



Discovery Schools
Academy Trust

Discovery Asfordby Captain's Close Primary Schools Academy Trust

Pupil Attendance Policy 2019

Prepared by: SLT: JHancock	Reviewed Issues: January 2019
Approved by:	Next review date: January 2020

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 Asfordby Captain’s 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 school’.

School Attendance: Statutory guidance and departmental advice, DFE Aug 2013

ASFORDBY CAPTAIN’S 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 2019-20ASFORDBY CAPTAIN’S CLOSE PRIMARY SCHOOL’s] target for attendance is 98%. We are currently below 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 Asfordby Captain’s 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 Asfordby Captain’s Close Primary School or otherwise, to send them to School regularly once they are on the register
- The School to register attendance and notify the Local Authority of absence from Asfordby Captain’s 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 ASFORDBY CAPTAIN'S CLOSE PRIMARY SCHOOL, in line with Leicestershire County Local Authority policies and procedures.

Senior Leadership Team:

- To meet with the Asfordby Captain's 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 Asfordby Captain's Close Primary School when no reason has been received.
- To monitor weekly attendance data for their year groups.
- To check the Asfordby Captain's 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 Scholarpack 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 Asfordby Captain's 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 Asfordby Captain's 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 Asfordby Captain's Close Primary School procedures, when parents have failed to inform the Asfordby Captain's Close Primary School.
- To meet with the EWO regularly 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 Asfordby Captain's Close Primary School's Scholarpack and CPOMs system at 8.50 am and 1.00 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 Asfordby Captain's Close Primary School Scholarpack 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 Asfordby Captain's Close Primary School by 8:30am or leave a message on the Asfordby Captain's 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 Asfordby Captain's Close Primary School and bring them in and inform a member of staff. If they don't get any better, Asfordby Captain's Close Primary School will contact parents straight away, to collect them.
- If a child has suffered from an episode of sickness and diarrhoea then they must remain off from Asfordby Captain's Close Primary School from 48hours 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 Asfordby Captain's Close Primary School know and provide a copy of the appointment card.
- Wherever possible dental or other medical appointments should be made outside of Asfordby Captain's Close Primary School hours. Although the Asfordby Captain's Close Primary School recognises this may not always be possible and will require evidence of appointment confirmation.
- Pupils should be brought back to Asfordby Captain's 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 Asfordby Captain's Close Primary School before and after appointments where appropriate.
- Ensure that the Asfordby Captain's Close Primary School is kept up to date with appropriate contact details.
- Ensure their child attends Asfordby Captain's Close Primary School and arrives on time every day by 8:45am.
- Promote a good attitude to learning by ensuring their children attend Asfordby Captain's Close Primary School in the correct uniform and with the basic equipment required for lessons.
- Telephone to inform the Asfordby Captain's Close Primary School to on every day of absence for their child.
- Work in partnership with the Asfordby Captain's Close Primary School and other agencies in the best interests of their child; this includes informing the Asfordby Captain's 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 Asfordby Captain's Close Primary School is expected to:

- Support the Asfordby Captain's Close Primary School in improving attendance, through whole Asfordby Captain's 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 Asfordby Captain's 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 and weekly awards. Classes with the highest attendance/punctuality receive the Attendance award. Classes receive extra break time if **all** classes achieve 95%+ attendance. Each class receives 10 minutes extra break, on the following Monday.

Asfordby Captain's Close Primary School Attendance Board

The boards include attendance information and information about the classes with the highest attendance and punctuality. Details of how parents can support the Asfordby Captain's Close Primary School by improving their child's attendance and punctuality, is also included.

The Asfordby Captain's Close Primary School Learning Environment

A welcoming, organised learning environment that supports and celebrates its learners is a key factor in ensuring children enjoy Asfordby Captain's 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 Asfordby Captain's Close Primary School Attendance Officer organise and lead on the end of term attendance incentives.

Attendance stickers/badges

Children with 100% attendance receive certificates each term, to reward those who achieve excellent attendance; not in any way to punish children who don't, as we recognize some children have valid reasons for non-attendance and their achievements will be celebrated in other ways .

Home/Asfordby Captain's 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 class teacher and Attendance Officer.
- The class teacher then 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 scholarpack. 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 records. At 9.00 am the register must be correct and submitted.

From 9.00 am the Asfordby Captain's Close Primary School playground gates are closed. The children arriving later than this must enter via reception. 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 Asfordby Captain's Close Primary School late.

Children arriving between 9:00 and 9:25am are recorded as 'L' (late after register closed) in the register.

Any child arriving into Asfordby Captain's 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

Asfordby Captain's Close Primary School Attendance Letters

The Asfordby Captain's 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 Asfordby Captain's 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 Asfordby Captain's 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 Asfordby Captain's Close Primary School Child Protection and Safeguarding Policy.

Monitoring First Day Absence

If a child is absent from Asfordby Captain's Close Primary School and the Asfordby Captain's 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) by 9:30am
- 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 Asfordby Captain's 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 (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 Asfordby Captain's 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 School time. ASFORDBY CAPTAIN'S 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 ASFORDBY CAPTAIN'S CLOSE PRIMARY SCHOOL:

Daily procedures	By whom	Outcomes / action
Parents ensure pupils arrive at Asfordby Captain's Close Primary School on time	Parents/carers	
Parents inform the Asfordby Captain's 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 Asfordby Captain's Close Primary School are registered at reception	TA in charge of late registration	Absence mark on SIMS amended to a late mark by AO
Teachers record attendance using the Asfordby Captain's Close Primary Schools Scholarpack system. This is done at 8:50am 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

Weekly procedures	By whom	Outcomes / action
Attendance/punctuality statistics produced by year group and Asfordby Captain's Close Primary School	AO	Entered into SOAP spread sheet to allow for monitoring and analysis
Attendance/punctuality statistics produced and shared in Celebration Assembly, displayed on the Asfordby Captain's 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

Half termly and termly procedures	By whom	Outcomes / action
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

Extended Holidays

In line with Leicestershire 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 Asfordby Captain's Close Primary School recognises that taking children out of Asfordby Captain's 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 Asfordby Captain's 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)
- services and police/government services personnel subject to orders from commanding officers.

Holiday taken without prior permission or outside of these conditions will normally be unauthorised.

Family emergencies need careful consideration. It is not always in the best interest of the child, nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. Being at school,, friendships and support from staff can provide children with stability and care during difficult times. The routine of Asfordby Captain's 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 Asfordby Captain's 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. Except in the case of unexpected trauma, we would expect that you would notify school at least two weeks prior to any intended leave, to allow for teachers to consider this in their planning and assessment frameworks.

Penalty Notices

If a child is taken out of Asfordby Captain's 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 Asfordby Captain's 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 Asfordby Captain's Close Primary School age who fails to attend Asfordby Captain's 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 Asfordby Captain's 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, using the link below:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-attendance>

Updated by: J Hancock

Date Agreed: January 2019

Signed: 

Policy to be reviewed **January 2020**

Policy on Asfordby Captain's Close Primary School Attendance