

# Canon Sharples CE Primary School & Nursery



## Whole School Attendance and Punctuality Policy

Updated May 2019

# WHOLE SCHOOL ATTENDANCE AND PUNCTUALITY POLICY

## Mission Statement

Canon Sharples is a Christ centred school that aims to place the curriculum within a Christian setting. We hope, in such a way, to inspire our pupils to grow in a personal understanding of all that it means to be human through the acquisition of skills, beliefs, attitudes and values.

We aim to be a school where all can achieve and become happy, confident, well motivated and independent learners. We aim to encourage our pupils to enrich both their own lives and the lives of others by the application of all that they have learned.

As a Voluntary Aided Church of England School, we have six Christian Values at the heart of everything we do.

[Fellowship, Friendship, Love, Peace, Respect and Trust](#)

In line with our Mission Statement and Aims we are committed to providing a full and efficient education for all pupils and which embraces the concept of equal opportunities for all. We will endeavour to provide an environment where all pupils feel valued and welcome.

For a child to reach their full educational achievement a high level of school attendance is essential. We will consistently work towards a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

School attendance is subject to various Education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Children, Schools & Families

Each year we will examine our attendance figures and set attendance/absence targets. These will reflect both national and Wigan attendance targets.

We will review our systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain the procedures that we will use to meet our attendance targets.

## **School Procedures**

Any child who is absent from school at the morning or afternoon registration period must have their absence recorded as being authorised, unauthorised or as an approved educational activity (attendance out of school). Only the headteacher or a member of staff acting on their behalf can authorise absence. If there is no known reason for the absence at registration, then the absence must be recorded in the first instance as unauthorised.

## **Lateness**

Morning registration will take place at the start of school at **9.00am**. The registers will remain open for **30 minutes** in line with the Department for Children, Schools and Families (DCFS guidance). Classroom doors shut at 9.00 and any child arriving after this time must come through the front office and sign in using Invenry system. Pupils arriving after the start of school but before the end of the registration period will be treated for statistical purposes, as present, but will be coded as late before registers close.

In cases for example, where the absence at registration was for attending an early morning medical appointment, the appropriate authorised absence code will be entered. Proof is required for all medical appointments during the school day.

Any pupil arriving after this time will be marked as having an unauthorised absence (U) unless there is an acceptable explanation.

Pupils who are consistently late are disrupting not only their own education, but also that of others. Where persistent lateness gives cause for concern, a meeting with School will be arranged to discuss what support can be offered.

The afternoon registration will be at 1.10pm  
The registers will close at 1.25pm

## **First Day Absence**

If a child is absent, parents/carers should call the school on the first day, before 9.30am stating the reason for the absence.

If no contact is made by parents/carers explaining the absence on the first day, the school will try to phone to secure an explanation. Where the school is unable to make contact by phone either a letter will be sent or a member of staff may make a home visit.

If, after the child returns to school no explanation of absence is given by the parents/carers, the school will write using our absence form. The absence will be recorded as unauthorised after 2 weeks if no explanation can be obtained. **When absence falls below 90% all further absences will be unauthorised without suitable proof.**

Red, Amber and Green letters will be sent half termly to keep parents informed of their child's attendance. Regular register checks are carried out and if attendance falls below 90% parents/carers will be contacted requesting an improvement and offering support. If attendance rate does not improve the Learning Mentor will liaise with other agencies including Startwell who may contact the parents/carers by letter, do a home visit or invite parents/carers to a formal meeting.

### **Persistent Absence (Defined in legislation as 10% or more absences)**

Either authorised or unauthorised. A child who is persistently absent is at risk of failing to achieve their full potential within the school environment. School may carry out home visits to establish why a child is not in school.

### **Onward referral to support services (Attendance Enforcement Service etc)**

Any pupil who is absent without an explanation for one week will be discussed with Startwell and a Child Missing Education checklist will be completed. A police welfare check may be requested.

### **Frequent Absence**

It is the responsibility of each class teacher and the learning mentor to be aware of and bring attention to, any emerging attendance concerns.

In cases where a pupil begins to develop a pattern of absences, the school will try to resolve the problem with the parent/s. If this is unsuccessful the school may refer to the School Nurse if the problem appears to be a medical one. In other cases the school will seek advice from Startwell. Where attendance and punctuality are a concern absences will only be authorised with proof of any illness or appointments requiring time away from school.

### **Leave of Absence in term time**

Following the change in legislation September 2013, the school will not grant leave of absence for family holidays. Other leave will only be approved in exceptional circumstances.

Parents/carers must complete the leave of absence request form in good time for permission to take their child out of school during term time.

If the request is denied school will inform the parent/carer of the reason by letter. If the parents/carers choose to continue with the planned holiday it will be taken as an **unauthorised absence**.

In the rare circumstance when the Head teacher and Chair of Governors is satisfied that there are exceptional reasons for the leave in term time, he/she will agree up to 10 consecutive days in any one school year. This will be an authorised absence.

