



## Paganel Primary School Attendance Policy

At Paganel Primary School, we believe that school attendance is vital if pupils are to benefit fully from the opportunity which our school offers them. We believe that children who are effectively denied access to the curriculum are particularly at risk of educational disadvantage and as a direct consequence fail to fulfill their potential in the economic and social life of the community. In some cases it can result in pupils being drawn into patterns of anti-social behaviour. As in all areas of school life, we encourage a partnership between home and school to promote a regular and punctual pattern of attendance for all our pupils.

*“Parents are required by law to ensure that their children attend school on time and in a condition to learn.” (Education Acts 1944 and 1993)*

Paganel Primary School uses the ‘Spot Light on Attendance’ initiative to target unauthorised absence.

### 1 Introduction

- 1.1 We expect all children on roll to attend every day when the school is in session, as long as they are fit and healthy enough to do so. We do all we can to encourage the children to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all children. We will reward those children whose attendance is very good. We will also make the best provision we can for those children who, for whatever reason, are prevented from coming to school.
- 1.2 Under the *Education (Pupil Registration) Regulations 1995* the governing body is responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence was authorised or unauthorised.

### 2 Expectations

Our Paganel school motto regarding attendance and punctuality is:

**HERO – Here Everyday Ready On time.**

School expects that all pupils will attend school daily and arrive in good time, from 8:40am but no later than 8:50am, and be appropriately prepared for the day ahead.

Parents/carers are required to contact the school, as soon as possible if their child is unable to attend school and explain the reasons for their child’s absence.



All pupils arriving late to school – that is, after 8:50 am, **MUST** be signed into the building by their parent/carer at the main office with a reason for their lateness. Parents/carers must endeavor to keep medical appointments out of school hours where possible.

Illnesses of 5 days or more must be supported by doctor's letters, appointment cards or prescriptions.

Parents/carers need to take holidays within the 13 weeks of school holidays.

Parents/carers must inform the Pastoral Team of any reason or problem that may hinder their child from attending school.

Parents/carers must seek permission from the school for any leave of absence.

Parents/carers must fulfill their legal responsibilities and ensure their child/children attend school every day and on time.

### **3 We encourage attendance by:**

- 3.1** Daily incentives include use of 'Traffic Light' system in each class to display the names of the pupils who are attending everyday. After the morning register is taken, the class attendance for that day is worked out as a percentage and placed on the appropriate colour on the 'Traffic Light' display and celebrated as a class.

**GREEN = 100%**

**AMBER = 99.9% - 96%**

**RED = 95.9% & below**

Three mornings each week, family activities are held on the playground or main hall on wet mornings with staff at 8:30am.

***'Motivating Monday', 'Wacky Wednesday' and 'Flash Mob Friday'***

- 3.2** Having consistent, clear communication with parents/carers and pupils about the importance of regular, prompt attendance through weekly text messages and in the fortnightly newsletter.  
Setting targets for improved attendance and sharing these with the governors, parents/carers and pupils.  
Offer rewards and incentives for pupils with attendance of 96% and above each half-term.  
The accurate completion of registers within 10 minutes of the start of each session.  
Offering parents/carers support with attendance concerns through the Pastoral team and Family Support worker.  
Using the 'Spot Light on Attendance' initiative to target families where unauthorised absence equals 20 sessions or more.

### **4 Definitions and codes**

#### **4.1 Authorised absence**

An absence is classified as authorised when a child has been away from school for a legitimate reason and the school has received notification from a parent or



carer. For example, if a child has been unwell and the parent provides medical evidence (for absence of 5 days or more) or telephones the school to explain the absence.

Only the school can authorise an absence. Parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised. For example, if a parent takes a child out of school to go shopping during school hours; this will be an unauthorised absence.

## 4.2 Unauthorised absence

An absence is classified as unauthorised when a child is away from school without the permission of the school or without good reason, even with the support of a parent.

## 4.3 Attendance codes

/	Present (AM)
\	Present (PM)
B	Educated off site (not Dual reg.)
C	Other authorised circumstances
D	Dual registration
E	Excluded
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
L	Late (before registers closed)
M	Medical/dental appointments
N	No reason yet provided for absence
O	Unauthorised Abs
R	Religious observance
T	Traveller absence
U	Late (after registers closed)
V	Educational visit or trip
#	Planned whole or partial school closure
X	Non-compulsory school age absence
Z	Pupil not on roll

## 5 If a child is absent

**5.1** Parents/carers should contact the school, as soon as possible each day that their child is unable to attend school and explain the reason for their absence.

**5.2** When a child is absent without notification, the class teacher will record the absence in the register and inform the Pastoral Team, who will make contact with the parent or carer by either telephone or text. If the school deems necessary, a home visit will also be completed.

**5.3** On returning to school following an illness of 5 days or more, parents/carers are requested to provide medical evidence in support of their child's absence.



- 5.4** A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment.

## **6 The school responds to non-attendance by:**

Contacting parents/carers on the first day of absence if no reason has been received.

