



COLLINGBOURNE C OF E PRIMARY SCHOOL

Safeguarding and Child Protection

Attendance Policy

RATIONALE

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 adults who are able to realise their full potential and make a positive contribution to their community. School is the foundation for preparing children and young people for life as adults. We are committed to providing an education of the highest quality for all our pupils/students and endeavour to provide an environment where all pupils feel valued and welcome.

For our children to gain the greatest benefit from their education it is vital that they attend school regularly and punctually. Parents and the school community share the responsibility for supporting and promoting excellent school attendance and punctuality for all.

This policy represents our commitment to support pupils to achieve excellent attendance. It sets out the principles, procedures and practice the school will undertake. Strategies to improve attendance and rewards and benefits of good attendance. The sanctions and possible legal consequences of poor attendance and punctuality are also detailed.

Regular attendance is an essential foundation of raising pupil attainment and ensuring every child can meet their full potential. Absence from school can seriously disrupt pupils' continuity of learning. Not only do they miss out on taught lessons, but many children find it difficult to catch up when they return to school.

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. Good attendance links strongly with our school's values and ethos. Parents have a legal duty to ensure their children receive suitable education and a legal responsibility in ensuring they attend school regularly. We do all we can to encourage the children to attend, and to put in place appropriate procedures. The school will accommodate individual needs and accessibility to all to the best of its ability. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. We will make the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Poor or irregular attendance places children at risk, can contribute to contextual safeguarding and welfare concerns and in some cases can result in them being drawn into patterns of anti-social or criminal behaviour and exposure to exploitation.

The school, Local Authority and DfE all recognise that some pupils find it harder than others to attend school and that the best outcomes for those pupils will be achieved when all parties work together to secure excellent attendance.

AIMS

The school will ensure:

- That children and young people make the best use of their educational opportunities by attending regularly, punctually and in a state of readiness for learning.
- That it continues to promote excellent attendance and punctuality.
- It has a consistent framework to improve attendance for all pupils.
- The everyone within the school community understands the issues and procedures for attendance.
- That it communicates to the whole school community (staff, parents, governors etc) the procedures for attendance.
- That it fulfils its statutory duty in relation to school attendance.
- That it encourages good attendance.

We believe that the foundation for good attendance is based on a strong partnership between school, parents and the child. This includes clear communication with parents and pupils regarding our expectations of what is required to secure excellent attendance for pupils at our school.

At Collingbourne CE Primary School we will:

- Provide regular information about attendance through communications via newsletters/DoJo/Website.
- Include attendance information in reports about your child's performance in school and how any absence may be affecting their attainment.
- Work with you and your child to achieve maximum attendance.

At Collingbourne CE Primary School we expect:

- Pupils to arrive at school every day on time.
- Parents to work with the school to ensure that their child attends regularly.

THE LEGAL FRAMEWORK

The law says that ensuring a child receives education is a parent/carer's legal responsibility (Section 444 of the 1996 Education Act). For most parents this means registering their child at a school and ensuring their regular attendance. Permitting absence from school that is not authorised by the school creates an offence in law and parents/carers who do not secure their child's regular attendance at school may be issued with a Penalty Notice or referred to the Wiltshire Education Welfare Service for prosecution in the magistrates' court.

To avoid this happening, we will work with parents and carers to address irregular or poor attendance to ensure full-time attendance.

The Wiltshire LA Attendance Policy and the Education Welfare Service will be used to guide and inform the discharging of statutory duties of the Local Authority in respect of non-attendance at school.

Authorised absence is where the school has given approval in advance for a pupil of compulsory school age to be away or has accepted an explanation offered afterwards as a satisfactory justification for the absence. Approval/agreement must be given by the Headteacher. All other absences are unauthorised.

Unauthorised absences are those where no valid reason has been provided for absence or those absences which the Headteacher has not agreed.

By law schools are required:

- To take an attendance register twice a day: at the start of the morning session and once during

the afternoon.

- To report to the LA pupils who fail to attend regularly or who are absent for ten consecutive school days or more without known reason.
- To show for every session, whether a pupil is present, absent, attending approved educational activity or unable to attend due to exceptional circumstances. Registers are kept open for half an hour after the morning session starts.

WORKING IN PARTNERSHIP - ROLES & RESPONSIBILITIES

At Collingbourne CE Primary School, attendance is the business of everyone in our school community. The governors and all staff are committed to supporting all pupils to achieve excellent attendance and regularly review school procedures and strategies to support this.

PARENTS/CARERS

The school strongly believes that the positive role and contribution parents/carers can make in regards to their children is integral to maintaining good attendance. We expect that parents and carers will work with us if school absence becomes a concern.

Parents/carers are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs which they may have. Most parents choose to fulfil this responsibility by registering children at a school.

Facts about absence and attendance:

Research suggests that a pupil who misses 17 days of school a year will drop 1 GCSE grade in attainment (DfE).

