



**Discovery Schools**  
Academy Trust

# Discovery Captains' Close Primary Schools Academy Trust Pupil Attendance Policy 2016

Prepared by:	DSAT/SLT/Governors	Reviewed Issues:	January 2016
Approved by:		Next review date:	January 2017

## **Values**

*'Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend Captains' Close Primary School regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary Captains' Close Primary School'.*

Captains' Close Primary School Attendance: Statutory guidance and departmental advice, DFE Aug 2013

CAPTAINS' CLOSE PRIMARY SCHOOL expects the highest attendance and punctuality from all pupils, at all times. We support pupils and their families to ensure that excellent attendance is achieved.

- The national target for attendance is a minimum of 95%
- For the academic year 2016-17 CAPTAINS' CLOSE PRIMARY SCHOOL's target for attendance is 97%. We are currently in line with the National minimum target

## **Overall Aims**

- To ensure that every child is safeguarded and their right to education is protected.
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.
- To ensure prompt arrival at Captains' Close Primary School
- To ensure excellent attendance

## **Rights and responsibilities for attendance/punctuality:**

### **The Legal Framework:**

#### **There are legal obligations on:**

- The parent(s) to secure education for their children, whether at Captains' Close Primary School or otherwise, to send them to Captains' Close Primary School regularly once they are on the register
- The Captains' Close Primary School to register attendance and notify the Local Authority of absence from Captains' Close Primary School
- The Local Authority to provide education and to enforce attendance.

### **Head Teacher:**

- To be responsible for the overall management and implementation of the policy.
- To deal with parental requests for extended leave in line with national policies and procedures.

- To understand the use of Penalty Notices and the effect these may have on the families of CAPTAINS' CLOSE PRIMARY SCHOOL, in line with Leicestershire Local Authority policies and procedures.

**Senior Leadership Team:**

- To meet with the Captains' Close Primary School Administrator to monitor the systems and structures, ensuring they are having an impact on pupil attendance and punctuality.
- To ensure that rewards and incentives for attendance and punctuality are being used.
- To revise and amend the policy, as required.

**Attendance Officer :**

- To lead on/take responsibility for attendance/punctuality, on a day-to-day basis, including liaising with/responding to parental enquires.
  - To oversee the analysis of/analyse weekly/termly/yearly data and respond to findings.
  - To liaise with external agencies such as the Education Welfare Officer and make referrals where necessary.
  - Work with the teachers, to plan for the reintegration of pupils after long-term absence.
- Update children and parents displays
- To carry out and record the outcome of first day calls, when a child doesn't arrive at Captains' Close Primary School when no reason has been received.
  - To monitor weekly attendance data for their year groups.
  - To check the Captains' Close Primary School answer phone and take messages from parents/carers about pupil absence.
  - To promptly inform SLT, if there are any concerns relating to attendance/punctuality
  - To produce weekly/termly/yearly data for SLT/phase leaders to analyse.
  - To record reasons for absence and updating class registers.
  - To implement the daily checking of SIMs registers after the morning and afternoon registration sessions.
  - To contact parents/carers by letter, following concerns of lateness or absence that fall below 90%.
  - To maintain SIMs attendance records in line with this policy.
  - To liaise with and report to with outside agencies such as the Education Welfare Service, commissioned by the Captains' Close Primary School.
  - To report to the Local Authority, as requested.
  - To maintain clear communication with phase leaders/teachers regarding attendance and punctuality within their year groups.
  - To oversee the admission and induction of new pupils following procedure

- To support whole Captains' Close Primary School strategies to promotion good attendance and punctuality, through finding/organising incentives.
- To ensure staff are following the registration systems and structures in this policy.
- Inform parents of Captains' Close Primary School procedures, when parents have failed to inform the Captains' Close Primary School.
- To meet with the EWO's to action plan next steps for Persistent Absent students.
- To update pupil records for example CPOMs and Personalised Provision Plans (PPPs)

**Staff:**

- To implement class rewards for attendance and punctuality daily
- To complete weekly class attendance and punctuality display with pupils.
- To ensure quality first teaching every day; with lessons that are well planned and resourced so that they challenge, inspire and meet their learners' needs.
- Take a formal register of all pupils twice a day. This is done on the Captains' Close Primary School's SIMs and CPOMs system at 9.00 am and 1.10 pm.
- To regularly remind children and parents about the importance of good attendance.
- To follow up on pupil absence by ensuring reasons for absence are sought.
- To keep accurate and up-to-date daily records of all parent communication regarding a pupil attendance through the Captains' Close Primary School SIMs and CPOMs system.
- Provide a welcoming and safe environment, which encourages attendance and promotes the best performance from children.
- Establish good and effective communication links with parents/carers and work collaboratively in meeting the child's needs.
- If required, to work collaboratively with other agencies to assist them in fulfilling their statutory duties, regarding for example, child protection
- Work with pupils and their families where attendance is a concern, identifying barriers to good attendance and working with the Attendance Officer to overcome these.
- To promptly inform the Attendance Officer and SLT, of pupils who persist with poor attendance and discuss during weekly staff meeting.
- To feed back to parents about pupil attendance and punctuality regularly and at Parents Evenings.

