



# **SHOBNALL PRIMARY & NURSERY SCHOOL**

## **ATTENDANCE PROCEDURES**



**JULY 2020**

Review:  
July 2023

## **Mission Statement**

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. 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. This Document 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, bullying, and support for children with medical needs.

## **Aims**

To promote positive behaviour and excellent attendance is the responsibility of the whole school community.

To ensure children attend school on time every day that school is open unless the reason for absence is unavoidable.

To promote good attendance by the development of positive attitudes towards school.

To strive to make our school a happy and rewarding experience for all children.

To reward those children whose attendance is very good.

To make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

To act early to address patterns of absence to ensure that every pupil has access to full time education to which they are entitled.

Under The Education (Pupil Registration) (England) Regulations 2006 and The Education (Pupil Registration) (England), Amendment Regulations 2010, 2011, 2013 the Local Governing Body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised. School attendance data document and procedures are always outlined by the Headteacher in the termly report to Governors.

## **Definitions**

### **Authorised Absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or guardian. For example, if a child has been unwell, the parent writes a note or telephones the school to explain the absence.

Only the school can make an absence authorised. Parents and carers do not have this authority. Consequently, not all absences supported by parents and carers will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours, this will not mean it is an authorised absence.

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### **Unauthorised Absence**

An absence is classified as unauthorised when a child is away from school without the permission of both the school and a parent.

Therefore, the absence is unauthorised if a child is away from school without good reason, even with the support of a parent. This includes:

- Parents keeping off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark

### **Procedures If a Child is Absent**

When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, which will endeavour to contact a parent or guardian.

When the child returns to school, a note should be brought from a parent or guardian to explain the absence.

A note may be sent to the school prior to the day of absence, e.g. if a child has a medical appointment.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office. The school will then be in contact straight away with the parent or guardian, in order to check on the safety of the child.

Involving other agencies – the JTMAT Attendance Officer is informed of the absence of any child for a continuous period of 10 days or more without school's permission. We also involve take due regard of safeguarding procedures where absence of a particular child is less than 10 days but presents a cause for concern.

### **Requests for Leave of Absence**

We believe that children need to be in school for all sessions, so that they can make the most progress possible. However, we appreciate there can be exceptional circumstances under which a parent may legitimately request leave of absence for a child to attend, e.g. a family bereavement or special event. We expect parents and carers to contact the school as soon as possible in these circumstances. Only exceptional circumstances warrant an authorised leave of absence. We consider each request individually taking into account the circumstances, such as, the nature of the event for which leave is sought; the frequency of the request; whether the parent gave advance notice; the pupil's attainment; attendance and ability to catch up on missed schooling.

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Parents and carers with effect from 1<sup>st</sup> September 2013, no longer have the right to withdraw their children from school for up to ten days for an annual holiday. Thus the Headteacher can no longer approve requests for leave of absence for holidays during term time.

### **Long-term Absence**

When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.

If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact the support services, so that arrangements can be made for the child to be given some tuition outside school.

If a child is known to have been out of the country and a medical note has not been received after ten days then the child can be taken off roll at the discretion of the Head Teacher, in line with statutory guidance.

### **Repeated Unauthorised Absences**

Parents whose children are experiencing difficulties are encouraged to contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be sorted out in this way, the school will refer the parent(s) and child(ren) to the Local Support Teams for Targeted Services and as appropriate other Partner Agencies to overcome barriers to regular attendance, through a range of intervention strategies.

When an individual pupil's attendance level falls below 90% in any term, without good reason, a referral to the JTMAT Attendance Officer will be made by the school. Following investigation any unresolved issues could result in the parent receiving penalty notice or ultimately prosecution under The Education (Penalty Notices) (England) Regulations 2007 & amendments. From September 2013 the penalty notices cost £60 per child, per parent if paid within 21 days or £120 if paid between 22 and 28 days. The maximum penalty on conviction is a fine of £2,500 and/or 3 months' imprisonment. Leave may be granted in an emergency (e.g. bereavement) or for medical appointments which must be in school term time.

### **Definition of Persistent Absence:**

Persistent absentees are defined as those pupils missing around 10% or more of the typical amount possible sessions across a given period.

### **Procedures**

The school applies the following procedures when deciding how to deal with individual absences. The school uses a computerised system to record attendance. The registers stay open until 9.15 a.m. in the morning session and 1.30 p.m. in the afternoon session.

A child arriving late but before the register closes is marked as late. They receive an absence mark initially but if they arrive before 9.15 a.m. then they receive a present mark also, thus creating a late indicator showing that the child is present in school. A child

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arriving after the register is closed is marked absent and a pupil arriving after the register has closed is marked absent with code 'U' (arrived in school after registration closed) or with another absence code if that is more appropriate. In these cases, staff must be aware of a child actually being in class for the purposes of an emergency evacuation. We actively discourage late arrival and are alert to patterns of late arrival and seek an explanation from the parent.

Our expectations with regard to good attendance and time keeping are laid out in the school home school agreement.

### **Rewards for Good Attendance**

All the children who have 100 per cent attendance in any one term will receive an excellence certificate for attendance, awarded at the last assembly of the term.

### **Responsibilities**

The nominated clerical assistant is responsible for maintaining the attendance figures. This includes preparing the class registers

The clerical assistant alerts the Head Teacher to any poor attendance by a child even if reasons have been given by the parents. A decision is then made to send a letter to the parents or JTMAT Attendance Officer contact JTMAT Attendance Officer if the child is already known to JTMAT.