95% attendance equates to half a day off every two weeks in a school year

90% attendance equates to a day off every two weeks in a school year

85% attendance equates to one and a half days off every two weeks in a school year

80% attendance equates to one whole day off every week in a school year

A secondary age pupil whose attendance is 80% will have missed ONE WHOLE YEAR of education by the time they leave school

“Better attendance at school by pupils improves their educational achievements and, in turn, their lives and prospects. Even a small reduction in absence would result in many pupils receiving greater benefit from their education.” The National Audit Office.

Days off school add up to lost learning. There are 175 non school days a year, 175 days to spend on family time, visits, holidays, shopping, appointments etc.

Parental Responsibilities:

- Ensure that their child/children attend school every day, on time, before registers close, appropriately dressed, ready to learn (i.e. not too tired or too hungry to learn) and with the right equipment for the day.
- Work in partnership with the school to help their child/children gain an appreciation of the importance of attending school regularly and punctually.
- Work in partnership with the school to take an active interest in their child/children’s education, to support and reinforce school policies/arrangements on homework, behaviour and approach to learning, to attend parents’ evenings and other meetings where necessary.

- Work in partnership with the school and other agencies (as and when appropriate) to resolve problems relating to non-attendance or which may have a negative impact on their child's attendance, including engaging with formal support offered to prevent the need for legal intervention.
- To acknowledge that they have been in receipt of, and will support, the school's Attendance Policy.
- Notify the school if their child/children is/are absent. Contact with the school needs to be made on the first day of absence, ideally first thing in the morning and before the school register closes. Parents should provide an explanation for the absence which should be confirmed in writing, when the child returns to school.
- Parents are advised to avoid arranging medical or dental appointments during school hours unless there is an emergency.
- Parents must seek permission from their child/children's Headteacher (or authorised representative) by submitting a written application in advance of any request for leave of absence. Requests should be made at least 2 weeks in advance of the requested absence. This could be for the purposes of a family holiday or family occasion, such as a wedding or funeral or for any other reason. Each request should be considered individually and should meet the circumstance of being 'exceptional' if authorisation is being considered.

NB. It is the Headteacher's decision to register an absence as either authorised or unauthorised.

THE SCHOOL

Schools are responsible for supporting the attendance of their pupils and for managing concerns or issues which may lead to non-attendance.

At Collingbourne CE Primary School, the Headteacher and School Business Manager are responsible for improving and maintaining good attendance by developing and upholding all principles within this policy.

School Office staff play an integral role in being the first point of contact in the attendance procedures outlined below with the School Business Manager acting as the school's attendance officer, working closely with the Headteacher. Maintaining a good working relationship with parents/carers and the EWO in regards to attendance, producing reports and attending meetings as necessary.

The Headteacher and all staff are responsible for maintaining attendance profile through assemblies, staff meetings, monitoring, registration process, target setting across year group, liaison with the EWO, parent/carer contact and school attendance meetings, attending Local Authority Attendance Meetings etc.

Class Teachers know the importance of accurate registration and that the register is a legal document. They will ensure that they speak to the Headteacher/school office in regards to attendance issues, follow up notes, have parent/carer contact if agreed and target setting for class/individual pupils.

The school has a Governor with specific responsibility for attendance, who holds visits with the School Business Manager for audit purposes. Attendance forms part of the Headteachers report to the Full Governing Body. Data collection, analysis and scrutiny is completed termly by the Headteacher and School Business Manager.

School Responsibilities:

- To develop and maintain a whole school culture that promotes the benefits of high attendance.
- To have a clear school attendance policy on the school website which **all** staff, pupils and parents understand.

- To accurately complete admission and attendance registers.
- To have robust daily processes to follow up absence (this should be understood by everyone in the school community and communicated to any cover staff to ensure procedures are consistently applied).
- To have a dedicated senior leader with overall responsibility for championing and improving attendance.
- To be proactive in identifying pupils at risk of poor attendance and work with each identified pupil and parents to understand and address the reasons for absence. Schools should be sensitive to the needs of the individual pupil and parent. This should be reflected in the ways in which attendance issues are addressed. For example, schools should recognise that some parents have difficulty understanding written communications. They should also recognise the reluctance of some parents to come into school and work sensitively and proactively with parents to ensure a consistent approach to attendance management.
- To signpost and support access to services where out of school barriers to attendance are identified.
- To work with partners in the multi-agency effort to improve attendance.
- To hold formal conversations with parents where there is lack of engagement to improve attendance and be clear about the potential for legal intervention.
- To work with the local authority where legal intervention may be appropriate.
- To work with other schools in the area such as schools previously attended and the schools of any siblings and to share effective practice where there are common barriers to attendance.
- To maintain the same ambitions of attendance for pupils with medical conditions or SEND and work to maximise attendance.
- Where a pupil is open to social care to notify the pupil's social worker if there are unexplained absences and if the pupil's name is to be deleted from the register.

Pupils

Pupils also have a responsibility to make sure they follow school procedures made known to them for receiving their registration mark, in particular when arriving late.

SCHOOL PROCEDURES

Under the Education (Pupil Registration) Regulations 2006, the governing body are responsible for making sure the school keeps an attendance register. Class teachers take the attendance register which records which pupils are present at the start of both the morning and the afternoon sessions of the school day.

