



TARVIN PRIMARY SCHOOL

ATTENDANCE & PUNCTUALITY POLICY

Introduction and Aim

Tarvin School recognises the importance of good attendance and the impact it has on children's progress, attainment, enjoyment of learning and relationships within school. Good attendance helps a child to realise their potential and ensure they are motivated, confident and enjoy a diverse range of curricular opportunities and experiences. Our school policy and prospectus promote good attendance, which is recognised and rewarded as an achievement.

The school monitors attendance and ensures quick and early intervention if a problem is identified. A child must attend school every day that they are required to do so unless an exceptional circumstance applies. The Attendance and Punctuality Policy is based on the premise of equal opportunities for all.

Aims and Objectives at Tarvin School

- To improve quality of school life.
- To create a culture in which good attendance is 'normality'.
- To demonstrate to all that the school values good attendance and to recognise that good regular attendance is an achievement.
- To be consistent in implementation, both in terms of rewards and sanctions.
- To value the individual and be socially and educationally inclusive.
- To involve the children more in their school attendance.
- To improve communication with parents/carers about regular school attendance.
- To ensure that all staff continue to take responsibility for the attendance of the children and to recognise the importance of class teachers in promoting and monitoring attendance.
- To promote regular attendance and punctuality by being vigilant and maintaining the school internal absence record.
- To ensure that a child's learning is not jeopardised by poor attendance.

Legislation:

- Section 7 of the Education Act 1996 states that "The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education either by regular attendance at school or otherwise".
- Section 444 (1) of the Education Act 1996 states that "if a child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his parent is guilty of an offence".

Therefore, regular, and punctual attendance at school is a legal requirement. Additionally, regular attendance is essential to enable children to maximise their educational attainment, opportunities, and further development.

Section 576 Education Act 1996 – Meaning of “parent”

For the purposes of Education Law, the definition of a ‘parent’ and who is responsible for ensuring regular attendance to school is:

- All biological parents, whether they are married or not
- Any person, who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative.
- Any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person. This could be one parent, both parents and/or carer/s.

Targets of Attendance Policy

- To have an effective means of collecting and monitoring school attendance. This is carried out by daily register marking and input of all attendance onto SIMS. The registers are recorded weekly onto SIMS and the computer is backed up on a daily basis.
- To ensure that the above data is readily available for use by school managers and staff in conjunction with the Education Welfare Service who continue to carry out Register Inspections in schools.
- Senior Management Team to monitor and agree targets of attendance and agree strategies to improve attendance.
- To ensure that parents/carers are aware of the school policy aims.
- To review the policy on an annual basis.

Roles in School

Responsibility

Headteacher/Safeguarding Lead

To monitor the attendance throughout school.
To raise the level of attendance of those identified as being at risk i.e. persistent non attendance.
The welfare of children in school (along with teaching staff).

Headteacher/
Safeguarding Lead/Teachers

To monitor the attendance situation of individual children/ follow up attendance etc

School Office

To record all attendance onto SIMS (School Information Management System) and to produce regular reports regarding attendance to allow monitoring.

Governors

To keep a check on general situation of attendance

Procedures

Children are expected to attend school regularly over full 190 days of the academic year, unless there is a good reason for absence. (Children who start in Reception have a staggered, part-time intake for the first week of term).

There are two types of absence:

Authorised Where the school approves the absence.

Unauthorised Where the school does not approve the absence.

The school has a duty to safeguard all its pupils. If a child is absent, the parents/carers should inform the school on the first day of absence, and each following day of absence, stating the reason. If no contact can be achieved or the reason for absence is not accepted, the absence will be unauthorised.

Lateness and Punctuality

Registers close at 9.25am in the morning (30 minutes after opening) and in the afternoon at 1.05pm for Infants and 1.35pm for Juniors.

School begins at 8.55am and all pupils are expected to be in school at this time. School gates are closed at 8.55am, any pupils arriving after this time enter via the main entrance and their arrival time is recorded in the office.

Arrival after 8.55am and before 9.25am, the official time when registers close in the morning (without prior knowledge) will result in a late mark against that pupil – coded as L.

In accordance with the 'Education (Pupil Registration) (England) Regulations 2006', if a child arrives after the registers close, they will receive a mark – Code U, that shows them to be onsite, but this will not count as a present mark and will mean they have an unauthorised absence. This may mean that the parent/carer could face the possibility of a Fixed Penalty Notice or other legal action if the problem persists.

Children who are consistently late for school are disrupting not only their own education, but also that of other children. Where persistent lateness gives cause for concern, parents will be contacted to meet to resolve the issues. If there is no improvement following this, further action will be taken which may include referral to external agencies.

