



## **Attendance And Punctuality Policy**

Governors approved date:  
Review date: September 2022  
Signed:  
Chair of Governors

## Rationale

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning.

It is the belief of the staff and Governors at Causeway Green Primary school that there must be a partnership between Teachers, Governors, the Local Authority and Parents to achieve good attendance. The partnership is circular by nature and has at the centre of it the child.

Good attendance at school will ensure that each child gains equal opportunities and access to the curriculum provided.

## Aims

- To create an environment that encourages and promotes regular attendance in school.
- To work with children, parents and outside agencies to create such an environment.
- To adopt clear procedures which are understood by everyone involved in maintaining good attendance at Causeway Green.
- To reward good or improving attendance through competitions, certificates and events.

## Legislation and guidance

This policy meets the requirements of the School Attendance Guidance for maintained schools, academies, independent schools and local authorities from the Department for Education (DfE), July 2019

## Target

We will use the aims listed above to raise our attendance levels to meet government criteria.

## Roles and Responsibilities

Responsibility for recording and monitoring attendance in school lies with:

The Class Teacher

The Attendance Officer

The Deputy Head Teacher with responsibility for attendance

The Head Teacher

The Governing Body

## Class Teachers

### Class teachers are required to:

- Mark each pupil in their class either present or absent at the beginning of the morning and afternoon session.
- Make the pupils aware of the formal importance of the registration process within school.
- Promote and acknowledge good attendance of pupils within their class.
- Send out letters (provided by the Attendance Officer) to parents who fail to contact the school to explain absence.

### Procedure for the registration of pupils

**By law, all schools are required to keep an attendance register, and all pupils must be placed on this register.**

Attendance is recorded via E.Reg by the class teacher every morning and afternoon. Pupils are recorded as late (with an L code) if they arrive up to 15 minutes after the start of registration. After 15 minutes it is recorded as an unauthorised absence (U code) if no valid reason is given.

All late arrivals will be recorded to identify any patterns.

### Marking the pupils' attendance using E. Reg

Teachers responsible for each class at the beginning of the morning and afternoon sessions are required to mark each pupil on the E. Reg either present (/) or absent (N) in accordance with the instructions.

If a pupil arrives after the register has closed, a late (L) mark will be applied by the office. The pupil will then automatically be recorded as present but late on the computer.

### Registration Times

Key Stage 2	Morning Session	8.55-9.00
	Afternoon Session	1.00-1.05
Key Stage 1	Morning Session	8.55-9.00
	Afternoon Session	1.00-1.05
Foundation Stage	Morning Session	8.55-9.00
	Afternoon Session	12.45-12.50

## Other Information

A registration printout can be produced for any pupil for any period of time. This can be used to illustrate punctuality and absence patterns. This printout can be used by teachers, in June of every academic year, in order to comment on attendance in pupil school reports.

It is possible to produce reports using the system that will identify different types of absence in order for the school to focus on any particular area of weakness. For example, holidays, medical appointments etc. These reports will be produced and analysed by the Attendance Officer.

## Authorised and Unauthorised absences

Reasons for authorised absences are normally on medical grounds only. There are also days which the authority recognises as religious observance. Parents should inform the school in advance of such occasions by completing a Leave of Absence form, which can be obtained from the school office. Compassionate leave of absence will be considered when discussed with the Headteacher or the Deputy Headteacher. Shopping trips, haircuts etc will not be taken as reasons for authorised absence.

## The First Response System

Causeway Green School operates a system where all parents are asked to contact school on the first day of absence.

## The Attendance Officer

- Checks registration is correct.
- Note any concerns and relay them to the Headteacher, including information from absence and punctuality reports.
- Produce attendance reports as required by the Headteacher.
- Operate the first response system in agreement with the school policy.
- Check registers daily to identify pupils who are absent for the first time in a particular week.
- Checks all messages from the answer machine and from staff, to identify the need for making contact with parents.
- Contacts parents/carers to establish the reason for absence.
- Records reasons for absence.
- Attend a weekly meeting with the Headteacher to go through absences throughout the school.
- Keep an overview of attendance and punctuality throughout the school.
- Address any concerns expressed to them by the class teacher about a pupil's absence from school.
- Follow the set procedure of actions to take, when a concern with attendance or punctuality has been identified.

