



## ATTENDANCE POLICY 2021-2022

*Henry Chadwick Primary School supports the Staffordshire guidelines with regard to Attendance and Attainment.*

### **Principles of Attendance at Henry Chadwick:**

- Regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.
- Promoting excellent attendance is the responsibility of the whole school community.
- This Policy should not be seen in isolation but is a strand that underpins all other policies related to the well-being of children including safeguarding, behaviour, anti-bullying, and support for children with medical needs.
- All children should be in school, on time, every day that school is open unless the reason for absence is unavoidable

### **School Responsibilities:**

- We will promote positive behaviour and attendance through the use of curriculum and learning materials and will recognise good attendance appropriately.
- We will work with parents and carers to resolve problems which may affect a child's attendance and will involve representatives of other agencies that work with the school such as the School Nurse or representatives of the Local Support Team such as the Education Welfare Officer (EWO), where required, in order to ensure all children can benefit from consistently good punctuality and attendance.
- We will be proactive in encouraging attendance for all pupils through ensuring parents and pupils receive information on the importance of good attendance and punctuality and will react swiftly to intervene to improve attendance of individual children should this become a concern.
- A minutes late report will also be generated for individual pupils to promote punctuality and to maximise learning time.

### **Parents' or Carers' Responsibilities:**

- Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.
- Inform school straight away if your child cannot attend and give the reason.
- Try to make medical, dental or other appointments outside the school day. If these are during the day, a copy of the appointment letter must be provided to the school office.
- Ensure the school is aware of any circumstances at home that may be likely to affect their attendance
- Encourage good routines at home which promote a healthy lifestyle including enough sleep.
- Talk to your child about school and let the school know if your child is worried about any issues such as difficulties with homework or friendship problems.
- Do not book holidays in term time - these will only be authorised in exceptional circumstances
- Seek advice from your G.P. if you are not sure how long to keep your child off school with an illness
- Ensure school has all your up to date contact details.
- Encourage your child to enjoy school and make the most of all the opportunities available to them.
- Follow the latest government guidance regarding COVID-19
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### **The importance of good attendance and its link to attainment:**

There is a clear connection between regular attendance and achievement. As attendance deteriorates, so do performance, achievement, friendship circles and self-esteem.

### **Admissions Register:**

The Education Act 1996 requires parents and carers to ensure their child receives full-time education, suitable to their age, ability, aptitude and any special needs they may have, either by regular attendance at school or otherwise,

Pupils are expected to attend school for the entire duration of the academic year, unless there is an exceptional reason for their absence. There are two main categories of attendance:

- Authorised Absence - when the school has accepted the explanation offered as satisfactory justification for the absence or given approval in advance for such an absence.
- Unauthorised Absence - when the school has not received a satisfactory reason for absence or has not approved a child's absence from school after a parent's request.
- Please be aware that when a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, this may not be automatically authorised.

### **Attendance data and targets:**

**Henry Chadwick have set an attendance target of 97% for 2021 2022 (excluding COVID related illness)**

### **Henry Chadwick 2020 - 2021 - excluding Covid illness**

School Attendance	96.97%
Authorised Absence	2.85%
Unauthorised Absence	0.18%

### **Definition of persistent absence:**

Persistent absentees are defined as those pupils missing 10% or more of possible sessions

### **School Specific Procedures related to attendance:**

The school applies the following procedures in deciding how to deal with individual absences:

- The school expects parents to make contact if a child is ill and unable to attend school, preferably before 9am (leaving a message on the office answer machine if necessary).
- The parents of a child who is absent without having notified school will be contacted directly by the school office staff by 9.30am. This will ensure that the child is safe and at home for a legitimate reason. It is important that parents/carers inform school on a daily basis if their child is going to be absent, unless notified of a longer absence on the first day - e.g. in the case of chicken pox.
- Children should arrive in school at the allotted time for their year group.
- Staggered start and finish times are as follows (this practice has been continued post-Covid due to the positive impact from a smooth dismissal and safeguarding point of view). Timings take into account that all children should be in school for 32.5 hours per week - this is equivalent to 8.45am - 3.15pm each day. It is with these hours in mind that our staggered timetable has been organised.

Parents should ensure that children arrive no later than your start time and don't collect children any earlier than the finish time apart from when agreed for exceptional circumstances. Earlier arrival from 8.30am onwards for any year group is acceptable. The school gates will be locked at 8.55am.

