst for knowledge and a love of learning; to become 'A Light for All to See'.

This policy reflects the guidance set out in "Departmental advice for maintained schools, academies, independent schools and local authorities" published by the Department for Education in April 2024. It also takes account of key legislation including:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE 'Keeping children safe in education' (KCSIE) (latest version)
- DfE (2016) 'Children missing education'
- DfE (2023) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy also takes due regard to all the requirements of the Human Rights act and all Equal Opportunities legislation.

**Aim:**

At Colerne Church of England Primary School, we expect pupils to attend every day that the school is open unless a reason acceptable to the school is given and we are able to authorise the absence. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance. It is our aim that we support all our pupils so that they can continue to attend school even though they may be facing challenging personal circumstances. We will continue to prioritise ensuring a safe and supportive environment in our school, as well as strong and trusting relationships with pupils and parents.

**We expect that:**

- Every staff member accepts responsibility for promoting and encouraging 100% attendance;
- All staff are consistent in their approach to attendance and work within the framework set out in this policy and liaise closely with the Headteacher/Attendance Leader to ensure good attendance;
- Every pupil is made aware of the importance of attendance through lessons and assemblies where our high expectations are set out;
- Every parent and carer accepts the shared responsibility for their child's regular and punctual attendance at school.

**The Attendance policy will ensure:**

- that all pupils will be supported in their right to enjoy and access a broad and balanced curriculum;
- that pupils are supported when their attendance is not good;
- that all staff across the school will work together within a clearly defined framework to challenge poor attendance and to support good or outstanding attendance.

**Rationale - 'Be a Light for All to See'**

We believe that all our pupils have the potential to achieve at or beyond their indicated potential and we endeavour to provide an environment where ALL pupils feel valued and welcome.

Parents and pupils play a major part in making our school successful. Every child has the right to access the education they are entitled to. This policy seeks to ensure that parents and staff share the responsibility for supporting and promoting 100% school attendance and punctuality for all.

We understand that research indicates that;

- there is a direct link between under-achievement and attendance below 95%;
- regular attenders make better progress, both socially and academically;
- regular attenders find school routines, school work and friendships easier to cope with;
- regular attenders find learning more satisfying;
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. We believe that high attainment, confidence with peers and staff, and future aspirations depend on good attendance.

## **Policy in Practice**

This policy reflects the fact that school cannot legally authorise any leave of absence unless there are exceptional circumstances. Any leave of absence request must be submitted using the correct form, which is available from the school office or from our website. Any request, must be submitted, to the school, a minimum of 14 days prior to the absence. Only the Headteacher is able to authorise an absence.

If a holiday is unauthorised and still taken, the Local Authority will be notified and could result in a penalty notice being issued.

**THIS IS £160 PER PARENT, PER CHILD reduced to £80 IF PAID WITHIN 21 DAYS.**

**If a second penalty notice is issued within a three year period, this will be**

**£160 PER PARENT, PER CHILD. WITH NO REDUCTION**

**IF NOT PAID WITHIN 28 DAYS, LEGAL ACTION COULD BE TAKEN.**

### **THIRD OFFENCE AND FURTHER OFFENCES** (within 3 years)

The third or subsequent time an offence is committed for unauthorised absence, a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court.

As a school, we believe that the work to promote 100% attendance for all our pupils is also rooted in high quality pastoral care. The Head teacher, Attendance Leader and all staff, seek to identify early issues that will affect pupils' attendance and work in partnership with parents and pupils to support attendance.

### **Indicative Actions for Attendance – aim 100%**

- Regular analysis of attendance – by Attendance Leader
- Development of collective responsibility: pupils cannot earn House points if they are not present.
- Learning which excites and engages so that pupils are keen to attend school.

We do not reward 100% attendance; for some pupils, this is impossible due to attendance at medical appointments and because of genuine reasons for absence such as sickness. Pupils whose attendance levels cause concern are reliant upon adults to transport them to school and should not be penalised because they were not brought in.