### **Penalty Notices**

Section 23 of the Anti Social Behaviour Act 2003 empowers designated LA officers to issue penalty notices in cases of unauthorised absence from school. The Education (Penalty Notices) (England) Regulations 2004 came in to force on 27<sup>th</sup> February 2004.

**A copy of the Education Penalty Notice procedure is on the school website.**

### **Attendance Awards**

We issue Gold 100% badges at the end of each school year with children's names published in our school newsletter. Year Six children with 100% attendance receive special mention at our Valedictory evening

## **Attendance Targets**

The school will set attendance targets each year and the Headteacher is responsible for overseeing progress towards it as well as analysing attendance patterns.

**Our schools targets are:**

	<b>Absence Target</b>	<b>Actual Attendance</b>
2016/17	96%	94.3%
2017/18	96%	95.01%
2018/19	96%	

## **A Welcome Back**

It is important that on return from an absence that all pupils are made to feel welcome. This should include ensuring that the pupil is helped to catch up on missed work and brought up to date on any information that has been passed to the other pupils.

## **Absence notes**

Notes received from parents explaining absence should be kept for the remainder of the academic year. If there are attendance concerns about the pupil, that may require further investigation, then the notes may need to be retained for a longer period.

## **Promoting attendance**

We will use opportunities as they arise to remind parents/carers, that it is their responsibility to ensure that their children receive their education. For example our Home/School agreement is used to promote attendance and punctuality.

## The registration system

We use a computerised system for keeping the school attendance records. The following national codes will be used to record attendance information.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (NOT Dual registration)	Approved Education Activity
C	Other Authorised Circumstances (not covered by another appropriate code/description)	Authorised absence
D	Dual registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised absence
F	Extended family holiday (agreed)	Authorised absence
G	Family holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Family holiday (agreed)	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised absence
P	Approved sporting activity	Approved Education Activity
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Traveller absence	Authorised absence
U	Late (after registers closed)	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Untimetabled sessions for non-compulsory school-age pupils	Not counted in possible attendances
Y	Enforced closure	Not counted in possible attendances
Z	Pupil not yet on roll	Not counted in possible attendances
#	School closed to pupils	Not counted in possible attendances

Our computer registers are printed out at least once a month and bound into annual volumes. These are kept for at least three year.

Entries in paper registers must be in ink. All corrections must be visible (no correcting fluid)

## Register Security

Our computerised register is part of our secure admin system. Paper/ Weekly registers are kept in the school office and are issued for the specific registration periods.

## **Categorisation of Absence**

**Any pupil who is on roll but not present in the school must be recorded within one of these categories.**

1. Unauthorised Absence
2. Authorised Absence
3. Approved Educational Activity

### **1. Unauthorised absence**

This is for those pupils where no reason has been provided, or whose absence is deemed to be without valid reason.

### **2. Authorised absence**

This is for those pupils who are away from school for a reason that is deemed to be valid under the Education Act 1996 and subsequent amendments.

### **3. Approved Educational Activity**

This covers types of supervised educational activity undertaken off site but with the approval of the school.

**Note Pupils recorded in this category are deemed to be present for attendance returns purposes.**

This would include:

- Work experience placements
- Field trips and educational visits
- Link courses or approved education off site
- Most types of dual registration

## **Monitoring and Review**

The headteacher monitors the effectiveness of this policy on a regular basis. The headteacher also reports to the governing body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The Governors review this policy every three years. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

**Reviewed by: Local Governing Body**  
**Review date: May 2019**  
**Next Review date: May 2022**

## Appendices

### 1 The Law

The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)

The Education (Pupil Registration) (England) Regulations 2006

The Education (Pupil Registration) (England) (Amendment) Regulations 2010

The Education (Pupil Registration) (England) (Amendment ) Regulations 2011

The Education (Pupil Registration) (England) ( Amendment ) Regulations 2013

The parent of every child of compulsory school age shall cause him to receive efficient full-time education suitable-

[a] To his age, ability and aptitude and

[b] To any special needs he may have either by regular attendance at school or otherwise.

For educational purposes the term parent is used to include those that have parental responsibility and/or those that have the day to day care of the child.

The legislation that appertains to children who are of compulsory school age and are registered at school is contained within this Act.

Part V1 Section 444 contains the details of when an offence is committed if a child fails to attend school.

Register and Admission Roll keeping.

The legal requirements are found in: The Education [Pupil Registration] (England) Regulations 2006



**Appendix 2: Absence Form**

Dear Parent,

Your child was absent from school as listed below and we do not appear to have had an explanation for the absence. We have not been able to contact you by phone and so I would be grateful if you would complete and return the slip below as soon as possible.

Parents are requested to contact school on the first day of absence and to send a written explanation on the child's first day back in school.