Legally the school register must be taken twice a day.

Morning Registration

- The school gates open at 8.35am each morning. The children walk straight into class.
- The school gates close at 8.45am. Children arriving after that time enter school via the school office.
- The register will promptly be taken at 8.45am. Any child arriving after the register has been taken and up until 9.00 am will be recorded as 'late' (L). These children will come into school via the school office and parents/carers will need to sign the child into school (see Appendix 3). We actively discourage late arrivals, as it not only disrupts the individual child's continuity of learning, but that of the other children in class too.
- Under advice from the Educational Welfare Officer, any child who arrives at school after 9.00 am will be recorded as an unauthorised absence U, which counts as an unauthorised absence for the whole session.
- Parents should tell the school if their child is going to be late, the reason why and expected time of arrival.

The register will also indicate whether a pupil is present, attending an approved educational activity, absent or unable to attend due to exceptional circumstances. The school will follow up any absences to ascertain the reason, identify whether the absence is approved or not, ensure the correct code is entered onto SIMS and ensure the proper safeguarding action is taken if necessary. The School Office staff check the coding on registers to ensure the consistent use of register codes.

The school is required by law to report to Wiltshire Local Authority any pupils who fail to attend regularly, any pupils whose attendance drop below 96% and any pupils who are absent for 10 consecutive school days of more without a known reason. The Wiltshire Local Authority will perform checks on the school's register and computer system to ascertain accuracy. There is additional guidance contained in the Wiltshire LA Attendance Policy and the Education Welfare Service is responsible for discharging the statutory duties of the Wiltshire LA in respect of non-attendance at school.

Afternoon Registration

The register is promptly taken after lunch at 1.15pm.

End of the School day

The school day ends at 3.15pm. We ask that all parents/carers ensure that they are able to collect their children from school on time. Key Stage 1 children (Fox and Hedgehog Classes) are to be collected by parents coming into the school playground via the Rainbow Gate. Key Stage 2 children (Otters and Kingfishers Classes) are allowed to leave the school via the Forest Gate and are supervised by staff as these parents collect from the roundabout (see appendix 2).

We understand that there will be odd occasions whereby parents or carers will be late in collecting children. We ask that parents or carers phone the school office by **at least** 3.10pm to enable us the time to get the message to the child/ren in class – this is extremely important for children in Key Stage 2 as they can leave independently at 3.15 pm, therefore any late calls will result in the child not getting the message as they would have already left. Children will be told to wait in the school library and parents or carers will need to come into reception where the children will be released by the school office. Persistent lateness will result in a meeting with the Headteacher, and should it continue after that, a meeting with the Educational Welfare Officer and potentially Social Services being informed.

Children will not be released to anyone who we have not been advised of.

Most after school clubs finish at 4.00pm with some running until 4.15pm. All children attending clubs will be let out of the front of school. If children are regularly collected late from after school clubs, regrettably, the child concerned won't be allowed to attend further after school clubs.

Attendance Review

Weekly monitoring of the registers will be undertaken by the Attendance Officer, to analyse overall absence for each pupil and identify pupils with low attendance, a pattern of absences that may lead to Persistent Absence (PA), Severe Absence (SA) patterns and levels of broken weeks, lateness, authorised absence and unauthorised absence and reasons for absence. Class teachers will work with the Attendance Officer in regards to attendance monitoring. Please see appendix 4 for attendance review process.

A pupil is classed as a persistent absentee when they miss 10% or more schooling across the school year and as a severe absentee if they miss more than 50% of schooling for whatever reason, whether it be authorised or unauthorised, or a mixture of both. Absence at this level is doing considerable damage to a child's educational prospects and we need parents' full support and encouragement to tackle it. PA and

SA pupils are tracked and monitored carefully, and we combine this with tracking academic progress to assess the effect on the pupil's attainment.

Absence for whatever reason disadvantages a pupil by creating gaps in their learning. The Headteacher will be responsible for putting in place actions for each pupil of concern. Initially we will try to resolve the problem with parents/carers and this may involve requesting medical evidence in order for the school to authorise any further absence due to ill health and/or an attendance meeting with the Headteacher. We may ask parents to agree to a Parenting Contract which details how we will work together to improve attendance. However, if absence continues the school may make a referral to the Local Authority for interventions that may include penalty notices and court action.

EARLY COLLECTION FROM SCHOOL

Parents are asked to give at least 2 days' notice if they intend to collect their child/ren from school early, a DoJo message to the school office, e-mail or phone call is sufficient. We understand that on occasion you may need to collect your child/ren early at the last minute, but please phone ahead to let us know. You will be required to complete a 'Pupils signing-out slip' (see Appendix 3) before you take your child/ren. All early collections will be monitored and the register adjusted accordingly based on what time the child/ren were collected and the reason given for early collection.

ATTENDANCE TARGETS

Our school attendance target is: 97%

This means that we are expecting each pupil to have excellent attendance. Pupils who miss just 3 days of school in a school year will contribute to the school not achieving the attendance target set by the governing board.

