



## **The Froebelian School Pupil Attendance Policy**

The provisions in this document apply to all aspects of the school including the EYFS, Breakfast Club, Little Acorns, Homework and Activities Club, Summer Holiday Club, school trips and extra-curricular activities.

This policy should be read in conjunction with the following documents and policies:

- Safeguarding and Child Protection
- Keeping Children Safe in Education
- Children Missing Education
- Health and Safety
- Single Equalities
- Home:School Partnership Agreement

### **Introduction**

It is important that each child develops a positive attitude to school attendance and punctuality so that they do not miss out on the opportunities at school. These qualities of reliability are also important in adult life.

Poor attendance, especially when condoned by parents, disrupts a child's education. This causes a lack of continuity and progression in school work and can establish patterns of behaviour which may lead to long-term truancy.

The Froebelian School will ensure this policy is fulfilled and follows the guidance on attendance from the Department for Education (DfE) including the statutory guidance on Children Missing Education (DfE September 2016).

### **Aim**

This policy aims to ensure good levels of children's attendance at school and to ensure that absence from school only occurs when there is a genuine reason.

This policy aims to help parents understand the importance of regular school attendance to children's educational success and seeks to gain the support of parents in its implementation.

### **Legislative Framework**

Parent/carers and schools have legal responsibilities in ensuring that children attend school.

Parent/carers of children of compulsory school age must ensure that their children receive an efficient and full-time education, either at school or otherwise (Education Act 1944 S.36).

Schools must maintain an attendance register in which each child is marked present or absent at the beginning of each morning and afternoon session (Pupils' Registration Regulation 1956).

## **Partnership between parents/carers and the school**

- Attendance and punctuality is regarded by the school as the responsibility of the whole school community. All school staff, governors, parents/carers and children must work in partnership to ensure regular attendance, so that pupils have the opportunity to reach their potential.

## **School responsibilities to maintain high levels of attendance and punctuality**

The school undertakes to:

- Provide a stimulating and differentiated curriculum so that children enjoy learning and want to come to school.
- Provide for the individual needs of all pupils offering an inclusive environment where all pupils can achieve success.
- Complete registration accurately at the beginning of each morning and afternoon using the appropriate codes, noting reasons for absence. Guidelines are available for teaching and supply staff from the administration team.
- Children who arrive late or leave early are required to sign in/out at the office giving the time of arrival/departure and the reason for it.
- Telephone parents/carers on the first day of absence if no explanation has been received.
- Contact parents/carers to follow up unexplained or unauthorised absences and persistent lateness.
- Follow the local authority guidance on missing children.
- Monitor the attendance of individual children and families and seek to identify concerns and bring about improvements in attendance through telephone calls, interviews and home visits.
- To work collaboratively with other agencies e.g. Social Workers, Child Protection Officers as and when necessary.

Children are expected to:

- Attend school regularly – ‘Every day matters.’
- Arrive for school and lessons on time – ‘Every minute counts.’

Parents/carers are expected to:

- Let the school know at the start of the school day by telephone, MySchool App notification, email or by sending a note with a sibling, that a child is ill or give any other reasons for absence.
- Inform the school again if absence is likely to continue beyond three days. A note, a medical certificate or proof of medication should be sent to confirm the reasons for the absence.
- Make medical appointments out of school hours. Where this is not possible, the school must be informed in advance of pending appointments. The child must be signed out at the office when taken out of school during school hours by a parent/carer.
- Attend scheduled meetings regarding concerns about the attendance and or punctuality of their children with the Headteacher or Deputy Headteacher.
- Apply in advance for permission for any exceptional absence e.g. a funeral.
- Take holidays or trips abroad during published school holidays.

## **Primary School Attendance Procedure**

Procedures in this policy take in to consideration statutory and non-statutory guidance from the Department for Education, (DfE).

### **Daily/Weekly Attendance Procedure**

- If your child is going to be absent from school, the parent/carer must contact school before **09:00** or as close to this time as possible to inform school of the reason for the absence.

### Junior Registration

- Registers are taken at 08:30. Registers officially close at 08:40. Any children who arrive after 08:40 must sign in at the office.
- If your child arrives after 08:40 they are recorded as 'late'.

### Pre-Prep Registration

- Registers are taken at 08:40. Registers officially close at 08:50. Any children who arrive after 08:50 must sign in at the office.
- If your child arrives after 08:50 they are recorded as 'late'.

### After Registration Closes

- At 09:00 school registers are checked for any absences for which we have no information.
- School staff will make a call to the parent/carer if there has been no contact with school regarding the absence.
- If a child has been absent for 48 hours and school have not been able to find out any reason for absence from the parent/carer, a home visit will be made, at least within three days, sooner if there are concerns.
- A child who is absent from school without an authorised reason will be marked as 'unauthorised' in the register.

