

# John Perry Primary School



## Attendance Policy

Date: September 2021  
Policy to be reviewed: September 2022

## Mission Statement

At John Perry Primary School we are proud to provide a safe, stimulating and inclusive learning environment where every member of our community is valued and respected. We listen to each other and every voice is heard.

Our broad, balanced, creative curriculum and enrichment activities provide opportunities for all to achieve and succeed.

We celebrate our achievements, differences and cultural diversity. Together we take pride in making a positive contribution to our school and the wider community.

## Aims

We aim to ensure that all children are given the opportunity to attain their full potential. This can only be achieved by high expectations of good attendance and punctuality.

Statistics show a direct link between underachievement and poor attendance. Regular attenders make better progress, both socially and academically. Regular attenders find school routines, school work and friendships easier to cope with.

In order to be successful every pupil, parent and member of staff need to work together.

We would like to promote a positive and welcoming atmosphere in which pupils, parents and staff feel safe, secure and valued.

We expect parents to be aware of the importance of good attendance and punctuality by effective monitoring.

We aim for a minimum of 96% attendance and offer support, advice and guidance to parents and pupils in order to achieve this.

## Facts:

- Minimum attendance of **96%** (10 days absence per year) means that during primary years the **child will miss more than a term of education.**
- If attendance is between **90-96%** (10-20 days absence per year) it means that during primary years **the child will miss 2 or more terms of education.**
- If attendance is between **85-90%** (20-30 days absence per year) it means that during primary years **the child will miss over a year of education.**
- Pupils who miss more than 50% of school, only 3% manage to achieve five A\* to C GCSE grades including English and Maths.
- Pupils who miss between 10% and 20% of school only 35% manage to achieve five A\* to C GCSE grades including English and Maths.
- Pupils who miss less than 5% of school 73% manage to achieve five A\* to C GCSE grades including English and Maths.

## School Attendance and the Law

Under the 1996 Education Act, parents and carers are responsible for ensuring their children

attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

## Expectations

### *Pupils*

To attend school regularly

To arrive on time and be appropriately prepared for the day

To begin to develop the habit of regular attendance from the time children arrive in nursery

### *Parents*

To ensure their children attend school regularly and punctually.

To ensure that they contact the school as soon as is reasonably practical whenever their child is unable to attend

To contact the school daily with updates during the absence period

To ensure the school has at least two contact telephone numbers for parents/carers and relatives

To ensure that their children arrive in school well prepared for the school day

To provide medical information to support absences when required

### *Staff*

To ensure regular, efficient and accurate recording of attendance

To make early contact with parents when a pupil fails to attend school without providing good reason

To ensure immediate action on any problem notified to us

To ask parents for medical information to support absences when required

To keep records of persistent absences and to create an evidence trail recording dates, phone calls, letters, meetings, action taken and responses

To recognise and reward good attendance

To notify the school external Attendance Service if attendance is poor

## **Punctuality**

It is vital that pupils arrive on time for school. Teaching and learning begins from the moment school starts.

When pupils arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one pupil arrives late, it disrupts the entire class and the teacher – everyone's education is compromised

### **School Start Times**

Nursery AM: 8:30am

Reception, Year 1 and Year 2: 8.40am

Years 3, 4, 5, 6: 8:55am

ARP: 9.00am

Nursery PM: 12:30pm

Registers will close 10 minutes after the school start time. After this, pupils will receive a late mark (L) on their attendance record.

Late arrivals will need to be taken by parents/carers to the dining hall where a member of staff will make a record of the time and reason for late arrival.

Pupils arriving more than 20 minutes late will receive an unauthorised absence code (U) on their attendance record. Several U codes may lead to intervention from the attendance service and may result in a penalty charge notice if an improvement in punctuality is not made

When pupils arrive to school after the register has closed, the classroom door will be closed and pupils will need to be signed in by parents/carers at the main office

## **ENCOURAGING ATTENDANCE THROUGH GOOD PRACTICE AND REWARDS**

Strategies may include:

Accurate completion of the registers

Including an attendance summary with school reports

Certificates/badges for 100% attendance for any term and a certificate and prize for 100% attendance for a whole school year

Attendance pupil record books

Attendance weekly sticker charts

The 'Every Day Matters' class attendance challenge with a non-uniform day as a reward

A certificate to recognise improved attendance achieved

A trophy and certificate to be presented to the class with the highest attendance and the best punctuality each week in 'Celebration Assembly' by the Head Teacher.