Contact will be made by either text or telephone.

If there is no response from the parents/carers following the text or telephone call either by phone or in person, the absence is recorded as unauthorised.

If a parent/carer fails to respond to the schools attempts to make contact, a home visit will be made by members of the Pastoral Team. A home visit will generally be made following 2 or 3 days of absence. However, if there are safeguarding concerns, a home visit will be made on the first day of absence.

If a child is absent for 2 or 3 consecutive days without notification from the child's parent/carer and the school has made reasonable attempts to make contact, the school will notify the Local Authority to report the child as missing education (CME). The CME team and school will then work together to locate the child.

## **7 Repeated unauthorised absence**

Pupils with repeated unauthorised absence of 20 sessions or more will be placed on the Spotlight Initiative. The only exception to this would be if the family are receiving support from an outside agency i.e. Think Family/EHP or if it felt that support may be required, in which case appropriate support will be put in place.

The school Designated Lead on Attendance runs the Spotlight Initiative. This person is responsible for ensuring parents/ carers and those with a duty of care around attendance are aware of the Spotlight campaign, and that students are supported in improving their child's attendance. The DLP will also be the person who prepares evidence to submit to Court when attendance continues to fall.

- 7.1** The governors, supported by the LEA, reserve the right to consider taking legal action against any parents or carers who repeatedly fail to accept their responsibility for sending their children to school on a regular basis.

## **8. Holiday absence and requests for leave in term time**

- 8.1** In accordance with the 2013 amendment to The Education (Pupil Registration) (England) Regulations 2006 and Birmingham Local Authority's 'Leave in Term Time Guidance' following the February 6<sup>th</sup> 2017 hearing at the Crown Court, parents/carers do not have the right to withdraw their children from school for holiday leave.

- 8.2** Any leave taken during school time must be requested in writing by the



- Completion of 'Notification of Leave' form available from the school office.
- 8.3** Only the Head Teacher can authorise leave during term time where the ***circumstances are exceptional***. Such exceptional circumstances include:
- death of parent/carer or sibling of the pupil
  - life threatening or critical illness of parent/carer or sibling of the pupil
  - parent/carer recuperation and convalescence from critical illness or surgery (requested within 6 months and medical evidence required)
  - parent/carer is a member of the Armed Forces and due to operational duties are prevented from taking leave at any other time
  - leave of absence has already been granted by a previous school or local authority (granted within the last 6 months and supported by documentation from the previous school)
- 8.4** Family emergencies will be given careful consideration. It is not always in the best interests of the pupil nor appropriate for them to miss school for family emergencies that are being dealt with by adult family members. School and school relationships can provide pupils with stability and care during difficult times.
- 8.5** If leave is granted, the Head Teacher is the person who determines the number of school days a child can be away from school.

## **9 Long-term absence**

- 9.1** When children have an illness that means they will be away from school for over five days, the school will do all it can to send material home, so that they can keep up with their school work.
- 9.2** If the absence is likely to continue for an extended period, or be a repetitive absence, the school will contact Local Authority, so that arrangements can be made for the child to be given tuition outside school.
- 9.3** Any long-term illness (more than 5 days) must be supported by a doctor's medical note, prescription or appointment card in order for school to authorise the absence. If this is not provided the absence may be recorded as unauthorised.

## **10 Rewards for good attendance**

- 10.1** A whole school competition to be the best class for attendance each week is featured in a weekly assembly. A certificate and special attendance trophy are awarded to the best KS1 and KS2 class each Friday morning.
- 10.2** Each child who is **HERO – Here Everyday Ready On time** is placed into a weekly raffle with the chance of winning the 'Golden Envelope' containing £5.
- 10.3** Any child who achieves 96% + attendance in any one term receives a school attendance bronze/silver badge and certificate. Those with 100 per cent



attendance in any one term receive an excellence gold certificate - awarded at the last assembly of the term.

## **11 Attendance targets**

- 11.1** Senior staff and governors set attendance targets at the start of each new academic/school year. The targets are challenging and based on the attendance figures for other similar schools and all school nationally (the attendance target for 2016-17 = 96.0%).

## **12 Monitoring and review**

- 12.1** It is the responsibility of the governors to monitor overall attendance, and they will request a termly report from the head teacher. The governing body also has the responsibility for this policy, and for seeing that it is carried out. The governors will therefore examine closely the information provided them, and seek to ensure that our attendance figures are as high as they should be.
- 12.2** The school will keep accurate attendance records on file for a minimum period of three years.
- 12.3** The school will provide information for parents/carers in its annual Guide to Good Attendance and attendance will be regularly reported on in the school newsletter.
- 12.4** Class teachers will be responsible for monitoring attendance in their class and for following up absences in the appropriate way. If a staff member is concerned about a child's absence, they will contact the Pastoral Team immediately.
- 12.5** The attendance for each child will be shared with parents/carers in their end of year annual school report or more frequently if attendance is of concern.
- 12.6** This policy will be reviewed by the governing body every year, or earlier if considered necessary.