**Parents:**

To ensure that every child can be the best that they can be, we appreciate and value the support and co-operation that our parent/carers provide in addressing any issues we have with attendance.

Therefore they ensure:

- Children should only be kept at home if they have a serious illness or injury. If this is the case, parents should contact the Captains' Close Primary School by 8:30am and leave a message on the Captains' Close Primary School answerphone stating the child's name, class and reason for absence.
- If a child has a minor illness e.g. mild headache, stomach-aches etc. parents should inform the Captains' Close Primary School and bring them in and inform a member of staff. If they don't get any better, Captains' Close Primary School will contact parents to collect them.
- If a child has suffered from an episode of sickness and diarrhoea then they must remain off from Captains' Close Primary School from 48 hours after the last episode. If this procedure is not followed then parent/carers will be asked to collect their child to prevent illness spreading.
- If pupils' have a dental, clinic or hospital appointment, parents should let the Captains' Close Primary School know.
- Wherever possible dental or other medical appointments should be made outside of Captains' Close Primary School hours. Although the Captains' Close Primary School recognises this may not always be possible and will require evidence of appointment confirmation.
- Pupils' should be brought child back to Captains' Close Primary School after appointments. Pupils should miss as little time as possible, this means that there is an expectation that children should be in Captains' Close Primary School before and after appointments where appropriate.
- Ensure that the Captains' Close Primary School is kept up to date with appropriate contact details.
- Ensure their child attends Captains' Close Primary School and arrives on time every day by 8:45am.
- Promote a good attitude to learning by ensuring their children attend Captains' Close Primary School in the correct uniform and with the basic equipment required for lessons.
- Telephone to inform the Captains' Close Primary School to on every day of absence for their child.
- Work in partnership with the Captains' Close Primary School and other agencies in the best interests of their child; this includes informing the Captains' Close Primary School about significant influences and changes in the child's life, which may impact on learning, for example change in family circumstances, death of a loved one, including pets and incidents in the local area.

**The Educational Welfare Service commissioned by the Captains' Close Primary School is expected to:**

- Support the Captains' Close Primary School in improving attendance, through whole Captains' Close Primary School initiatives and individual pupil interventions.
- Work with families and other agencies to remove barriers to good attendance.
- Ensure that parents are informed of their responsibilities in relation to attendance.

- Support the Local Authority in upholding and enforce the law in respect of attendance, child employment, and involvement in entertainment and child protection.

### **Strategies for promoting/rewarding excellent attendance:**

#### **Aims:**

- To ensure good attendance and punctuality (95% and above) is regularly promoted and supported and remains high profile across Captains' Close Primary School.
- To achieve high levels of attendance and punctuality (95% and above) through rewarding good attendance and punctuality.

#### Weekly Celebration Assemblies

Celebration Assemblies are usually held twice a month on Friday. Children are rewarded half termly for attendance achievements.

#### The Captains' Close Primary School Learning Environment

A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy Captains' Close Primary School and attend regularly. All staff ensure that their learning environments are of a high quality. Regular, rigorous environmental audits are carried out by the SLT, to ensure this.

#### Staff Promoting Good Attendance

It is important that teachers are regularly promoting good attendance with their classes. Good class attendance is attributed to good teaching and this is celebrated.

#### End of Term Attendance Rewards

At the end of each term there is a special reward for children who have achieved attendance at 100%. The SLT and the Captains' Close Primary School Attendance Officer organise and lead on the end of term attendance incentives.

#### Attendance stickers/badges

Certificates are presented each half term, to reward those who achieve excellent attendance.

#### Home/Captains' Close Primary School communication

- This provides an opportunity for teachers to praise and recognise excellent attendance or share attendance concerns and discuss barriers to good attendance.
- Where necessary a target for improving attendance is set with the office , teacher and Attendance Officer.
- The office monitors this. If there is no improvement in attendance, the pupil is referred to the AO/SLT or EWO

## **Monitoring and Recording Attendance & Punctuality**

### **Class Registers**

Class registers are recorded using SIMs. The system ensures that no children are missed and that pupil information can be shared quickly and securely. Registers are the only way of recording pupil attendance and must be completed accurately. This is the responsibility of whichever member of staff has been directed to take the register for that session.

