



Attendance Policy

2022

WHY?

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 fulfil 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 ‘FAST TRACK TO ATTENDANCE’ initiative to target poor school attendance.

WHAT?

All children on roll should 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.

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 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.

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.

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 / Covid-19 related symptoms (awaiting test result / track and trace)
- Y Exceptional circumstances
- Z Pupil not on roll

HOW?

Daily incentives include use of 'Traffic Light' system in each class to display the names of the pupils who are attending every day. 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

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 at the main office with a reason for their lateness.

Parents/carers must endeavour to keep medical appointments out of school hours where possible.

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 fulfil their legal responsibilities and ensure their child/children attend school every day and on time.

If a child is absent

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. Please phone the school number 0121 464 5040 and press option 1 to leave a message for the attendance team.

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.

A note may be sent to the school prior to the day of absence. For example, if a child has a medical appointment this needs to include evidence of the appointment.

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 school's 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.

Repeated unauthorised absence

For any pupils with repeated unauthorised absence the Fast Track To Attendance process will be employed. The school Designated Lead on Attendance is Debbie May. She is responsible for ensuring parents/ carers and those with a duty of care around attendance are aware of the Fast Track To Attendance initiative, and

Bethan Gingell, January 2022.

that parent/carers are supported in improving their child's attendance. The DLP will also be the person who prepares evidence to submit to Court if attendance continues to fall.

Holiday absence and requests for leave in term time

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 6th 2017 hearing at the Crown Court, parents/carers do not have the right to withdraw their children from school for holiday leave.

Any leave taken during school time must be requested in writing by the Completion of 'Notification of unauthorised Leave' form available from the school office.

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)

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.

If leave is granted, the Head Teacher is the person who determines the number of school days a child can be away from school.

WHO?

Attendance is the responsibility of parents to ensure children are in school daily. If teachers notice a pattern in absence this must be shared with the parent to unpick possible reasons. Class teachers must celebrate attendance every day using the traffic light system.