St Paul's C of E Primary School

Attendance Policy

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Signed ……Mark Gaunt Chair of Governors Date……

Signed……Joanne Rowley Headteacher Date……

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Aims

At St. Paul's we believe good attendance and punctuality are the cornerstones to a positive attitude to school and effective teaching and learning. All educational research shows that regular and punctual attendance at school is essential in order to secure good progress and high levels of attainment.

We are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and guidance

This policy meets the requirements of the working together to improve school attendance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures. These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of The Education Act 1996
- Part 3 of The Education Act 2002
- Part 7 of The Education and Inspections Act 2006
- The Education (Pupil Registration) (England) Regulations 2006 (and 2010, 2011, 2013, 2016 amendments)
- The Education (Penalty Notices) (England) (Amendment) Regulations 2013

It also refers to:

- School census guidance

- Keeping Children Safe in Education
- Mental health issues affecting a pupil's attendance: guidance for schools

3. Roles and responsibilities

3.1 The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the headteacher to account for the implementation of this policy
- Termly meetings with Mr Greg Russell – Governor (Attendance)

3.2 The Headteacher

The headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintergration plans in partnership with pupils and their parents/carers
- Delivering targeted intervention and support to pupils and families

The designated senior leader responsible for attendance is Celia Whitehead and can be contacted via telephone number 0161 921 1120 and/or email address Celia.Whitehead@salford.gov.uk].

3.4 The attendance officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement

- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Liaising and working with the headteacher (Mrs J Rowley) when to issue fixed-penalty notices – these fixed penalty notices are authorised by the headteacher

The attendance officer is Celia Whitehead and can be contacted via telephone number 0161 921 1120 and/or email address Celia.Whitehead@salford.gov.uk].

3.5 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the a present code or an N (No Reason provided for absence) code via SIMS.

3.6 School admin staff + Children Families Officer

School admin staff will support Children Families Officer to:-

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Transfer calls from parents/carers to the Children & Families Officer in order to provide them with more detailed support on attendance

3.7 Parents/carers

Parents/carers are expected to:

- Make sure their child attends School every day and on time
- Call the school to report their child's absence before 9am on the day of the absence and each subsequent day of absence), and advise when they are expected to return
- Provide the school with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8 Pupils

Pupils are expected to:

- Primary schools Attend school every day on time

4. Recording attendance

4.1 Attendance register

We will , and place all pupils onto this register.
We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry

- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix 1 for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

Pupils must arrive in school by 9am on each school day.

The register for the School day will be taken by 9am. Any child arriving at School after 9.30am will be given a U code (unauthorised absence code) for the morning session. The register for the second session will be taken directly after the pupils return to their classes after their lunch time

4.2 Unplanned absence

The pupil's parent/carer must notify the school of the reason for the absence on the first day of an unplanned absence by 9am or as soon as practically possible by calling the school office. (see also section 7).
Parents can email School concerning an absence if they are unable to telephone School.
The email address for parents/ carers to use is **stpaulsheathside.ceprimaryschool@salford.gov.uk**

We will mark absence due to physical or mental illness as authorised unless the school has a genuine concern about the authenticity of the illness.
Where the absence is longer than 3 days or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

4.3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.
Parents / carers can speak to the School Office by ringing 0161 921 1120 or emailing **stpaulsheathside.ceprimaryschool@salford.gov.uk** prior to any medical / dental appointment.

School will endeavour to encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

4.4 Lateness and punctuality

A pupil who arrives late after the register has closed will be marked as absent, using the appropriate code. The parents / carers of pupils who are frequently late for School will be invited to an Attendadnce Panel supported by the local authority Attendance Officer to discuss the reasons for frequent punctuality issues and offer support if needed.

4.5 Following up unexplained absence

Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may
- Call the Police to arrange a Welfare Call
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the absence
- Call the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an education officer from the Local Authority

4.6 Reporting to parents/carers

The school will regularly inform parents/carers about their child's attendance and absence levels via telephone calls to parents/carers or by sending letters home at termly / half-termly intervals.