Parents/carers may approach school at any time for support and advice over maintaining regular attendance for their child.

The late mark report is produced monthly by the attendance officer and any concerns referred to the Senior Management Team.

Identification and Referral

Attendance concerns are made by the class teacher/office staff and referred to the Headteacher and Safeguarding Lead. Regular checks are made on attendance. The register is analysed monthly to identify trends and attendance patterns. Reports are printed at the end of each month - % attendance, whole school summary, lateness, unauthorised absence, and broken weeks. These are then analysed and referred if necessary.

The report of below 90% attendance is given to the Headteacher and Safeguarding Lead. These monthly reports are also held in the school office.

The Headteacher/Safeguarding Lead will then follow up the concern with the parent/carer initially by telephone, then letters home (including attendance percentage record), meetings with parents and if necessary, the setting of individual attendance targets. The school refers to the Cheshire West and Chester Council School Attendance Guidance Document.

If there is no sufficient improvement after initial contact, the parents/carers would be invited into school and the Headteacher would reinforce parental duty to ensure school attendance and offer support by providing links to other agencies.

Communication and Consultations

The Headteacher will review this policy and will make any changes in consultation with the Senior Management Team and Governors.

Parents/Carers are advised on policy and issues of attendance through various methods.

- School Website
- School Prospectus
- When children first start school
- Newsletters
- Parents'/Carers' Evenings
- Home School Agreements

The children are advised of the aims and expectations of the policy:

- In assemblies
- In the classroom

Exceptional Circumstances for Absence from School

Family Respite

Family Crisis (Severe Medical Needs, Bereavement, Adoption etc)

Religious events

Examinations

Approved sporting activities

Urgent Medical Appointments.

Application for Exceptional Circumstances

From 1st September 2013, the DfE announced important amendments to legislation regarding holidays in term time. In the year 2011 to 2012, 9.7% of all absences in England were due to parents taking their children out of school during term time. This high level of absence has led the DfE to make this important change.

From 1st September 2013 the new law does not give any entitlement to parents to take their child on holiday during term time. Any applications for leave of absence must be in exceptional circumstances and the Head Teacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined by the Local Authority for taking their child on holiday during term time without consent from the school.

The new legislation will bring about increased attendance and improving standards in schools.

Holiday/absence requests received after 1st September will therefore be recorded as unauthorised leave (unless in exceptional circumstances). Parents are still requested to complete an absence form if they intend to take their children out of school during term time.

At Tarvin School we are obliged to follow this law and will be held to account by OFSTED if we do not reduce the number of children taking term time holiday and, also, if we do not employ the fining measures to tackle this issue.

From September 2014, we will follow the guidelines with reference to fixed penalties for all unauthorised absences including family holidays. (5 Consecutive days or more).

Admission Forms

When a child joins the school, parents/guardians complete an Admission Form. The information from this is recorded on the school database. Information regarding parental responsibility is taken from this form or via communication from the guardian.

Admission Forms are retained in the School Pupil File until the child leaves Primary School, when the file is transferred on to the next stage of schooling.

Registers

Registers provide the daily record of attendance of all pupils. They are legal documents, and the register may be required in a court of law, for example as evidence in prosecutions for non-attendance in school.

‘Education (Pupil Registration) (England) Regulations 2006’ (Section 6)

Schools must take the attendance register at the start of the first session of each school day, morning (am) and once during the second session, afternoon (pm).

On each occasion it must be recorded whether every pupil is:

- Present
- Attending an approved educational activity
- Absent
- Unable to attend due to exceptional circumstances

The school should follow up any absences to:

- Ascertain the reason
- Ensure proper safeguarding action is taken
- Identify if the absence is approved or not

School should identify the correct code to use before entering this onto the school’s management information system. This is used to download data to the School Census.

The register should be marked using the codes as advised by the DFE ‘ School Attendance Guidance for maintained schools, academies, independent schools and local authorities – App 3

Daily registers are stored manually and electronically and are always available for inspection. All data that is recorded into the School Management System is backed up daily.

Children’s names are listed in attendance registers in alphabetical order, with addresses, dates of birth and admission numbers. The registers also contain emergency contact telephone numbers and medical information about the children in the class.

The registers are called at the beginning of both morning and afternoon sessions and the registers are sent to the office. Registers need to be marked with a strict colour coding.

Black ink is used for attendances

Circles in red ink are used for absences with the code in red or black

When using the manual registers, if reason for absence is unknown, teachers are asked to make a red circle in the register at the time of registration and then the absence can be coded when the circumstances are known. Legislation states that the person who takes the register must indicate whether a child is present or not. There must be no gaps. If reason for an absence is unknown this is referred to the school office for follow up.