- Make home visits when required.
- Make referrals to the Attendance and Prosecution Service where necessary for parents whose children persist in having unauthorised absences.
- Make referrals to the Attendance and Prosecution Service for parents who take unauthorised Leave of Absence from school, for a period of 10 sessions or more.

### Actions to be taken by the Attendance Officer

#### Persistent lateness

- Keep a record of pupils who are late and the reasons.
- If the concern persists, parents will be invited into school to discuss the situation and devise an action plan to address the problem.
- If the pupil is persistently more than 15 minutes late, a referral will be made to the APS to consider prosecution.

#### Absence

When a pupil is absent from school, the parent/carer must do the following:

- On the first day of absence, telephone the school office in the morning, and either leave a message on the answer machine, or speak to a member of staff, and state the reason for absence.
- If the pupil is still absent on the third day, then medical evidence must be provided in order for the absence to be authorised. This can be in the form of either, a doctor's note, a copy of a prescription or an appointment card. Medicine bottles with a date and the child's name on can also be shown as medical evidence. Any of the above can be handed in at the school office for the attention of the Attendance Officer.
- If the pupil's overall attendance for the year-to-date has fallen below 92%, then medical evidence will be required for all future absences, until the percentage exceeds 92%. Parents/carers are informed if their child's attendance falls into this category.
- Each term letters are sent out to parents of all pupils whose attendance has fallen below 92%. This letter notifies parents of the percentage and also includes a copy of their child's attendance certificate. The letter states that any further absences for illness will require some form of medical evidence as stated above.
- Children whose overall attendance is below 90% will become targeted identified children. A pupil becomes a 'persistent absentee' when the miss 10% or more schooling across the year for whatever reason. Parents will be informed and invited into school for a meeting with the Attendance Officer and the Headteacher. An action plan will be drawn up to improve the child's attendance
- In cases where children are often absent because of illness, the Headteacher will seek permission to involve the School Nurse.

- All records will be kept by the Attendance Officer in an absence file.
- Regular meetings between the Attendance Officer and the Headteacher will identify:
  1. Improvements in overall attendance.
  2. Improvements in identified children's attendance.
  3. Continuing concerns.
  4. New concerns.

**When a pupil is absent from school the Attendance Officer will do the following:**

- On the first day of absence, if no reason has been given, then a First Response telephone call will be made to the parent/carer to find out why the child is not in school.
- If the pupil is still absent on the third day, then the Attendance Officer and the Family Support Officer will aim to do a home visit.
- The Attendance Officer and the Family Support Officer will aim to do home visits to absent pupils, if no reason has been given for them not being in school, or there are any other concerns regarding the absence.

**Follow up absence**

The Attendance will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Children Missing Education

Our school has appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. We will always follow up with parents/carers, when pupils are absent from school. To support this, we will always request at least two up to date contact numbers. If we are unable to contact parents or carers and there are concerns around their absence a home visit will be carried out by the Attendance Officer and a member of the safeguarding team. If we are still unable to contact parents or carers and have cause for concern, then we may request a safe and well check to be carried out by the police.

Headteacher responsibilities

- Work with children, parents, governors, staff and the community to encourage and promote good attendance and punctuality, ensuring that it has a high profile in the school.
- Use assemblies, newsletters and rewards to emphasise the importance of good attendance.
- Provide prizes for attendance to be rewarded at the end of each term.
- Ensure that all legal regulations related to attendance are carried out.

- To maintain records of attendance and punctuality to enable data to be collected and used to:
  - Assist in planning effective responses to identify concerns.
  - Complete returns for LA and DFE.

## Holidays

We do not authorise parental requests for holidays during term time.

### ***\*Holiday authorised by the school***

*Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.*

(\*Quoted directly from Department for Education School Attendance Guidance July 2019)

## Leave of Absence

If there are exceptional circumstances that mean a parent needs to request leave of absence, then they should obtain and complete a Leave of Absence Request Form from the Attendance Officer. A meeting will be arranged with the Headteacher and the child's parents, to discuss the request. The Headteacher will then decide whether or not the absence will be authorised.

This needs to be done prior to parents making any travel arrangements i.e. purchasing plane tickets etc.

All unauthorised Leave of Absences are referred to the Attendance and Prosecution Service which may result in a Penalty Notice being issued.