



Templenewsam Halton Primary and Trust Attendance Policy

This Policy is based upon a number of principles

- ◆ Good attendance is vital to child achievement and to develop a positive school ethos
- ◆ Government statistics show a direct link between under achievement and poor attendance at school
- ◆ Attendance contributes to children feeling fully included in the school community and developing a positive attitude towards education and lifelong learning
- ◆ It is important for schools, parents/carers and children to work together to attain high levels of attendance and punctuality

This attendance policy contributes towards the Trust of Schools aims to meet the following positive outcomes

- ◆ To provide safe caring and welcoming environments in which to learn
- ◆ To create happy, healthy schools where every child feels valued
- ◆ To provide an appropriate curriculum for children to enjoy and achieve
- ◆ To provide opportunities to develop economic well-being
- ◆ To encourage all children to make positive contributions.

It is important that all people accept and fulfill their responsibilities

Children's' Responsibilities

- ◆ To attend school
- ◆ To arrive at school on time and follow school procedures for registration, particularly if arriving late for any reason
- ◆ To arrive at school with the correct equipment and uniform
- ◆ To discuss any issues with an adult that might deter them from attending school

School's Responsibilities

- ◆ To monitor attendance and absences (authorised and unauthorised)
- ◆ To investigate any problems that may lead to non-attendance and support re-integration
- ◆ To keep parents/carers informed of attendance issues
- ◆ To work closely with the Attendance Improvement Officer following the referral procedure for children whose absence is giving cause for concern.

Parent(s)/Carers Responsibility

- ◆ To ensure that their children attend school and are punctual. Absences should only be for genuine illness or exceptional circumstances. Exceptional circumstances leave must be applied for from school using the relevant form
- ◆ To provide school with a current telephone/mobile and email address for contact
- ◆ To inform the schools on the first day of their child's absence and each subsequent day
- ◆ To ensure that their children arrive at school with correct equipment and uniform
- ◆ To be aware of their legal responsibilities - Appendix 1

All Trust Schools

Encourage regular attendance in the following ways:

- ♦ By involving children in school attendance policies and practices
- ♦ By responding promptly to a child's or parent's concerns about the school or other children
- ♦ By celebrating good attendance
- ♦ By appointing a member of staff to take the lead on attendance who also supports cluster developments
- ♦ By appointing an Attendance Governor

Respond to non-attendance in the following ways:

- ♦ By daily contact to all parents of children who fail to attend where no contact has been made to explain the absence
- ♦ By follow up contacts if there is no response from the parents. The school will continue to try and contact the parent. If no contact is made the school will follow the Trust procedures for monitoring absences - Appendix 2

Registration

- ♦ All Trust schools take attendance registers twice per day in the morning and afternoon sessions.
- ♦ Children arriving after registration will receive a late mark, 8.50 in KS2 and 8.55 in KS1 and Reception
- ♦ Children arriving more than 30 minutes after the end of registration will receive an unauthorised absence mark

Authorised and Unauthorised absence

- ♦ All Trust schools will monitor their own attendance issues initially and any decision regarding authorising or unauthorising absence will only be made by the head teacher of each individual school.
- ♦ All schools will escalate the Trust attendance interventions when they identify concerns which are persistent about individual child absences - Appendix 2
- ♦ All parents must apply for 'Exceptional Circumstances Leave' of absence if they intend to remove their child from school during term time for any reason* - Appendix 3

Collection and the use of attendance data

The efficient and speedy collection of data within each school is essential to the development of effective strategies for action. Data collected will be used to monitor:

- ♦ Individual absences and lateness at school
- ♦ Patterns of absence and lateness and the identification of trends by class, year group and whole school. This will allow weekly, half termly, termly and whole year comparisons to be made and strategies for improving individuals and whole school attendance planned accordingly.
- ♦ Persistent Absence (PA) data is collected by all schools every term and sent to the local authority and the government. A child is deemed to be persistently absent if they have more than 22 absences in the autumn term or more than 38 absences by the end of the spring term. This equates to a child having approximately less than 85% overall attendance. Persistent absence includes all authorised and unauthorised absence.

Safeguarding/Children Missing in Education

- ♦ All schools, after they have exhausted their own school contacts, will refer any child who is absent for 10 days or more without reason to the Attendance Adviser (as per the local authority CME guidance).
- ♦ **CME referrals** will also be completed for all children who leave a Trust school to move to another Local Authority if no application for another school has been made and the Trust school has no contact from a future proposed school.
- ♦ Trust schools will not remove any child from roll unless they have consulted the Attendance Improvement Officer first

Early Years

- ♦ All children's Centers follow the Trust attendance policy - Appendix 4

Rewards

- ♦ Good attendance is reinforced through rewards, with the PTFA supporting a 100% attendance prize at the end of an academic year

All schools within the Trust use the Government registration codes below

Registration Codes

Code	Meaning/When to use
/	Present AM- morning session
\	Present PM- afternoon session
B	Educated off site (NOT Dual Registration)
C	Leave of absence authorised by the school Only exceptional circumstances warrant an authorised leave of absence. Schools should 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; and the child's attainment, attendance and ability to catch up on missed schooling.
D	Dual Registration – also on roll at another educational setting e.g. PRU
E	Excluded
F	No longer in use
G	Holiday not authorised by the school or in excess of the period determined by the head teacher. If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.
H	Holiday authorised by the school Head teachers should not grant leave of absence unless in exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a child can be away from school. A leave of absence is granted entirely at the head teacher's discretion.
I	Illness (NOT medical or dental appointments)
J	Interview
L	Late before register closes.
M	Medical/Dental appointment
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
R	Religious observance
S	Study leave
T	Traveller absence
U	Late (after registers close)
V	Educational visit or Trip
W	Work experience
#	School closed to children and staff, also used for training days
Y	Forced and Partial school closure
X	Untimetabled sessions for non-compulsory school age children
Z	Not on school roll
-	Should attend – no mark recorded

The Trust aspires to achieving a **minimum** attendance for all children of 95% in line with national targets.

This policy is reviewed annually – June 2014

****Unauthorised leave may result in the issue of a Penalty Notice under the provisions of the Education Act 1996 (as amended) By law, you must ask permission for your child to miss school. If you don't you risk a penalty notice. Penalty notices can be issued per parent and per child.***

Payment of a Penalty Notice, if paid within 21 days, is £60.00. If you do not pay within 21 days, the fine is increased to £120.00 and you have a further 7 days to make this payment in full. Non-payment of a Penalty Notice within the total 28 day period could result in the commencement of criminal proceedings in the Magistrates Court under section 444 of the Education Act 1996.

Appendix 1 Trust - Attendance & Punctuality Guide for parents

Appendix 2 Trust – Attendance Checklist

Appendix 3 Trust - Exceptional Circumstances Leave form

Appendix 4 Trust - Early Years Attendance and Punctuality leaflet