Attendance registers are retained for 3 years from the last entry in the register.

Register Codes

There are laid down guidelines for completion of registers

/ \ present am pm (black)
O absent – red as discussed above. A circle can be used in the first instance for all absences. However if the absence is unauthorised the code is O. Remaining a red circle in the manual register. And O on SIMS.

Within the absent symbol O we should use:

H	Holiday (red) – agreed
F	Extended agreed holiday – agreed
G	Family Holiday – Not Authorised
M	Medical/dental appointment/ (red)
I	Illness
L	Late – Before registers close (i.e. not holiday or medical)
V	If absent from school on an educational visit (red)
E	Exclusion (red)
O	Empty red O - unauthorised absence
N	Absence reason not known at this time
B	Educated at any other educational establishment
P	Sporting Activity
C	Authorised circumstance (e.g. family matters, funeral etc)
U	Late after registers have closed with no authorised reason

- Z When a child's name has been removed from the school roll for reasons other than leaving and moving to another school

If staff are concerned that a child is absent and do not have a reason, this is referred to office initially for a follow up call to the child's home

Medical Absence

Absence due to sickness should be reported to the school by phone or email on the first day of absence. The school should be kept informed during longer periods of absence. School will contact parents during the first day if no satisfactory reason for absence has been received.

Unauthorised Absence and Fixed Penalty Notice

An absence may be coded as 'unauthorised' if:

- i. no reason for absence has been given
- ii. medical evidence is not received when requested
- iii. a request for a leave of absence has been unauthorised
- iv. a pupil arrives at school after registration has closed at 9.25am

Parents/carers should be aware that Tarvin Primary School may contact the Local Authority if a pupil has 10 or more unauthorised absences in the current term with a view to issuing a Fixed Penalty Notice or other legal action. The Fixed Penalty Notice is issued individually to each parent/carer who fails to ensure their child's regular attendance at school. The Penalty is £60 per parent/carer per child if paid within 21 days rising to £120 if paid within 28 days. Non-payment of the Fixed Penalty Notice may result in prosecution in the Magistrates court.

Home School Agreement

We believe that in order to strengthen the opportunities available to each individual, education at Tarvin Primary School should be a partnership between home and school. **(See appendix 1 for Home School Agreement)**

Parents can help with attendance in various ways:

- Let the school know immediately when the child is absent
- Do not allow unnecessary 'time off' and re-inforce the importance of attending school
- Punctuality

If a parent/carer has any concerns he/she may:

Talk to child over any concerns that may turn out to be simple

Talk to the Headteacher and staff at school

Attendance Reference Documents

These documents are held in the school office and are available to all.

Tarvin School regularly refers to:

Absence and attendance code prompts

Explanation of attendance codes.

EWS Register keeping

Guidance document for school.

EWS School Attendance

Guidance and pathways to statutory legal intervention document.

CWACC Document August

Code of Conduct, Education Fixed Penalty Notices and Irregular Attendance.

CWACC Children & Young People Missing
In Education

CME Guidance and Procedures

Date: January 2024

Attendance Policy is reviewed annually.

**Tarvin Primary School
Home~School Agreement**

We believe that in order to strengthen the opportunities available to each individual, education at Tarvin Primary School should be a partnership between home and school

The Parents/Guardians of Yr.

I/We shall make every effort to :

- **make sure that my child arrives at School on time**
- **make sure that my child attends regularly, and contact School before 10am. if my child is absent**
- **let the School know of any concerns or problems that might affect my child's work or behaviour**
- **support my child in homework and other opportunities for home learning**
- **attend parents' evenings and discussions about my child's progress**
- **get to know about my child's life at School**

Parent(s) signature/sdate.....

The School

The School will make every effort to :

- **care for your child's safety and happiness while at Tarvin Primary School**
- **encourage children to do their best at all times**
- **provide a balanced curriculum including appropriate homework to meet the individual needs of your son/daughter**
- **inform parents about what the teachers aim to teach the children each term and inform them of their child's progress at regular meetings**
- **let parents know of any concerns or problems that affect their child's work or behaviour**
- **keep parents informed about School activities through regular letters home, newsletters and notices about special events**
- **be open and welcoming at all times, and offer opportunities for parents to become involved in the daily life of the school**

Head Teacher's signaturedate.....

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Head Teacher's signature.....date.....

The pupil

I will try to :

- **attend School regularly and on time**
- **bring all the equipment I need every day**
- **wear school uniform and be tidy in appearance**
- **do all my classwork and any homework as well as I can**
- **take good care of the equipment and buildings**
- **be polite, helpful and friendly towards others**
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Pupil's signature.....date.....
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