100% Attendance is excellent	97% Well done	95% We're concerned	90% We're seriously worried
	On the right path for success! But, equates to 6 days of absence – 30 hours of lost learning	Reduced chance of success. Equates to 10 days absence – 50 hours of lost learning	Very poor attendance seriously impacting education and reducing life choices. Equates to 19 days absence – 95 hours of lost learning

The school sets attendance targets each year. These are agreed by the senior staff and governors at the annual target-setting meeting. The attendance targets are then agreed with the LA SIA. The targets are challenging yet realistic, and based on attendance figures achieved in previous years. The school considers carefully the attendance figures for other similar schools when setting its own targets.

IF A CHILD IS ABSENT

Parents are asked to notify the school when their child is unable to attend, with a reason, on the first and subsequent days of absence by 9.15am. This can be done via phone call or using the absence reporting

section of ParentMail (please do not use DoJo). When a child is absent unexpectedly, the class teacher will record the absence in the register, and will inform the school office, who will contact a parent or guardian, if they haven't done so already. Parents need to keep the school informed, in cases of ongoing absence. A note from a pupil's home does not mean an absence becomes authorised. The decision whether or not to authorise an absence will always remain with the school.

If there is any doubt about the whereabouts of a child, the class teacher should take immediate action by notifying the school office.

Absence is recorded as unauthorised until a satisfactory reason is provided. If the reason given is not satisfactory and/or evidence of the reason cannot be provided, the absence will be coded as an unauthorised absent. Ongoing and repeated lateness after the close of registration is considered as unauthorised absence and may be taken into account if any legal action is taken. We will contact the parent/carer if a child is absent and the parent/carer has not advised that the child will not be in school. Parents can expect contact on every occasion of an un-notified absence. The attendance officer will initially phone parents within 30 minutes of registers closing. If we cannot speak directly with parents/carers then we will make contact with nominated emergency contacts to establish the reason for absence; this is in line with school safeguarding procedures.

If your child has not been seen and no contact has been made with the school to explain absence, a home visit will be made by school staff, to ascertain the safety and wellbeing of your child and family and to establish the reason for absence from school.

After 10 days of unexplained absence, we are obliged to notify the local authority. The local authority will follow their procedures for Children Missing from Education (CME) and parents may expect contact and visits from an Education Welfare Officer to ascertain the well-being and safety of your child.

We will contact parents to address and improve attendance where:

- A pupil's attendance falls below 97%,
- A pupil has more than 3 weeks where they haven't achieved full attendance in a term (in Wiltshire there are 6 terms in an academic year)
- A pupil has more than 4 recorded lates in a term
- A pupil has a regular pattern of absence

REQUESTING LEAVE OF ABSENCE IN EXCEPTIONAL CIRCUMSTANCES

In accordance with DfE guidance, leave of absence from school including for holidays in term-time, may only be authorised in exceptional circumstances.

Parents are required to complete a leave of absence request form which must outline the exceptional circumstances for which the leave has been requested.

Leave of absence request forms must be completed in advance of the dates requested. We require 2 weeks notice unless the absence is related to an emergency.

We do not give retrospective agreement for leave of absence so any absence not advised to the school in advance will be unauthorised.

Requests will be considered by the headteacher and parents/carers will be advised if their request is agreed.

Any pupil who has taken a term time holiday will be required to provide medical evidence if they are ill in the period directly before or after the dates advised to school.

Parents/carers will be asked to provide evidence if a pupil does not return to school on the agreed date following a holiday as a result of delayed or cancelled flights or other travel arrangements.

Where an unauthorised leave of absence is taken, parents will be issued with a penalty notice. This will be in the sum of £120 per parent/carer for each child, but is reduced to £60 per parent/carer for each child if paid within 21 days of issue.

Parents should only request leave of absence/holiday in term time if it is for an exceptional circumstance.

Medical and dental appointments should be made outside of school hours unless there is urgent need for an appointment.

Requests must be made in writing using the Leave of Absence During Term Time Form (see Appendix 1).

Consequences of persistent and severe absence

At Collingbourne CE Primary School we will always work with you to address any attendance concerns. If we have been unable to resolve the issue, despite a number of interventions, then we may have to refer you to the local authority.

The Education Welfare Service has a range of actions available which include:

- 1) The parents/carers may be issued with a penalty notice, which carries a fine of £120, per parent, per child. This is reduced to £60 if paid within 21 days of issue. If not paid at all, court action will be initiated.
- 2) The local authority may initiate court action under Section 444 of the Education Act 1996, which could lead to fines of up to £2,500, imposition of orders such as Parenting Orders or even imprisonment.
- 3) In some cases, action may be taken under the Children Act 1989 to protect the welfare and development of the child.

Exceptional Circumstances

Dictionary definition of **exceptional** (*adjective*):

- Unusual; not typical
- Forming an exception or rare instance; unusual; extraordinary.

In what circumstances could an absence be authorised?

Headteachers may not grant any leave of absence during term time unless there are 'exceptional circumstances'. Each individual case should be examined on its merits before making a decision and should determine the number of school days a child can be away from school if the leave is granted. Current and previous attendance will help form a decision.