Incentives to achieve maximum attendance e.g. bicycles & skateboards

Establishing a good working relationship with those parents who are concerned that their child may be experiencing difficulty in attending school

The efficient use of computerised registration systems can provide valuable, year group, class and pupil level attendance data which enables speedy analysis and timely responses by the school.

## **RESPONDING TO NON-ATTENDANCE**

When a pupil does not attend, the school will respond effectively:

By contacting the parent/carer on the first day of absence if no reason has been received

By contacting the parent/carer every day during the period of absence for an update

By following up with a letter if necessary

By monitoring closely any areas of concern with non-attendance Where non-attendance or persistent lateness continues the concern will be discussed with the school Parent Support Teacher where appropriate action will be taken such as a referral to the external Attendance Service. If poor absenteeism or punctuality is unresolved then a meeting of the School Attendance Panel will be arranged. The panel may be made up of the Head teacher, School Attendance Lead and the external Attendance Adviser. The external Attendance Adviser may carry out home

visits in order to meet with parents and carers and to plan strategies for support in improving pupil attendance. If still no improvement is made then the external Attendance Adviser will review and plan further action. This could include fixed penalty fines and court appearances

It is a criminal offence for a child not to attend school regularly and, as the parent, this is your responsibility. A Penalty Notice may therefore be issued, requiring you to pay a fine of up to £60 per parent/carer, per child if their attendance is below an acceptable level. In certain circumstances you may be prosecuted and be required to attend the Magistrates Court where you could face up to 3 months imprisonment and/or a fine of up to £2,500. You will be given every opportunity to improve your child's attendance and you will receive a written warning before any legal action is taken.

Periods of absence during term time will not be authorised by the Head Teacher. In exceptional circumstances the request may be considered.

Exceptional circumstances refer to:

- Bereavement
- Participation in national sporting or cultural events
- Medical appointments
- Visits to Secondary Schools (Year 6 only)

Parents/carers must complete a 'Leave of Absence Request' form and submit this to the head Teacher in advance of the trip.

All requests will need to be supported by the appropriate evidence.

With the support of the Governing Board, John Perry Primary school now issues for Penalty Charge Notices (fines) for poor attendance and for unauthorised holidays during term time.

### **SCHOOL ORGANISATION:**

Head Teacher

To oversee and demonstrate ownership of the whole policy

To regularly report progress on attendance to governors, pupils and parents. To set challenging but achievable targets to reduce levels of absence

#### School Attendance Lead

To immediately follow up any unexplained absences

To challenge and question any inappropriate reasons of absence

To record all reasons for absence

To liaise with school staff and appropriate agencies with any concerns

To work with the LEA to produce accurate recording of attendance data

To promote good attendance and punctuality with rewards and displays

### Governors

To have a designated representative to report and inform the Governing Body of Attendance and Punctuality

### Parent Liaison Teacher

To support parents and families by initiating strategies to improve attendance and punctuality if children are unsettled, unhappy or having problems going to school

### External Attendance Adviser

To liaise on a regular basis with the School's Attendance Officer identifying attendance and punctuality concerns

Where a referral is accepted, to undertake home visits, either pre-arranged or without notice as considered necessary.

Where necessary to instigate legal proceedings on behalf of the LEA including parental prosecutions in the Magistrates' Court and applying for Education Supervision Orders through the Family Court.

John Perry Primary School understands that within families there can be unforeseen circumstances. In times of emergency or upheaval, it is sometimes better to keep a child in school where a safe and familiar routine can be provided while the family attends to issues.

Friendships in school can provide support and stability during difficult times.

### **In order to improve attendance there are various types of support we can offer:**

Opportunities to meet with the class teacher/parent support teacher/members of SLT/school attendance lead

Advice regarding housing

Links with the school nurse for health concerns

Parenting programmes

Advice regarding sleep disorders

Home visits

Mental health and wellbeing support for pupils

Social skill support groups for pupils

Support from the external attendance adviser

For further information, please also refer to the school's safeguarding policy and late collection policy.

Please also see the key document 'Keeping Children Safe in Education' September 2021

### **Attendance Policy**

**Updated September 2021**

**Review September 2022**