Years 5 and 6	8.35 - 3.05 (register closes at 8.45am)
EYFS	8.45 - 3.15 (register closes at 8.55am)
Years 3 and 4	8.45 - 3.15 (register closes at 8.55am)
Years 1 and 2	8.50 - 3.20 (register closes at 9am)

- Registers will close 10 minutes after the given arrival time for each class; children arriving between their class start time and registers closing will be recorded in the Attendance book as late (SIMS will show L with the number of minutes late). Children arriving after the registers close will be recorded as an unauthorised absence for that session. This information is used to generate a number of SIMS Reports at the end of each month, including reports which are monitored by the Local Authority's Education Welfare Officer.
- If notification is received that a child is absent through illness but there is information or a concern that the child is on holiday the absence will be marked as unauthorised, a request for leave form will be provided to the parents on their return from the absence.
- Children taking part in sporting tournaments or other performances outside of school must complete a request for absence form and be in possession of the relevant Local Authority Licence.
- The Attendance Book is also used to record children who arrive after registration/leave during the day for medical/dental appointments/due to illness.
- Attendance data information is included in every Headteacher's Report to Governors. The policy is reviewed annually by the Governing Board. Half-termly attendance is reported to the Trustees of Greywood MST.
- The Local Authority must be informed of the absence of any child for a continuous period of 10 days or more without school's permission but school should involve the Local Support Team and take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern.
- Parents are encouraged to make medical or dental appointments outside the school day. Children should attend for school before and after an appointment depending on the timing and whereabouts of the appointment venue.
- Attendance data is analysed half-termly so that patterns and trends can be acted upon.
- Attendance meetings can be arranged with the SLT for children with attendance below 90%. Letters will be sent to parents of children with attendance under 90% to offer support and assistance, where required.
- Leave of absence forms are available in the main office or from the school's website for requests for leave. **These will only be granted in the case of exceptional circumstances, and never for the purposes of a family holiday. All unauthorised absences will be considered for the issuing of a penalty notice.**

#### Penalty Notices may be considered if there are:

- Instances of unauthorised absence (this only requires there to be a period (eg one day or more) of unauthorised leave before the school can notify the Local Authority.
- Instances of persistent late arrival at school, i.e. after the register has closed (10 unauthorised lates within a 12-week period required before the Local Authority can be asked to begin statutory action to address persistent lateness).
- The presence of an excluded child in a public place at any time during school hours in that child's first five days of exclusion. An "excluded child" is one who has been excluded from school for a given period under the Education and Inspections Act 2006.
- A Penalty Notice will not be issued in respect of children in the care of the LA with whom other interventions will be used.

As a school we are obliged to inform you that you may be subject to a Penalty Notice if your child's absence from school is unauthorised. This is in line with Staffordshire County Council's Code of Conduct.

The Penalty Notice fine would be:-

- £60 per parent, per child if paid within 21 days, rising to
- £120 per parent, per child if paid between 21-28 days.
- If the fine is not paid within 28 days you may be prosecuted under S444.1 of the Education Act 1996.

We must advise that if the prosecution takes place, the maximum fine is £1,000 per parent, per child. This reflects the seriousness of unauthorised absence from school. Our key priority is to ensure your child is as successful as possible, is able to reach their full potential and gains maximum benefits from their educational experience.

**Links to Important Documentation:**

- [Staffordshire Code of Conduct](#) for Issuing Fixed penalty notices
- Department for Education [Guidance - Pupil Attendance](#) including use of national codes to record attendance or reasons for absence in registers

**COVID -related illness**

COVID-related isolation will be entered as an 'X', sub-coded to indicate isolating awaiting test results following symptoms. Confirmed Covid illness is coded as 'I', sub-coded as a confirmed Covid case.

- Anyone with symptoms of COVID-19 are encouraged to arrange a test and to remain at home whilst waiting for the results; and to continue to remain at home if positive and unwell.
- Isolating pupils will continue to receive remote education. Schools "should maintain their capacity to deliver high quality remote education. Free school meal support should also be provided for eligible isolating pupils."

**Reviewed**                    29<sup>th</sup> March 2022 (Vicki Barnes) - due to an update from the Government

**Adopted at LGB**        29<sup>th</sup> March 2022

**Next Review**            July 2022 - unless government guidelines change in which case it will be reviewed sooner.