A request for leave of absence could be considered exceptional in the following circumstances:

- For service personnel and other employees who are prevented from taking leave of absence outside term time at any point in the academic year, again, previous attendance will be used to form a decision
- The terminal illness or bereavement of a parent or sibling if the absence is concurrent.

The overriding principle should be that the absence ought not to be authorised if it will have a detrimental effect on the child's education.

What is unauthorised absence?

- A parent has made a request to a school for an absence in term time and this has not been agreed by the school
- A parent has not applied for an absence in advance (the regulations do not allow retrospective approval).

Examples of types of absence that are not considered reasonable and which will not be authorised under any circumstances are:

- Going shopping with parents
- Birthdays
- Minding other younger children in the family
- Staying at home because other members in the family are unwell
- Day trips and holidays in term time unless there are exceptional circumstances that have been approved by the Headteacher
- Arriving at school too late to get a present mark (after the close of registration)
- Truancy
- Death of a pet

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 phones and/or e-mails 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.

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.

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.

ANY OTHER ABSENCE

There may be other circumstances when a parent may request an absence for their child, which may involve some time away from home. Examples of these include:

- The wedding of a family member
- Family bereavement
- Prison visits

The school will consider each request individually taking the following into account:

- The nature of the event for which the leave is sought
- Its frequency (is it a one-off or likely to become a regular occurrence?)
- Whether the parent has given advance notice, and
- The pupil's overall attendance

Consideration should also be given to whether the family will need to travel during the absence.

In some cultures specific religious occasions are very important (for example a child's first communion) and the family may want to return to their country of origin to celebrate this with family. Again, consideration should be given as to whether or not the absence is authorised due to 'exceptional circumstances'.

MEDICAL TREATMENT ABROAD

Some families return to their country of origin for medical or dental treatment for a number of reasons. In most cases doctors will provide a letter stating that a child has an appointment or is undergoing medical treatment. Consideration should be given to how long it would be reasonable to allow for travel.

REPEATED UNAUTHORISED ABSENCES

The school will contact the parent or guardian of any child who has an unauthorised absence. If a child has a repeated number of unauthorised absences, the parents or guardians will be asked to visit the school and discuss the problem. If the situation does not improve, the school will then contact the Wiltshire Local Authority support services, who will visit the home and seek to ensure that the parents or guardians understand the seriousness of the situation.

The governors, supported by the Wiltshire Local Authority, reserve the right to consider taking legal action against any parents or guardians who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

STRATEGIES FOR IMPROVING AND MAINTAINING GOOD ATTENDANCE

At this school we take every opportunity to promote excellent attendance for all pupils. We will celebrate excellent attendance by:

- Sensitivity to the needs of individual pupils, understanding the reasons for absence and providing appropriate support
- Raising awareness of attendance at phase transfers
- Attendance audits which help to identify categories of non-attendance and enable targeting through specific strategies
- Governor involvement in implementing parent/school community initiatives
- Pupil involvement/views on procedures and experiences in school which may affect attendance

- Regular attendance data monitoring which forms a baseline from which to action plan responses to specific issues
- Links with other policies – bullying, behaviour management, pastoral care, equal opportunities, special needs

We are a caring school community where the needs of all pupils are carefully considered. Collingbourne CE Primary School provides and promotes a welcoming and positive atmosphere so that pupils feel safe, and know that their presence is valued.

If there are specific issues which might impact on your child's attendance it is important that you talk to us so that we can support you and your child. You can speak to the Headteacher or your child's class teacher by contacting them via the school office.

There may be times when we ask other agencies to become involved to help us understand and work with you to encourage regular school attendance. (eg Wiltshire Council, school health, Ethnic Minority and Traveller Advisory Service, Medical Needs Reintegration Service.) If we feel that this would be helpful we will discuss with you first.

We are very keen to listen to the views of children and parents with regard to attendance matters and we welcome any feedback which helps us to shape how we work with families to address attendance issues and reward excellent attendance.

PENALTY NOTICES FOR UNAUTHORISED ABSENCE

If the absence has not been authorised by the school and an absence occurs, where the child's total unauthorised absences amounts to 10 or more sessions (5 school days), continuous or aggregated within the previous six months within the current academic year (including the most recent unauthorised absence), schools are expected to notify the Education Welfare Service.

Who receives a Penalty Notice?

A Penalty Notice will be issued to each parent for each child named on the notification. In all cases this will be the parent with whom the child lives. For absent parents, step-parents or partners it may be helpful to consider the following:

- With whom the child was with at the time of the absence?
- Was the absent parent aware of the absence?
- Has the school sent a letter of refusal to all concerned?
- Does the absent parent have regular contact or live nearby?

THE ROLE OF THE EDUCATIONAL WELFARE OFFICER IN THE SCHOOL

The Educational Welfare Service is available to provide specific services to encourage good school attendance and allow pupils to benefit fully from the educational facilities available to them. This includes:

- Regular monitoring of registers.
- Regular meetings with the school to discuss and advise on problems related to attendance.
- To agree on action to be taken by the school and/or the Education Welfare Service.
- To liaise and make referrals with other agencies as appropriate.
- Feedback and exchange information in relation to work that has been undertaken by the Education Welfare Officer and/or the school.
- Under certain circumstances it may be necessary for legal action to be taken for the non-school

attendance.