Registers can be re-submitted in the case of a mistake or a pupil arriving after submission, but registers must be accurate and submitted at key times (see below).

### **Morning Register**

Class registers remain open until 9:00am. At that point, the teacher may submit their final register and close down SIMs. At 9.00 am the register must be correct and submitted.

From 9.00 am the Captains' Close Primary School playground gates are closed. A member of SLT is at reception to meet children arriving late. The children's names and classes are recorded in the 'Children Arriving Late' folder, parents must provide a reason. This is to ensure that no children are missed on the register due to arriving in Captains' Close Primary School late.

Children arriving between 8:50 and 9:25am are recorded as late in the register.

Any child arriving into Captains' Close Primary School after 9:25am will be marked as either authorized or unauthorized according to the reason provided by the parent/carer. This is then officially recorded on the child's attendance certificate.

### **Afternoon Register**

Registers must be submitted by teaching staff straight after lunch before afternoon lessons commence. Registers will be closed by 1:10pm

### **Captains' Close Primary School Attendance Letters**

The Captains' Close Primary School sends out letters to communicate with parents about attendance and punctuality.

### **Late Book**

The AO and the SENDCo monitor the late book regularly. This may involve speaking to parents directly, or via a phone call. Letters regarding the Captains' Close Primary School's concern over lateness may also be sent; explaining how much learning pupils are missing. If it does not improve, parents are invited in to Captains' Close Primary School, to discuss the concerns with the AO and the SENDCo and plan a way forward. If lateness does not improve following the meeting, then the family will be referred to the EWO who will contact parents warning them that further action may be taken.

**IMPORTANT: Child Protection and safeguarding concerns must be acted on immediately, in line with the Captains' Close Primary School Child Protection and Safeguarding Policy.**

### **Monitoring First Day Absence**

If a child is absent from Captains' Close Primary School and the Captains' Close Primary School has not received a phone call or other message from the parent/carer, a first day absence call will be made. The AO follows this system:

- Phone parents' contact number(s)
- Repeat this during the first morning of absence if no response up until 11am.
- Phone emergency contact number(s) to get an up-to-date contact number for the parent/carer this can be noted and a new contact form sent out.
- If AO cannot make telephone contact by 11:30 SLT will be informed and a decision regarding a home visit will be made.

The parent/carer is asked to provide a reason as to why the child is not in Captains' Close Primary School. The absence reason is recorded next to the child's name on SIMs and CPOMs updated where necessary.

The AO must establish a reason for every absence. No absence should be left on the system as an 'N' (no reason given) code. If the AO has not been able to contact parents after 3 days then the absence is recorded as 'O' (unauthorised).

### **Attendance Meetings (Fortnightly EWO meetings)**

The AO monitors individuals, classes, year groups, different ethnic groups, SEND and PP pupils. They identify patterns and trends in absence/punctuality, including persistent absence. The systems and structures are then followed, to improve attendance for these individuals or groups. Letters are sent out to parents whose children's attendance is below 95% and parents who are concerned about their child's attendance, are invited to work in partnership with the Captains' Close Primary School.

### **Persistent Absence Pupils**

According to the Department for Education, a child is defined as persistently absent if they miss 10 per cent or more of Captains' Close Primary School time. CAPTAINS' CLOSE PRIMARY SCHOOL will monitor PA pupils at regular intervals throughout the academic year. Pupils with attendance below 90% will be clearly identified and the reasons for their absences addressed using the range of support and statutory interventions available. Vulnerable groups such as Pupil Premium Pupils and SEND pupils within this range will be differentiated for additional monitoring and action.

### **Summary of procedures to promote good attendance/punctuality:**

The following tables show specific procedures to maintain and encourage excellent attendance at CAPTAINS' CLOSE PRIMARY SCHOOL:

<b>Daily procedures</b>	<b>By whom</b>	<b>Outcomes / action</b>
Parents ensure pupils arrive at Captains' Close Primary School on time	Parents/carers	
Parents inform the Captains' Close Primary School by 8:30am, if their child is absent that day	Parents/carers	Office/Support staff update registration codes
Pupils arriving late to	Office member in charge	Absence mark on SIMS