The clerical assistant also telephones parents or sends out letters if the school has not received an explanation for an absence so that the parents may provide a reason.

Teaching staff are responsible for calling the register at the beginning of the morning and afternoon sessions and for returning them to the office for safe keeping. They also inform the Head Teacher of any concerns about a child's attendance or punctuality so that parents can be contacted.

### **School Responsibilities:**

We will promote positive behaviour and attendance through its use of curriculum and learning materials and will recognise good attendance appropriately

We will work with parents 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.

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.

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

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Parents have a legal duty to ensure that their children of compulsory school age attend school regularly.

Inform school straight away if their 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

To talk to their child about school and let the school know if their 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 they are unsure how long to keep their child off school with an illness

Ensure school has all their up to date contact details.

Encourage their child to enjoy school and make the most of all the opportunities available to them.

### **The Importance of Good Attendance and its 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 was 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.

Where pupils miss up to just 14 days of school in key stage 2 (normally age 11) are a quarter less likely to master age related expectations or above in reading, writing or math's tests than those with no absence.

### **Admissions Register:**

School keeps an admission register which records the date that each child joined the school and their personal details including those of their parents and of their previous school.

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.

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A pupil can lawfully be deleted from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 where they have been taken out of school by their parents and are being educated outside the school system e.g. home education (see below on home educated children); 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.

### **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.

### **Attendance Data and Targets:**

The Local Authority does not prescribe individual school targets for attendance or persistent absence. As a School we set realistic but ambitious targets for whole school attendance and persistent absence for all pupils or other disadvantaged or vulnerable groups.

### **Monitoring and Review**

It is the responsibility of the governors to monitor overall attendance, and they will request regular reports from the headteacher. The governing body also has the responsibility for this document, and for seeing that it is carried out. The governors will therefore examine closely the information provided to them, and seek to ensure that our attendance figures are as high as they should be.

The school will keep accurate attendance records on file for a minimum period of three years.

The rates of attendance will be reported in the governors' report.

Class teachers will be responsible for monitoring attendance in their class, and for following up absences in the appropriate way. If there is concern about a child's absence, they will contact the school office immediately. If there is a longer-term general worry about the attendance of a particular child, this will be reported to the headteacher, who will contact the parents or guardians.

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The Headteacher and Admin staff work together to analysis and monitor attendance data. Appropriate date is in place to encourage all pupil's attendance including vulnerable groups This document will be reviewed by the governing body every three years, or earlier if considered necessary.

**Legal Framework**

The Education Act 1996;

The Education (Pupil Registration) (England) Regulations 2006 and amendments 2010, 2011 and 2013

The Education (School Day and School Year) (England) Regulations 1999;

The Education Act 2002; and The Changing of School Session Times (England) (Revocation) Regulations 2011.;

Crime and Disorder Act 1998;

The Anti-Social Behaviour Act 2003;

The Education Act 2005;

The Education and Inspections Act 2006;

The Education (Parenting Contracts and Parenting Orders) (England) Regulations 2007;

The Education (Penalty Notices) (England) Regulations 2007 and amendments; and

The Education and Skills Act 2008.

The Equality Act 2010



## APPENDIX 1



### APPLICATION FOR PUPIL LEAVE OF ABSENCE FROM SCHOOL FOR EXCEPTIONAL CIRCUMSTANCES

*Applications should be made at least two weeks in advance of the requested date and before the leave is arranged as absences will not be granted retrospectively. Parents may receive a Penalty Notice from the John Taylor Multi Academy Trust for taking their child out of school during term time without consent from the school. From September 2013 these Notices now cost £60 per child per parent if paid within 21 days and £120 if paid between 22 and 28 days.*

**Full name of child(ren):** \_\_\_\_\_

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Absence dates:** \_\_\_\_\_

**Reason for Application:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of parent(s)/carer(s):** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

#### Office use only

Request seen by Head Teacher Y/N

Date:

Agreement reached Y/N

Current Att %

Other outcome:

The Head teacher will consider the following points before authorising leave:

1. The exceptional circumstance.
2. The child's previous attendance history.
3. The age of the child(ren).
4. The child's stage of education.
5. The time of year (SATS or exams).

## **JTMAT Schools Attendance Procedures:**

These are the Attendance Procedures for Shobnall Primary & Nursery School and should be read in conjunction with the JTMAT Attendance Policy.

The School Attendance Target for Shobnall Primary & Nursery School is: 97%

The People responsible for attendance matters at Shobnall Primary & Nursery School are:

Senior Leader Responsible for Attendance – Mr D Adams, Headteacher

Attendance Officer – Mrs H Foster

The Times of the School day are: 08:45am for an 08:55am start.

Nursery Class day ends at 11.45am

Reception Class day ends at 03:20pm

Infant & Junior Classes day ends at 03:30pm

To contact Shobnall Primary & Nursery School to provide an explanation for your child's absence please telephone **(01283) 247410** or email [\*\*shb-office@shb.jtmat.co.uk\*\*](mailto:shb-office@shb.jtmat.co.uk)

Pupils arriving late should sign in at main school office. Parents are requested to arrive with their child to provide an explanation for their lateness.

Should a pupil have an appointment during the school day, they are to sign out at main school office. The responsible adult collecting the pupil should present themselves to member of office staff team, with a copy of the child's appointment letter (if not already shown to school).