



## ATTENDANCE POLICY

### Inclusion for everyone at Cheslyn Hay

This policy is based on the DfE document: School Attendance: statutory guidance and departmental advice - October 2014.

Attendance policy checklist - Entrust (May 2015)

#### Principles:

- 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 community.
- This policy links into our safeguarding, anti bullying, behaviour, equality policies and support for children with medical needs.

#### The Importance of good attendance and it's link to attainment:

- The Department of Education has published research into the effect that missing time from school can have on chances of succeeding in tests and exams. [February 22<sup>nd</sup> 2015 Department of Education](#)). The research is based on data from all schools in England going back several years.
- The results are very clear - missing even small amounts of time from school can have a significant effect on achievement.
- Pupils missing up to just 14 days of school in key stage 2 (normally age 11) are a quarter less likely to achieve level 5 or above in reading, writing or maths tests than those with no absence.

#### At Cheslyn Hay we aim to:

- Highlight the importance of school attendance.
- Promote positive behaviour and attendance through the use of curriculum and learning materials.
- Recognise and reward good attendance habits.
- Work closely with parents/carers to ensure that pupils attend school regularly and achieve 100% attendance.
- We will react swiftly and intervene to improve attendance of individual children should this become a concern.
- Identify low attendance (below 90%).
- Deliver strategies to improve individual pupil attendance.

We will work with parents/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 Education Welfare Workers where required in order to ensure all children can benefit from consistently good punctuality and attendance. We will use the Early Help Assessment process to support this.

#### School Organisation:

- The school day starts at 9.00am and the doors open at 8.45am.
- Pupils who arrive at school after 9.00am should report to the school office and sign in.
- Pupils arriving after 9.15am are marked as late
- Pupils who regularly arrive late are identified and parents/carers will be contacted by the attendance officer and/or headteacher for further discussion.
- Parents/carers are advised that if a child is absent from school then a verbal message, letter or telephone call to school is expected by 9.30am on the day of the absence. The main office can also be emailed on: [office@chps.school](mailto:office@chps.school).

#### Admissions Register:

The school keeps an admission register which records the date that each child joined the school and their personal details. All schools (including academies) must keep a record of attendance register entries for at least 3 years and inform their local authority of any pupil who is going to be deleted from the admission



register.

School can only remove a child's name from this register where they:

- Have been taken out of school by their parents/carers and are being educated outside the school system e.g home education
- Have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- Have a medical condition certified by the school medical officer that the pupil is unlikely to be in a fit state of health to attend school.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or
- Have been permanently excluded.
- School will notify the local authority in advance of any deletion.

### Good Attendance and Attainment

#### **Why should your child attend school every day?**

It is widely reported that good attendance is linked to good attainment.

- We pride ourselves on delivering a curriculum that is exciting and enjoyable for the pupils and one which provides a rich and varied experience.
- We ensure that there are 'special weeks' planned throughout the year including: Health, Maths, One World, Arts and a range of events and activities.
- It is therefore important that the pupils attend every day to ensure that they are covering all aspects of the core curriculum (Maths, English, Science and ICT) but also experience the wider curriculum.

#### **Parent/carer 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
- 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 - this 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.

#### **Elective Home Education:**

If school receives written notification from parents that they wish to home educate their child then we will inform the Local Authority via Entrust at [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk) of the decision to remove the child's name from the admissions register. Whilst school will not seek to prevent parents from choosing to electively home educate their child, neither will they seek to encourage them to do this - particularly as a way of avoiding exclusion or due to a poor attendance record.

#### **Monitoring Attendance:**

This is monitored by the Attendance Officer and the Headteacher daily. There are effective strategies and systems in place to monitor attendance as identified below:

##### **Absence**

- Parents/carers are asked to inform school on the day of an absence by 9.30am.
- The school will make the decision as to whether the absence is authorised or unauthorised.
- Absence is checked daily by the Attendance Officer and parents/carers are contacted to verify their child's absence.
- The headteacher follows up any persistent absence when required.



## **Authorised Absence**

- This includes: sickness, medical/dental appointments (school will ask to see the appointment card), religious observance, family difficulties and other issues as agreed with the head teacher.

## **Unauthorised Absence**

- This includes: holidays, shopping, birthdays, staying at home with parents/carers (various reasons), looking after siblings.
- Any persistent unauthorised absence is reviewed by the headteacher and discussion with the Education Welfare Officer.

## **Punctuality**

It is important to be on time as the first part of the school day is used to give out instructions or organise schoolwork for the rest that day. It is also a time for children to settle down by reading or another quiet activity so they are ready for lessons immediately after registration.

Morning registration is at 8:55am. Your child will be registered as 'late' if they are not in school by 8:55am. Late arrivals are disruptive to the whole class and often embarrassing for your child. We take the view there are no late children, only late parents.

Close of registration is 9:15am. Arrival after the close of registration will be marked as an unauthorised absence code 'U' in line with the DFE guidance.