### **Indicative Actions for Attendance causing concern**

- The Attendance Lead and Administrator identify any unusual patterns of attendance and make personal contact with families of pupils whom the school has concerns about.
- Letters of concern and support may be sent to parents and they may be invited in to attend an Attendance Improvement Meeting.
- A formal letter of warning and the option of a referral to the Local Authority for legal action for unauthorised periods of absence over 10 sessions.

The school will ensure that it fulfils its legal obligation to register pupils every morning by 8.45 and every afternoon at 1.00pm

It is the expectation of the school that all pupils attend registration and lessons on time every day. All pupils arriving to school in the morning should register with their teacher at 8.45 and again, in the afternoon, at 1.00pm. The punctual attendance of each pupil will be recorded using the following protocol;

- when a pupil is present when the register is opened at 8.45am and 1.00pm they receive a present mark (/);
- when a pupil arrives after the register is closed, they are late and should be marked with a late mark (L);
- the school office will formally close the registers at 9.00 and any pupil arriving after this will receive a late after registration mark (U). Any child who receives 10 late registration marks in a 10 week period, including school holidays, could be subject to a penalty notice.

The school expects absences to be kept to a minimum; **routine medical and dental appointments should be arranged out of school hours wherever possible.**

### **Children Absent from Education**

At Colerne CE Primary School, we follow the LA guidance on Children Absent from Education and Missing Pupils published in September 2023.

Children Absent from Education refers to 'any child of compulsory school age who is not registered at any formally approved education activity eg school, alternative provision, elective home education, and has been out of education provision for a substantial period of time (usually agreed as 4 weeks)'.

We would action the CAE referral process for the following reasons:

- A child has stopped attending school and no contact can be made with the parent/s to establish a reason for the absence;
- A child has ceased to attend school and forwarding address/new school is not known;
- A child has not returned from holiday within 10 school days of the expected date of return. In these cases, we would attempt to establish the whereabouts of the family within 10 school days before making a referral to the Access to Education team.

### **Military Families**

Whilst we are aware that many of our children have parents that have to go away on extended deployment or courses, we are also aware that the majority of these families are afforded block leave during the school holidays. If there are exceptional circumstances, then written acknowledgement of these circumstances from the Welfare or Families Officer will be requested. It is important that all our community is treated equitably.

## **Roles and responsibilities**

We believe the responsibility for the attendance of all pupils is shared between the pupil, parents/carer and school.

### **Pupils will:**

- Understand why good attendance is important for their academic and personal development.
- Communicate any concerns related to attendance and absence as soon as possible to the relevant member of staff.

### **Parents will:**

- Promote good attendance with their children.
- Make all reasonable efforts to ensure their child attends school 100% of the time and arrives punctually to school;
- Inform the school on the first day of their child's absence, and on every subsequent day of absence, of the reason for the absence and, where appropriate, supply a medical certificate or other evidential paperwork as requested;
- Book any medical appointments outside of school hours where possible.
- Provide up-to-date contact details and more than one emergency number
- Proactively engage with any attendance support offered by the school and the local authority.
- Request leave of absence only in exceptional circumstances, and in advance

### **Teachers will:**

- mark registers accurately;
- maintain awareness of prior and current Persistent Absentees and liaise closely with the Headteacher to pick up any attendance issues for pupils or groups of pupils;
- reinforce positive messages about attendance;
- use assemblies to reinforce the messages and to praise good attendance and punctuality.

### **The Attendance Leader will:**

- liaise with the LA with regards to patterns of attendance;
- formulate the strategic response to attendance issues across the school;
- analyse attendance data to identify trends, areas of improvement and areas needed improvement;
- investigate strategies to improve attendance of all pupils at the school;
- ensure the school follows the DfE guidelines and ensure the legal obligations are met in regard to all matters of attendance.

### **Governors will:**

- review attendance on a regular basis;
- hold the school to account for the level of attendance in school and have an overview of the policy and procedures in dealing with attendance.

## **Monitoring and evaluation**

Governors on an annual basis will review our Attendance Policy.

**This policy should be read in conjunction with our Child Protection/Safeguarding Policy.**

<b>Issue</b>	<b>Date</b>	<b>Comment</b>	<b>Review Date</b>	<b>Date of next review</b>
1.0	September 2024	Initial release.		September 2025
1.1	September 2025	No changes	September 2025	September 2026