Captains' Close Primary School are registered at reception, by SLT	of late registration	amended to a late mark by AO
Teachers record attendance using the Captains' Close Primary Schools SIMS system. This is done at 9:00am and 1.10 pm.	Teachers/Supply staff	Staff use a paper register, if required
1st day absence phone calls are made to inform parents of their child's unexplained absence for that day SLT informed of attendance/punctuality issues – parents contacted, if required	AO  SLT	AO updates attendance codes

<b>Weekly procedures</b>	<b>By whom</b>	<b>Outcomes / action</b>
Attendance/punctuality statistics produced by year group and Captains' Close Primary School	AO	Entered into Attendance Overview spread sheet to allow for monitoring and analysis
Attendance/punctuality statistics produced and shared in Celebration Assembly, displayed on the Captains' Close Primary School Attendance Boards	AO	Parents are able to see which class(es) have been successful with their attendance and punctuality.
Absence codes for individual pupils are updated using SIMS to show reason for absence	AO	Information provided here is used to provide targeted interventions as appropriate

<b>Half termly and termly procedures</b>	<b>By whom</b>	<b>Outcomes / action</b>
Analyse attendance/punctuality data to monitor trends and progress	AO/SLT	
Assemblies to promote attendance/punctuality and share term's data and progress	AO/SLT	
Discussions as required in response to specific attendance/punctuality concerns of a particular cohort of pupils	SLT	
Individual attendance/punctuality discussed with pupils and families, at parents' evenings	AO	Mentoring and advice on attendance/ punctuality issues provided to all families
Analyse attendance/punctuality data and information to identify cases of concern and develop appropriate interventions	AO/EWO/SENDCo	Targeted intervention for individual concerns
Meeting to discuss individual cases, monitor progress and refer new concerns. Support and meeting provided for pupils and families.	AO/EWO/SENDCo	

Review success and impact of attendance/punctuality strategies for the term	HT/SLT/AO/ Systems Leader	Amend and refine interventions as appropriate
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### **Extended Holidays**

In line with Leicestershire City Local Authority, 'Leave in term Time Guidance' and the 2013 Amendment to the Education (Pupil Registration) (England) Regulations, **leave for pupils during term time is not authorised under any circumstances.** The Captains' Close Primary School recognises that taking children out of Captains' Close Primary School may constitute a safeguarding risk and will make necessary enquiries, in order to be satisfied that the child is not at risk. The Captains' Close Primary School may contact outside agencies in order to ensure that a visit is legitimate and safe for the child/children.

Head teachers may now only grant leave in term time where the circumstances are exceptional, for example:

- death of parent/carer or sibling of the pupil
- life threatening or critical illness of parent or sibling of the pupil
- parent/carer recuperation and convalescence from critical illness or surgery (leave request to be made within 6 months of recovery and medical evidence required)
- Specific circumstances relating to Services families and deployment

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss Captains' Close Primary School for family emergencies that are being dealt with by adult family members. Being at Captains' Close Primary School, friendships and support from staff can provide children with stability and care during difficult times. The routine of Captains' Close Primary School can provide a safe and familiar background during times of uncertainty.

If you have exceptional circumstances, which have lead you to request leave in term time for your child/ren, please complete the required form, which you can obtain from the Captains' Close Primary School office. The Head Teacher will then make a decision, on whether or not the leave can be lawfully authorised and will do so only if there is a genuine, exceptional and urgent reason for a child to be absent during term time.

### **Penalty Notices**

**If a child is taken out of Captains' Close Primary School without the Head Teacher's authorisation, it will be recorded as an unauthorised absence. This may lead to the issuing of a penalty notice and legal action being taken.**

#### **Section 23(1) Anti-Social Behaviour Act 2007:**

Penalty notices may be issued to the parent of pupils who have unauthorised absence from Captains' Close Primary School. The amount of the penalty is £60.

- If this is not paid within 21 days the amount rises to £120.
- If not paid within 28 days the Local Authority will prosecute under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.

#### **Section 444(1) Education Act 1996:**

“If you are the parent of a child of compulsory Captains’ Close Primary School age who fails to attend Captains’ Close Primary School regularly, you are guilty of an offence.”

The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.

**Section 444 (1A) Education Act 1996**

“If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the Captains’ Close Primary School and fails without reasonable justification to cause him to do so, he is guilty of an offence”

The court can fine parents found guilty of the offence up to £2,500 or up to 3 months imprisonment.

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- Parent’ includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

**These prosecutions are criminal proceedings and could result in you having a criminal record.**

Further information on Attendance and Truancy and can be accessed on Leicestershire County Council’s website.

Updated by: Julia Hancock

Date Agreed: 16.1.17

Signed:

Policy to be reviewed **January 2017**

# Policy on Captains' Close Primary School Attendance