5. Authorised and unauthorised absence

5.1 Approval for term-time absence

The headteacher will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the pupil is authorised to be absent for.

We define 'exceptional circumstances' as exceptional circumstances as one off events which are unavoidable.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated - parents / carers are asked to complete a Holiday Request in Term Time form available from the School Office at the earliest opportunity.

The headteacher may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

- Illness (including mental illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)

- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents/carers belong. If necessary, the school will seek advice from the parents'/carers' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the pupil is attending educational provision

5.2 Legal sanctions

The school or local authority can fine parents/carers for the unauthorised absence of their child from school, where the child is of compulsory school age.

New Legislation comes into force on 19th August 2024 regarding the issuing of penalty notices relating to none school attendance.

Schools are required to consider, on a case by case basis, whether to ask the Local Authority to issue a Penalty Notice to a parent when their child's absence is unauthorised.

Working within a Code of Conduct, Salford Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 10-week period;

· 10 sessions (5 days) of unauthorised absence (O coded)

· 10 sessions (5 days) of unauthorised holidays (G Coded)

· Persistently arrives late for school after the close of registration (U coded)

· 10 sessions (5 days) of unauthorised absences (O, G and U coded)

You may receive a Penalty Notice for the offence of failing to secure regular school attendance.

Within the new National Framework, there is a national limit to the amount of Fixed Penalty Notices that can be issued to any parent in respect of an individual child, within a three-year period. Each fixed penalty is issued on the basis of per parent/per child – therefore where a child has two parents, two fines may be issued.

The fixed penalty notice amount has increased to the following:

· Penalty Notice One - £160 discounted to £80 if paid within 21 days.

· Penalty Notice Two - £160 with no discount offered.

Should a third absence be taken within the three-year period, a parent may be summonsed to the Magistrates Court for knowingly failing to secure good attendance at school (Section 444 (1A) of Education Act 1996).

Please note that from 19th August 2024, schools are not able to authorise any leave of absence for holidays.

The local authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties, please contact your school and ask for support.

6. Strategies for promoting attendance

- At St Paul`s we celebrate good attendance by rewarding pupils with trophies / certificates and extra playtimes for winning classes
- Attendance and Punctuality winners are celebrated weekly in School`s Friday assembly an announced to the whole school
- Texts are sent home weekly to parents / carers announcing the best classes for Attendance and Punctuality

7. Attendance monitoring

St Paul`s monitors and analyses attendance data on a regular basis to identify pupils that require support with their attendance,

Families who are already part of Early Help / Children Services support – attendance and punctuality is constantly discussed and minuted at the formal meetings.

7.1 Monitoring attendance

St Paul`s will :-

- Monitor attendance and absence data half-termly, termly and yearly across the school and at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. The school will compare attendance data to the national average, and share this with the governing board.

7.2 Analysing attendance

St Paul`s will :-

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

7.3 Using data to improve attendance

St Paul`s will :-

- Provide regular attendance reports to class teachers, and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

7.4 Reducing persistent and severe absence

Persistent absence is where a pupil misses 10% or more of school, and severe absence is where a pupil misses 50% or more of school.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Hold regular meetings with the parents/carers of pupils who the school (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at school
- Provide access to wider support services to remove the barriers to attendance
- Have weekly / biweekly meetings with Local Authority Attendance Officer to discuss and support Persistant and Severe absence pupils
- Pupils with Severe/Persistant Absence issues are monitored closely by the Attendance Lead and follow-up phone calls are made to parent / carers to discuss further
- Progress of pupils` attendance is fed back to pupils / parents / carers congratulating improvements where applicable.

8. Monitoring arrangements

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum termly by Celia Whitehead – Children & Families Officer. At every review, the policy will be approved by the full governing board.

9. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
****	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

St Paul's C of E Primary School

ATTENDANCE POLICY

At St. Paul's we believe good attendance and punctuality are the cornerstones to a positive attitude to school and effective teaching and learning. All educational research shows that regular and punctual attendance at school is essential in order to secure good progress and high levels of attainment.

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

The DfE has produced guidance for maintained schools, academies, independent schools, and local authorities: Working together to improve school attendance. Our Attendance Policy reflects the key principles of that guidance. https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

This policy is written with the above guidance in mind and underpins our school ethos to:

- Promote children's welfare and safeguarding
- Ensure every pupil has access to the full-time education to which they are entitled
- Ensure that pupils succeed whilst at school
- Ensure that pupils have access to the widest possible range of opportunities at school, and when they leave school

It seeks to ensure that all parties involved in the practicalities of school attendance are aware and informed of attendance matters in school and to outline the schools commitment to attendance matters. It details the responsibilities of individuals and groups involved and the procedures in place to promote and monitor pupil attendance.

Our policy aims to raise and maintain levels of attendance by:

- Promoting a positive and welcoming atmosphere in which pupils feel safe, secure and valued
- Raising awareness of the importance of good attendance and punctuality
- Ensuring that attendance is monitored effectively and reasons for absences are recorded promptly and consistently

For our children to gain the greatest benefit from their education it is vital that they attend regularly and be at school, on time, every day the school is open unless the reason for then absence is unavoidable. It is a rule of this school that pupils must attend every day, unless there are exceptional circumstances and it is the headteacher, not the parent, who can authorise the absence.

At St. Paul's we care about the welfare and education of all our pupils. We know that as our pupils get older and more responsible many of them make their way to school on their own. Our

attendance policy is in place to support parents and to make sure that all our pupils are safe and secure.

At St Paul's C of E Primary School will endeavour to work alongside parents, local community and the Education Welfare Service to pursue our goal of excellent attendance.

Targets

St Paul's C of E Primary School aims to encourage high levels of attendance and punctuality each academic year, by promoting the following strategies:

- Maintaining a high profile for attendance and punctuality
- Keeping accurate records
- Raising attendance awareness by regular publication
- Providing clear guidelines for staff on the registration process and the accurate and full use of register codes
- Attendance related matters will be addressed in the induction programme for new staff
- Informing parents of their legal responsibilities regarding attendance and punctuality
- Ensuring that clear information is regularly communicated to parents/carers through newsletters, letters and what's on
- Raise awareness of attendance issues at parents evenings and new intake meetings
- Promote effective and consistent communication between home and school
- Provide a consistent approach in managing unauthorised holidays taken in term time
- Unauthorised absences and absences without notes from parents will be dealt with promptly
- Maintaining clear procedures for recording lateness
- Rewarding good attendance by awarding an attendance trophy, certificates and other rewards in Friday Assemblies
- Promoting an effective partnership with the Education Welfare Service
- Applying the whole school Attendance Policy consistently.

Rights/Roles/Responsibilities

Of Pupil:
Every child, of compulsory school age, is entitled to receive efficient full-time education that is suitable to their individual age, ability and aptitude and any special educational needs they may have.

Of the Parent:
Parents must ensure that their children are educated. For most parents this means registering their child at school. Parents can be prosecuted and, or fined, if they fail to ensure that their child attends school regularly. The Education Welfare Service can help parents meet the statutory obligations on school attendance.

Of the Local Authority and School:
According to the Education Act of 1996 the Local Authority has to offer educational provision for all school age children through its school's and the Educational Welfare Service.

St Paul's C of E Primary School must keep an attendance register at the beginning of the morning and afternoon sessions and report pupils who fail to attend regularly or accrue unauthorised absences of more than 2 weeks.
The Education Welfare Service has the role of assisting the Local Authority to meet the statutory obligations on school attendance.

Procedures – Who does what and when?

