

Attendance Policy

Date written	Authorised by	Review Date
Summer 2022	Governors	Summer 2024



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1 Introduction

We are committed to promoting high attendance at school. Through high attendance at school we can ensure that our children realise their ambitions for their learning and succeed in line with our PROUD values.



Our children are confident learners, they work hard to succeed with every challenge.



Our children show respect for themselves and other people in our community, our country and our world.



Our children love learning and are keen to learn in our school, at home and in the future.



Our children have strong core skills in communication (reading, writing, speaking and computing), mathematics and have a good understanding of topics across the whole curriculum.



Our children are confident to share their views, listen to other people's ideas and opinions and make decisions that help everyone achieve.

And links to the following articles from the United Nations Convention on the rights of the child.



Article 13 Children have a right to find things out;

Article 28 Children have a right to a good quality education;

We will

- take positive steps to encourage children to have high attendance
- take actions to address patterns of poor attendance
- work with parents to support them in meeting their legal duty to ensure their children of compulsory school age attend regularly, and will promote and support punctuality in attending lessons.

2 Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#) (and [2010](#), [2011](#), [2013](#), [2016](#) amendments)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

3 Roles and Responsibilities

The Headteacher is responsible for:

- implementation of this policy at the school
- monitoring school-level absence data and reporting it to governors
- supporting staff with monitoring the attendance of individual pupils
- issuing fixed-penalty notices, where necessary

The school attendance officer:

- monitors attendance data across the school and at an individual pupil level
- reports concerns about attendance to the headteacher
- works with education welfare officers to tackle persistent absence
- arranges calls and meetings with parents to discuss attendance issues
- advises the headteacher when to issue fixed-penalty notices

Class teachers

- Class teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

Admin staff

Admin staff take calls from parents about absence and record it on the school system.

4 Attendance procedures

School times are shown below:

	Year	Start	End
Randall Place	Nursery Morning	08:45	11:45
	Nursery Afternoon	12:30	15:30
	Reception	09:05	15:25
	Year 1, 2 and 3	09:00	15:30
Royal Hill	Year 4, 5 and 6	08:45	15:15

- There are two registration periods – AM and PM. Registration is taken by the class teacher or Higher Level Teaching Assistant teaching the session and is completed online using the school's management system. The class teacher/HLTA MUST only enter the following marks.

/ present AM
\ present PM
O not present
- DfE codes showing reasons for absences will be added by the office. The U code (unauthorised lateness) can only be used if the Headteacher authorises it.
- Registers must be taken within the first 15 minutes of the start of the morning and afternoon session. The registers are then closed. If a pupil arrives in class after the register has been closed then a note must be sent to the office stating that the child is in but the register is closed. The office will record this as using the appropriate code.

5 Unplanned absences / first day of absence procedure

It is the responsibility of all parents to notify the school on the first day of a period of absence. This is to ensure that our children are kept safe and the school knows the reason for their absence. Parents can leave messages on the school answer machine by choosing option 1 after dialing the school's main number 020 8288 2472.

If a message is not received from a parent

A text message will be sent to parents of any absent pupils who have not notified the school on the morning of their first day of absence. This will ask parents to phone the school.

If a phone call is not received

The attendance officer will phone parents.

The attendance officer will keep a log of texts and calls. Any concerns regarding safeguarding will follow the school's safeguarding procedures (See safeguarding policy).

6 Planned absence

Medical or dental appointments

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

Add details of notification procedures for your school.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5 to find out which term-time absences the school can authorise.

Term time absence

The headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. Parents who wish to apply for a leave of absence during term time should contact the school office who will arrange for an appointment or telephone call with a school leader.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

7 Monitoring of pupil attendance

The school regularly monitors the attendance of every pupil, following Local Authority procedures.

Daily email notifications of absent pupils are sent by the attendance officer to the Headteacher by 10:00. This is sent again by the end of the day once the reasons for absence (including no reason given) are added.

The Local Authority procedure for dealing with low attendance is used by our school. The pattern of actions is explained in Appendix 1.

When the school's actions are deemed to have made limited impact and the attendance or punctuality is of concern, referrals to the Greenwich Attendance Advisory Service will be made. This may lead to the issuing of a fixed penalty notice (in line with Local Authority policy) if no improvement is seen.

We also analyse attendance of pupils eligible for pupil premium so that targeted support can be put in place if necessary.

8 Analysis of attendance

Attendance for every pupil is analysed every half term.

The parents of pupils who have low attendance will be:

- Sent a letter warning of low attendance
- Placed on the attendance watch list
- Invited to have a meeting with the head of campus and attendance officer.

The meetings with the head of campus and attendance officer are designed to be supportive. They explore possible reasons for poor attendance and the school will look to offer solutions that will encourage the pupil to be keen to come to school.

Pupils who have continually low attendance will be referred to the Education Welfare Service.

The termly attendance statistics and key points are shared with governors.