Yours sincerely,

Mrs J Woodcock  
Headteacher

=====✂=====✂=====✂=====

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date of Absence:  
\_\_\_\_\_

Reason for Absence:


Signed: \_\_\_\_\_  
Parent/guardian

**Appendix 3: 90% letter**

To the parent/guardian of \_\_\_\_\_

\_\_\_\_\_

Dear Parent /Guardian,

During a recent register check it was noted from the records that your child has been absent from our school on a number of occasions in recent weeks. Although you may have informed school of the reasons for some or all of these absences, I am concerned that your child is currently achieving an attendance rate of below 90%.

These absences are obviously affecting your child's performance within school; I therefore ask that you fulfil your responsibility to ensure your child's regular attendance at school.

Should his/her school attendance not improve our learning mentor will be arranging a meeting in school to discuss the concerns.

I am aware that occasionally, it may be necessary for children to be absent from school, but ask for your support in ensuring your child's regular school attendance in order that your child may benefit from the educational opportunities available.

Should you wish to discuss this situation further please do not hesitate to contact me.

Yours faithfully,

Mrs J Woodcock  
Headteacher

**Appendix 4: Leave of Absence Forms**

**Leave of Absence in term time REQUEST FORM**

A request for absence **MUST** be made at least a minimum of six weeks before the trip.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Class/Teacher: \_\_\_\_\_

First date of requested absence: \_\_\_\_\_ Return to school date: \_\_\_\_\_

Reason for absence (Please give details of the 'special circumstances' that warrant permission being granted):

I understand that keeping my child off School for any longer than agreed or if my request is not granted, will result in the absence being recorded as Unauthorised. This may result in action being taken against me for Non School Attendance.

Parent/Guardian Name: .....

Signature: .....Date of Request.....

The Headteacher will consider the following points before authorising leave:-

- The pupil's previous attendance history
- The age of the pupil
- The child's stage of education
- Time of Year (SATS/Exams)
- The nature/reasons for the absence

**Amendment to 2006 school attendance regulations.**

From September 2013 headteachers may not grant any requests for holidays taken during term time. Leave for other reasons may be granted but only in exceptional circumstances. Full details can be found on the website [www.education.gov.uk](http://www.education.gov.uk)

Office use

Seen by \_\_\_\_\_ Agreement \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 5: Punctuality letter**

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

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Dear Parent,

Good attendance and punctuality is very important and has a significant impact on the progress which children make in school. Attendance in schools is carefully monitored and there is a national and local drive to make improvements.

Your child has been late for school \_\_\_\_\_ times this week and so this is causing concern.

Please arrange for your child to arrive at school slightly before the start of the day. We would recommend 8.50pm as this allows the children time to chat with their friends ready for a good start to the day.

If you are having difficulties with getting your child to school on time or if you have any queries please do not hesitate to contact me.

Yours sincerely,

Mrs J Woodcock  
Headteacher

Date:

Dear Parent/Guardian

## **School Attendance**

We introduced a traffic light system of Red, Amber and Green letters to help improve the attendance and punctuality of all our pupils. As we have seen an improvement we are going to continue with informing parents of how well their children are attending.

If you have a Green letter, your child has attended school for over 95% of the time and is ideally where all pupils should aim to be. If this continues your child is likely to achieve their full potential.

If you have an Amber letter, this means that your child's attendance is below the level recommended. It may be due to illness but we feel that you need to be made aware before the level of attendance becomes a cause for concern.

If you have a Red letter, then your child has missed significant periods of time away from school and is at serious risk of under achieving and being classed as a 'Persistent Absentee'. When a child's absence falls below 90% we may ask other agencies to become involved to help improve their attendance.

We are asking for the support of all parents to help improve attendance levels, as we believe this is one of the main ways in which our children will be happy at school and achieve their full potential.

Yours sincerely

Mrs J Woodcock  
Headteacher



## Appendix 7

Dear Parent,

### **Education Penalty Notice Warning for Non-School attendance**

Under the Education Act 1996, parents and carers have a duty to make sure their children regularly attend school. If parents or carers fail to do this, they can be prosecuted.

Working within a Code of Conduct the Local Authority can issue a penalty notice to parents or carers if a child has missed a number of sessions without permission from the school.

If your child falls within one or more of these categories within a 12 week period

- 10 sessions (5 days) of unauthorised absence with under 90% attendance
- 20 sessions (10 days) of unauthorised absence
- persistently arrives late for school after the close of registration

you could receive a Penalty Notice of £60 which will increase to £120 if not paid within 21 days. The Penalty Notice will need to be paid in full before 28 days of the notice being served. Failure to pay a penalty notice may result in prosecution (a separate penalty notice may be issued to each parent for each child).

In law, an offence is committed if a parent fails to secure a child's regular attendance at school. Wigan Council Attendance Service, in conjunction with schools, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

You may also receive a Penalty Notice for the offence of failing to secure regular school attendance under the following circumstances:

- Your child is stopped on a truancy sweep
- You fail to ensure that your child is not in a public place during the first 5 days of a fixed term or permanent exclusion.

The Local Authority and schools are committed to providing the best possible future for your child. If you have concerns about your child's attendance at school or if you are experiencing any difficulties please contact your school and ask for support.

Yours sincerely,

Headteacher