All lateness is recorded daily. The number of minutes late and the reason for lateness if known will also be recorded. The head teacher and the attendance officer check the list daily and contact parents/carers if this becomes a regular issue. Please collect your child promptly at the end of the school day. Where late collection is persistent and/or significantly late, the school is obliged to take any uncollected pupil to a place of safety and share concerns with other agencies.

## **Fines:**

Changes in the law regarding parents taking their children out of school were introduced in 2014 by the DfE. These changes meant that parents risk receiving a penalty notice (fine) issued by the local authority for taking their child out of school in term time without permission of the Headteacher. The Local Authority (Staffordshire) has consulted with schools and reviewed the criteria for issuing these penalty notices and this has resulted in some changes which are outlined below and which came into effect from 23.2.15.

### **Penalty Notice for leave of absence (holiday) in term time**

- There is no minimum % of attendance at which a fine can be issued
- More than one Penalty Notice could be issued for repeated absence without permission during term time.
- A combined total of 20 sessions (not necessarily grouped as 10 consecutive days) within a 12 week period could trigger a penalty notice.
- Pupil attendance will be monitored across the previous term, regardless of academic year.

### **Penalty Notice for Persistent Absence:**

- Parents whose child is repeatedly absent will now only receive one warning notice period to bring about improvement in attendance in a single academic year. If attendance deteriorates again then no further formal warning will be issued and the Local Authority can automatically consider other statutory actions if unauthorised absence re-occurs.



Further details and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained from the council's website:

<http://www.staffordshire.gov.uk/education/welfareservice/attendance/home.aspx>

**First Response to Absence**

A system for first response is in place to check daily absence and also to contact families if absence is persistent and falling below 90%. The attendance officer and head teacher work closely with the EWO to monitor absence at this level and letters are sent out to parents/carers if pupil absence is a cause for concern.

**School Cluster Collaboration**

We work closely with the Cheslyn Hay cluster of schools to share good practice in relation to school attendance matters.

**Colour Coded Attendance Guidance**

We have adopted the below colour coded guidance for a child's school attendance. We have found this to be a good visual indicator to parents of the meaning of their child's level of attendance. We would like all of our pupils to achieve the 'green' category of attendance, where possible. Our aim for this high level of attendance links the importance of attendance with children's potential learning and attainment.

Attendance %	Meaning	Description
96% - 100 %	Well done this is excellent!!!	You have been absent for less than 2 weeks in the school year, or you may have attended school every day.
91% - 95%	Be Careful!	You could be missing up to 2 weeks of learning in the school year.
87% - 90%	Improvement Needed!	You could be missing at least 4 weeks of learning in the school year.
Less than 87%	Persistent Absence Pupil	You are now a Persistent Absence Pupil and are missing more than 6 weeks of learning in a whole school year.

**How do we promote Good Attendance?**

- Regular newsletters highlight attendance concerns and good attendance.
- Termly colour coded letters to parents/carers related to levels of attendance.
- Parents/carers are kept fully informed about school attendance expectations and punctuality.
- 100% attendance is recognised at the leaver's assembly (July) each term and at the beginning of the Autumn term.
- During each Friday celebration assembly, the class with the best attendance is announced and rewarded with 10 minutes extra playtime the next week.
- End of year reports make reference to good/poor attendance.
- Attendance statistics are used to inform pastoral and curriculum practices.
- The Headteacher reports to the governing body including any issues related to attendance (if appropriate).
- Good attendance is recognised and rewarded and children are given the motivation and incentive to maintain improved attendance through:
  - Stickers and certificates



- Individual recognition each term.
- Presentations for 100% attendance.
- Letters to parents/carers for 100% attendance at the end of the year.

**Responsibility for promoting attendance**

All school staff have a responsibility for promoting pupil attendance. The headteacher has a legal duty to publish the absence figures and to promote attendance. Equally, parents/carers have a duty to make sure that their children attend school regularly.

**The Pupil Voice and Attendance**

The pupils have written their own Attendance policy. See the Attendance policy written by the pupils (attached to this policy).



**INCLUSION NOW!**  
**Every Child Matters at Cheslyn Hay**

**Policy for Attendance**

**Process of Development**

<b><u>First Draft:</u></b>	September 2009
<b><u>Reviewed:</u></b>	September 2010
<b><u>Updated:</u></b>	June 2011 (Resources Committee)
<b><u>Reviewed:</u></b>	July 2012 (Head teacher and Attendance Officer)
<b><u>Agreed:</u></b>	Governors Autumn term 2012
<b><u>Updated:</u></b>	4.9.13 (Head teacher)
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<b><u>Amended:</u></b>	February 2014
<b><u>Reviewed:</u></b>	29.9.14 (Head teacher)
<b><u>Updated:</u></b>	17.6.15 (Head teacher)
<b><u>Updated:</u></b>	22.9.16 (Head teacher)