- Computer Input (SIMS) is the responsibility of the administration staff
- Registration is the responsibility of the class based staff and involves registering each pupil by 9.10am and 1.40pm
- Pupils who are consistently late will be referred to the Education Welfare Service by the Children & Families Officer
- Problems relating to a pupil's attendance will be addressed by the Headteacher, Children & Families Officer and the Education Welfare Service
- Communicating the attendance policy consistently by making sure all stakeholders are aware of the policy at all times

Attendance and Punctuality

St Paul's C of E Primary School values good attendance and punctuality because every child has a legal right to an education.

Absence

The Headteacher decides if absence is authorised or unauthorised. There is no entitlement in law for pupils to take time off during the term to go on holiday

Examples of unauthorised absence include:

- Failure to inform school when a child is off ill and the reasons for the illness
- Arriving at school after 9.30am
- Holidays taken in term time not authorised by the Headteacher

If a child reaches 10 unauthorised absences (5 days) in a school year then it may lead to a fixed penalty fine for per child, per parent (£60 rising to £100 if not paid in the specified time period. Failure to pay could lead to court action). The school year runs from September to July.

Requests for holidays taken during term time

The Department for Education has issued an amendment to the Education (Pupil Registration) (England) Regulations 2013. This regulation is with regard to holidays taken in term time. The amendments make it clear that Headteachers may not grant any leave of absence during term time unless in **Exceptional Circumstances.**

Parents who intend to take their children on holiday during term time **must** request permission from the Headteacher. If consent is not given, parents will be issued with a Fixed Penalty Notice ***irrespective of their percentage attendance.***

This amendment to the Regulation comes into force from September 2013. Any requests for holidays in term time from September 2013 will not be authorised.

Sickness

If a child is vomiting or has diarrhoea, school would advise that they remain at home for 48 hours from the onset of the symptoms. If a child is absent from school please phone in to inform school by 10am on the first day of absence and keep school regularly updated during any prolonged absence. Although the school operates a system where the parents of an absent child are contacted to ascertain the reason for the absence it is the parent's responsibility to inform school of the reason for the absence. If a child is absent for a long period or has regular absences then a doctor's note may be requested before any absences are authorised.

Punctuality

School begins at 8:50am and registers are closed at 9:10am. Any child arriving after this time will be given a late mark and if this is a regular occurrence this may result in a referral to the Education Welfare Service.

Any child arriving after 9:30am, will be given an unauthorised absence which again could result in a referral to the Education Welfare Service.

Extended Leave

Head teachers may grant extended absence from school exceeding ten days for the purpose of holiday in exceptional circumstance as set out in regulation 8(3), S,434(1) of the '96 Education Act.

An application for extended leave must be made in writing to the Headteacher and parents/carers will be notified in writing of the decision. The letter of approval will specify the dates for the start and end of the agreed leave of absence.

If the above procedure has been followed and the child fails to return to school their name can be removed from roll if the following conditions are satisfied:

- The leave granted must exceed 10 days
- The pupil must have failed to attend within ten days following the expiry of the period during which leave was granted
- The governors are satisfied that the child's delayed return is not due to sickness or unavoidable absence

Absence data

We use data to monitor, identify and support individual pupils or groups of pupils when their attendance needs to improve. Persistently absent pupils are tracked and monitored carefully.
We also combine this with academic tracking as increased absence affects attainment.
We share information and work collaboratively with other schools in the area, local authorities, and other partners when absence is at risk of becoming persistent or severe.

Monitoring and Evaluation

St Paul's C of E Primary School will evaluate the effectiveness of its strategies by continual review of procedures.

Monitoring and Evaluation will take place by the Headteacher and Education Welfare Officer.

This policy will be reviewed on a regular basis to take into account any changes in official guidelines or procedures issued by the DCSF and LA. It was last reviewed in September 2016.

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance.

Equally, parents have a duty to make sure that their children attend school, on time, every day.

All school staff and the Governing Body/Trust Board are committed to working with parents and pupils as this is the best way to ensure as high a level of attendance at our schools as possible.

Headteacher Mrs J Rowley

Chair of Governors Mr M Gaunt

Date 03/07/2025