MONITORING AND REVIEW

It is the responsibility of the governors to monitor overall attendance, and they will request an annual report from the Headteacher as well as termly updates. The governing body also has the responsibility for this policy, 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 good as they should be. The governors will support the school in working with the EWS.

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 school prospectus, on the school website and in the annual governors' report.

This policy was produced in line with guidance from Wiltshire Council using current DfE and Local Authority guidance. Parents are assured of the standards that we strive to achieve.

This policy will be reviewed by the governing body every two years by governors and school staff, or earlier if considered necessary, to ensure that it continues to meet the needs of the school community.

Written and Adopted:	September 2009
Last Review:	November 2022
Next Review:	November 2024

COLLINGBOURNE C OF E PRIMARY SCHOOL



Attendance Policy

Leave of Absence Request Form

Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in **EXCEPTIONAL** circumstances.

Circumstances which are notified to the school or Local Authority after a decision has been made by the Headteacher will not be considered. Therefore please be certain to provide details of the exceptional circumstances relating to your application below and attach any supporting evidence.

Please read the attached Local Authority leaflet which explains Penalty Notices issued for unauthorised Leave of Absence during term time.

Name of child(ren):	
Date of birth:	
Class:	
Date of first day of absence:	
Date of return:	
Number of days requested:	
Known siblings and school(s) attending:	
Exceptional Circumstances (reason) for Leave of Absence during term time:	
Signed:	
Parent/Carer Name:	
Date:	

For School use	
Attendance %:	
Total sessions pupil absent this academic year:	
Total unauthorised absence this year:	
Request authorised:	YES/NO

COLLINGBOURNE C OF E PRIMARY SCHOOL



Health & Safety

Dropping off/Picking up Procedure

There is limited parent parking spaces at Collingbourne Primary School, with the added issue of the entry road into school being very narrow and winding. We therefore have a very strict dropping off and picking up procedure that all parents **must** adhere to, to ensure the safety and wellbeing of children at the front of school.

DROPPING OFF:

All children can be dropped off in the morning either by driving up to the school roundabout or by parents parking at the Village Hall or at Court Farm. Those parents of children in Key Stage 1 (Fox and Hedgehog Classes) are required to bring their children into the school, therefore parking at the Village Hall or Court Farm is advised. KS2 parents or parents who drive to drop off are asked to queue in cars around the roundabout and down the road leading into school. As soon as children get out of cars, parents must pull away and leave school immediately, allowing the traffic to filter onto the roundabout, ensuring a constant flow of slow moving traffic. Cars **must not** be left unattended on the roundabout or on the road leading into and out of the school. Any car left unattended will be noted and a letter issued. In the cases of further misuse the right to access the school by car will, unfortunately, be removed.

PICKING UP:

Only children from Key Stage 2 (Otter & Kingfisher Classes) are allowed to leave the school independently. These children leave the school via the Forest Gate and are supervised waiting sensibly to be collected from the roundabout. Parents are asked to queue in cars around the roundabout and down the road leading into school. As soon as children get into cars, parents must pull away and leave school immediately, allowing the traffic to filter onto the roundabout, ensuring a constant flow of slow moving traffic. Cars **must not** be left unattended on the roundabout or on the road into school. Any car left unattended will be noted and a letter issued. In the cases of further misuse, the right to access the school by car will, unfortunately, be removed.

Key Stage 1 children are to be collected by parents coming into the school playground. There is parking available at the Village Hall and Court Farm.

The school will issue Parking Permits to parents/carers with special circumstances, please contact the school office if you require one.

Parents are respectfully asked not to park in the staff car park and over the driveways of residents in Gilberts Piece and Bourne Rise.



COLLINGBOURNE C OF E PRIMARY SCHOOL

Attendance Policy
Pupils Signing-out Slip

Date:	
Time	
Child's name:	
Class:	
Reason for early collection:	
Parent/carer name & signature:	

For School Office use		
Does register need altering:	YES/NO	If yes, what code?
Total no of times collected early this term:		
Does HT need to see parent/carer:	YES/NO	Meeting date:



COLLINGBOURNE C OF E PRIMARY SCHOOL

Attendance Policy
Late Pupils Signing-in Slip

Date:	
Time:	
Child's name:	
Class:	
Reason for lateness:	
Parent/carer name & signature:	

For School Office use	
Total no of times late this term:	
Total no of times late this academic year:	
Flagged up with HT:	YES/NO
Meeting arranged:	Date:



Child Protection

Attendance Review Process

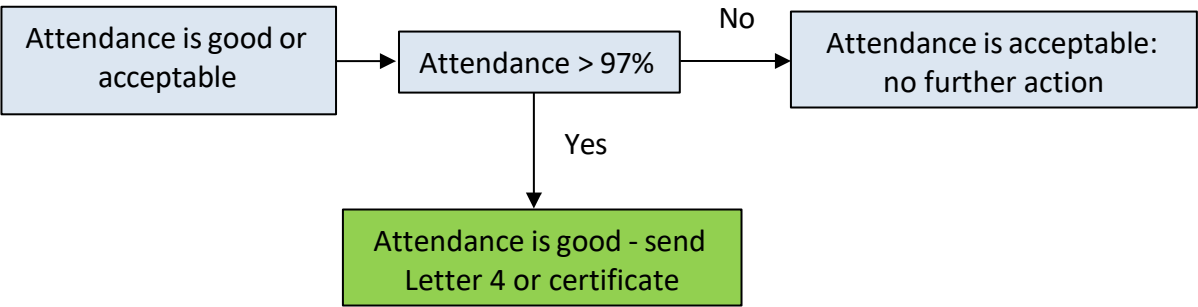
By monitoring attendance periodically, the school ensures it is working in-line with its Attendance Policy, carefully monitoring and evaluating information and data to ensure that every child can meet their full potential by attending school.

ATTENDANCE

Attendance is reviewed each short term. Attendance is categorised and colour-coded as follows:

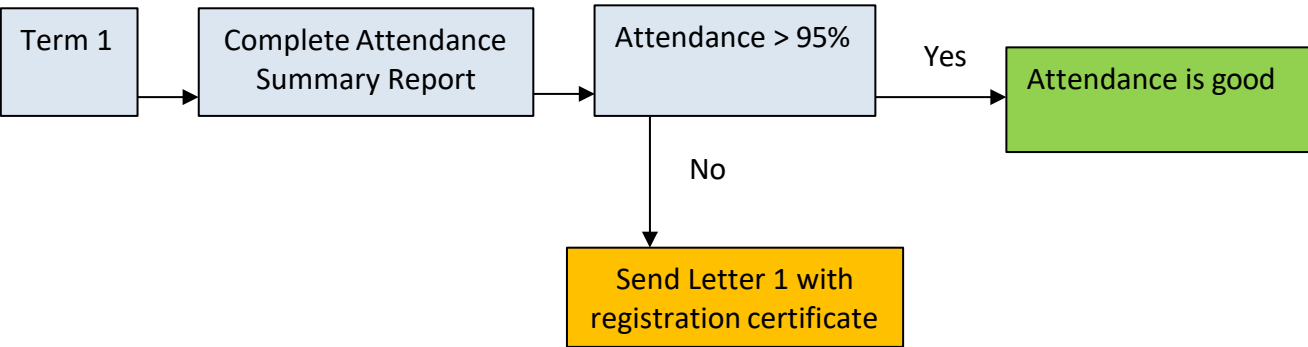
100% Attendance is excellent	97% Well done	95% We're concerned	90% We're seriously worried
	On the right path for success! But, equates to 6 days of absence – 30 hours of lost learning	Reduced chance of success. Equates to 10 days absence – 50 hours of lost learning	Very poor attendance seriously impacting education and reducing life choices. Equates to 19 days absence – 95 hours of lost learning

As well as challenging low rates of attendance we encourage children/families where attendance is good:



Term 1

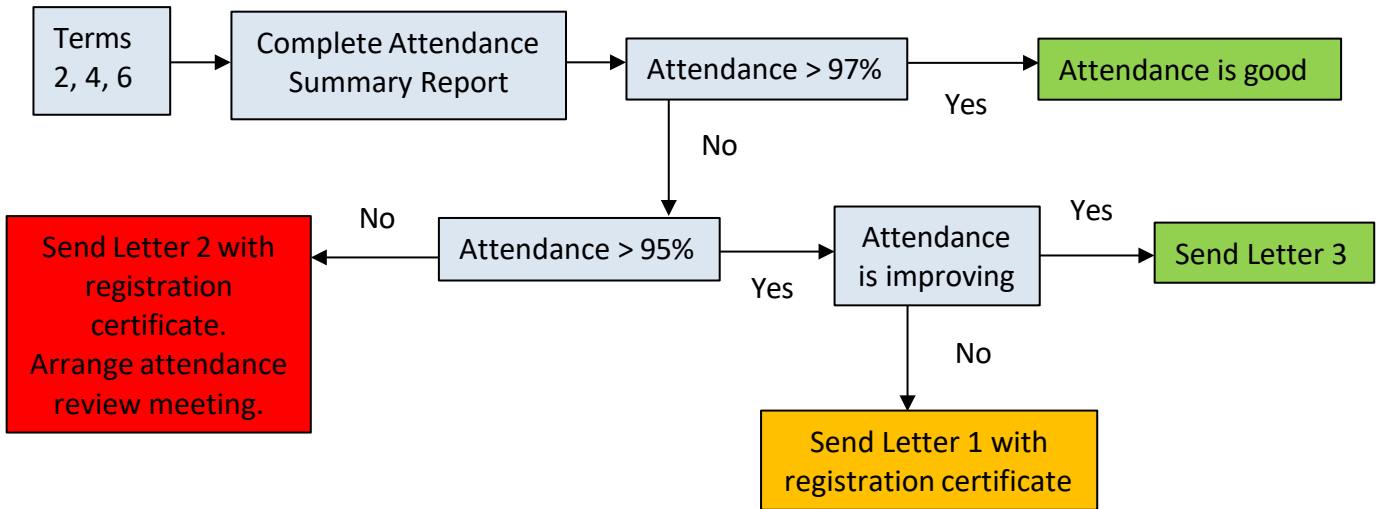
Monitoring in Term 1 allows an early challenge if attendance is low near the beginning of the school year:



N.B. The threshold for intervening is set lower in Term 1 as even a relatively short absence can markedly reduce the attendance rate expressed as a percentage.