Attendance watch list

Pupils whose attendance is a cause for concern will be placed on our attendance watch list. This list will be monitored by the Attendance Officer who will decide whether to authorise any absences.

Pupils on the watch list will need to provide medical evidence to justify any absences due to illness.

Parent/carers or pupils on the watch list are phoned by the Attendance Officer every day that they are absent.

9 Punctuality

Pupils should arrive in school by the time the register closes. It is important that they are not late. Parents are reminded to get pupils to school in plenty of time.

Consistent lateness will result in the pupil being placed on the attendance watch list.

10 Annual report of attendance to parents

Annual registration certificates are shared with parents as part of our annual report for their child (published in July of each year). Accompanying the certificate is a letter which is graded at Green, Amber or Red using the following criteria.

RED: Below 90%

AMBER: 90%-95%

GREEN: 95% and above

Parent of pupils who receive a “red letter” will be invited to a meeting in September with a senior leader to discuss how we can ensure attendance is high in the next year.

11 Leaves of absence

The school does not grant absence from school for holidays.

We recognise that we serve a diverse community and our children have relatives in many different countries. We ask that parents aim to schedule visits to family members who may be abroad during holiday times. In the rare occasion that a trip is unavoidable, the parent should complete a leave of absence form and they will be invited to school to discuss the request with the Headteacher or Head of Campus.

If authorisation is given then this will be coded as a “C”. Authorised absences will only be given for a single period in an academic year of no more than 10 days (20 sessions). They will not be granted to pupils whose attendance is low (below 90%).

12 Children missing from education (CME)

If a pupil is missing from school for ten consecutive school days and the school has no information about the child then Child Missing from Education (CME) procedures will be followed. These are set by the LA and are designed to ensure that all children are kept safe and that their education continues.

13 Deletions from roll

If pupils leave our school they remain on our register until we are contacted by their new school. At this point their leaving date is set to the day before they start their new school. If a child leaves and there is no contact from a new school for four weeks then s/he is removed and CME procedures are followed (see above). [Note the CME procedure would be started after two weeks]

The school attendance officer notifies the LA of all removals from our school roll.

14 Sharing the attendance policy with parents

Parents receive the attendance policy as part of their welcome pack when they join our school. In addition, parents are given a letter with the following text:

SCHOOL ATTENDANCE

We promote high attendance and excellent punctuality for all our pupils and we need the help of our families to make this happen. Our staff are committed to providing teaching of a high quality but this can only have an impact if our pupils have regular attendance and are on time every day.

Our attendance team closely monitors the attendance of all pupils. This work is led by our attendance officer Ms Somers. If a pupil's attendance falls below 90% then parents will be invited to a meeting to discuss how the school can support higher attendance. If attendance does not improve then other options will be explored which may involve the local authority's legal team.

How can parents help?

The points below will help ensure your child's attendance is as high as it possibly can be:

- If your child feels unwell in the morning do not make a decision until the last moment.
- If your child starts to feel better during the day then bring them to school.
- Appointments for dentist or doctor should ideally be outside of school time. If this is not possible then appointments near the start or end of the school day are good as pupils will get the majority of the school day.

A child must not remain at home for the following reasons:

- Parent is sick
- Sibling is sick
- Birthday treats
- Avoidable appointments e.g. haircuts

The school will not authorise holidays. Leaves of absences are only given in exceptional circumstances. These should be applied for via the school office and applications must be made in plenty of time before the proposed absence.

What if my child is sick?

If a child is physically sick then the Department for Health guidelines state that they should be kept off school for 24 hours to recover. If a child feels sick then monitor them closely and bring them to school if they feel better. If you are unsure then please phone the school office for advice.

Please note: parents must contact the school office on the first day of a child's absence.

Appendix A Procedure for those with persistent absence – Local Authority procedure

We work with the Attendance Advisory Service at the Royal Borough of Greenwich and work in line with their procedures and policies.

Stage 1	Child's attendance drops below 95%. 'Expression of concern' (letter 1) sent to parents informing them that their child's attendance will be monitored.
Stage 2	Further absences for child, whether authorised or unauthorised. 'Expression of concern' (letter 2) sent to parents informing them that medical evidence will be required before absences due to illness can be authorised in future. Admin team to not authorise absence for illness without evidence.
Stage 3	Further unauthorised absences for child. 'Parent support meeting invite' (letter 3) sent to parents inviting them for a supportive meeting to discuss reasons for absence and make plans for this to improve. This may then involve referral to outside agencies for support, including funding from Boremans.
Stage 4	Further unauthorised absences for child, with at least 10% unauthorised in total. 'Pre-referral meeting invite' (letter 4) sent, inviting parents to attend a pre-referral meeting, where AAO from Greenwich will be present. Head of School informed that meeting is happening.
Stage 5	Further unauthorised absences for child, whether they attended PRM or not. Referral to AAS made for possible prosecution or parenting order. Admin team to send weekly attendance certificates to AAS.