### **Categorising absence**

The Education (Pupils' Attendance Records) Regulations 1991 require schools to determine whether an absence can be deemed to be authorised or whether the child should be regarded as being absent without permission i.e. truanting. In the terms of the legislation it is only the school who can approve the absence, not the parent. Here at The Froebelian School absence will only be authorised for the following reasons (register codes in brackets):

- i. Late arrival (L)
- ii. Child illness (I)
- iii. Child is absent on a day set aside for religious observation by the religious group to which the child's parents belong (R)
- iv. Child is participating in an authorised sporting activity (P)
- v. Child is participating in a pre-approved public performance (C)
- vi. Permission has been granted by the Headteacher through the Absence Request Procedure (see below) (C)
- vii. Child is absent following the death of a close family member (C)
- viii. Child has a medical or dental appointment, confirmed with an appointment card/letter. The child is expected to attend school prior to the appointment or return to school after the appointment - where possible medical or dental appointments should be booked outside of school hours (M)

- ix. Child is absent due to an organised school trip or visit including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

### **Monitoring Attendance**

We monitor all areas of attendance. Please **help** us and your child by ensuring their attendance remains above **95%**, allowing them to **achieve** their potential.

- The parent/carer of **all** children with less than **95%** attendance will be sent a letter detailing their child's attendance for that term.
- The parent/carer of **all** children with less than **90%** attendance will be sent a letter detailing their child's attendance for that term. In addition, the monitoring programme for children with attendance percentages between 90% and 80% will be half termly rather than termly.
- The parents of any child with an absence record below 90% is invited in to meet the Deputy Headteacher to discuss attendance targets for the following term.

### **Persistent absentees**

Children whose attendance is less than **90%** are referred to as "Persistent Absentees" by the DfE and will be considered for referral to the Education Social Work Service. The Education Welfare Officer and Headteacher will then begin a programme of monitoring and support.

- Step 1 – parent/carer, Headteacher and the Education Welfare Officer meet to discuss the absences and agree an action plan to improve attendance.
- Step 2 – A letter summarising the discussion and a copy of the action plan is posted to the parent/carer.
- Step 3 – After 6 weeks, the attendance is reviewed by school staff and the Education Welfare Officer.
  - If the percentage has improved to above 90%, half-termly monitoring is implemented.
  - If the percentage remains below 90%, the parent/carer is invited to a second meeting with school staff and the Education Welfare Officer to discuss the absences where further, more formal, actions are outlined.

### **Requests for Leave of Absence**

The DfE has published amendments to the Pupil Registration Regulations which came into force from September 2013 and relate to Holidays in Term Time, Penalty Notices and Deletions from the school register.

Absence for anything other than through illness or medical reasons during term time is actively discouraged.

Parents requesting time out of school for their child during term time should put this in writing to the office. **Holidays in term time WILL NOT be authorised unless there are exceptional circumstances and will be granted at the Headteacher's discretion.**

The Headteacher will determine 'exceptional circumstances' and also the number of school days a child can be away from school if the leave is granted. Each case will be reviewed on an individual basis and no precedence will be set by any one case. The Headteacher reserves the right to request evidence to support the leave of absence request prior to the decision being made.

## **Punctuality**

It is important that children are punctual so that they do not miss out of the beginning of each school day. This time can be important because information is often given out which allows for the smooth running of the day and helps children feel part of the school community.

- The school opens its doors at 08:30 for Juniors and 08:40 for Pre-Prep and children should be in school at this time. It is essential that your child is ready for registration at 08:30/08:40 prompt.
- Children arriving after this time will have to report to the office where they need to sign in for safety reasons and monitoring of attendance.
- The signing in/out app is monitored weekly to identify the children who are persistently late.
- If a child arrives after the register has closed at 08:40/08:50 then they will lose their attendance mark for that morning which in turn impacts upon their overall attendance percentage.
- If children are persistently late for school a letter is sent to parent/carer to inform them and request that this improves.
- If no improvement is made then the parent/carer is invited to a meeting with school staff to discuss the situation and offer support if appropriate.

## **Collection of children at the end of the day**

The school finishes at 15:30 and we expect children to be collected by an authorised person. School must be informed if the child is to be picked up by anybody other than the authorised person.

Supervision is provided between 15:30 and 15:45. If any child is not picked up by 15:45, they will be taken to HAC and a charge will be made.

If children are attending an after-school activity, they should be collected promptly at the published finish time. Any children not collected ten minutes after the club finish time will be taken to HAC and a charge will be made.


## **Entitlement and Equal Opportunities**

All children have entitlement to education with full access to the school's curriculum. Parents have a legal responsibility to ensure that their children attend school regularly and promptly, and school staff have an entitlement to carry out their roles without obstruction.

This policy is reviewed regularly by the Headteacher, in consultation with the governing body, in the light of experience, research and good practice.

Policy Date: September 2020

Policy Review Date: September 2023

Signed (Headteacher): 

Signed (Chair of Governors): 