Terms 2, 4 & 6

In these terms *all* parents of children whose attendance is unacceptable or poor are informed:

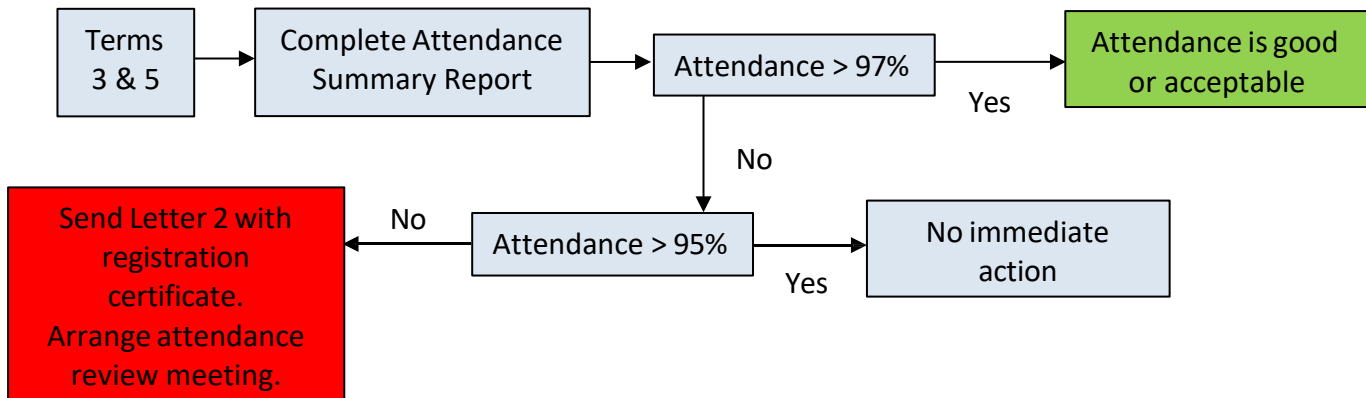


N.B. The attendance category is improving if either:

- *Absence coded red in the previous term has been replaced by absence coded amber or green*
- *Absence coded amber in the previous term has been replaced by absence coded green.*

Terms 3 & 5

In these terms intervention is required only for children with poor attendance:



Appendix: Intervention Letters

Letter #1

Dear **Name**,

ATTENDANCE REVIEW

Each term we review children's attendance for the year to date. Where the rate of attendance is lower than might be expected we contact parents to alert them to this fact. Sometimes this situation can come about for perfectly understandable reasons, but we still want to let parents know how things stand.

Please find enclosed a copy of **Pupil's** registration certificate which you will notice shows several instances of absence **and late arrivals to school**.

We will continue to monitor **Pupil's** attendance over forthcoming weeks. In the event of further concerns I will get in touch again.

Please don't hesitate to contact me if you wish to discuss this situation.

Sincerely,

Letter #2

Dear **Name**,

ATTENDANCE REVIEW

Each term we review children's attendance for the year to date. Where the rate of attendance is lower than might be expected we contact parents to alert them to this fact.

Please find enclosed a copy of **Pupil's** registration certificate which you will notice shows several instances of absence **and late arrivals to school**.

As this situation appears not to have improved from earlier in the school year you are invited to attend a School Attendance Meeting which I have scheduled to take place on **Date** at **Time** at the school. I look forward to meeting you then if this is convenient. However, if you cannot attend on this date please contact the school office in order to rearrange the meeting at a more suitable time. Thank you.

Sincerely,

Letter #3

Dear **Name**,

ATTENDANCE REVIEW

Each term we review children's attendance for the year to date. Where the rate of attendance is lower than might be expected we contact parents to alert them to this fact.

Please find enclosed a copy of **Pupil's** registration certificate which you will notice shows several instances of absence **and late arrivals to school**.

I'm pleased to note that the situation has improved from that noted earlier in the year. This is most encouraging, so thank you for helping bring this about.

We will continue to monitor **Pupil's** attendance over forthcoming weeks. In the event of further concerns I will get in touch again.

Please don't hesitate to contact me if you wish to discuss this situation.

Sincerely,

Letter #4

Dear **Name**,

ATTENDANCE REVIEW

Each term we review children's attendance for the year to date.

I'm delighted to note that **Pupil's** rate of attendance exceeds 95% which means that it is good. This is most encouraging. It gives **Pupil** every chance of taking full advantage of all the opportunities to learn that we provide every day.

Sincerely,