



As a Rights Respecting School we believe that all pupils have the right to an education and that pupils should be encouraged to go to school – article 28. Children cannot achieve their full potential if they do not regularly attend school.

Last year's attendance figure – 93.7% (above the national figure of 91%)

Whole School Attendance Target – 96%

Persistent Absence – 21% (the percentage of children whose attendance was below 90%) – in line with national at 21%

Parents of registered pupils have a legal duty under the Education Act 1996 to make sure that children of compulsory school age attend school on a regular and full-time basis.

Permitting unauthorised absence from school is an offence and parents may be reported to the Education Authority if problems cannot be resolved by agreement.

## **Key Roles and Responsibilities**

### **Academy**

- Provide a safe, inclusive, stimulating, learning environment for all
- Promote and encourage high levels of attendance for all pupils and staff
- Provide rewards and incentives for excellent and improving attendance
- Provide support and encouragement for those children who are striving to improve their attendance and punctuality
- Liaise with parents/carers if a child's attendance causes concern
- Monitor attendance and punctuality of all children
- Be sympathetic towards genuine reasons for absence and welcome the child back into school
- Not authorise absences unless a satisfactory reason is provided
- Liaise regularly with the EWO service and, if necessary, refer parents/carers to the service for investigation

### **Principal**

- Ensure that all processes and procedures are being followed.
- With other staff monitor attendance issues.
- Report to the LAC each term any issues via the Principal's report.

### **Home School Link Worker (HSLW)**

- Meet with the EWO at least every half term to discuss any attendance and punctuality issues.
- Monitor registers on a weekly basis.
- Make Principal aware of any issues.

- Send letters to parents of pupils with attendance or punctuality concerns at least once a month.
- First day contact for pupil absences. After 9.30am of the first day of absence.
- Ensure that late marks (U) are placed in the register each day after 9.30am.
- Hold attendance clinics each week for PA pupils, those pupils in danger of becoming PA pupils and those whose punctuality is a cause for concern.

### **Vice Principal**

- Complete a half termly analysis of attendance across the whole school including vulnerable groups
- Work with the HSLW on the monitoring of PA pupils and strategies to reduce this number

### **Admin Assistant and SBM**

- Provide HSLW with attendance reports when required.

### **Local Academy Committee**

- To challenge all school staff on attendance and punctuality procedures to ensure that they are rigorous and are helping to improve overall levels of attendance and punctuality.
- To monitor overall attendance.

### **Parents/Carers**

- Ensuring that your child arrives at school every day on time, ready to learn.
- Discussing with the class teacher, HSLW or Vice Principal any concerns which you may have.
- Regularly asking what your child's attendance rate is.
- Talking often to your child about school and how they feel about it. They are more likely to attend if they feel supported and their anxieties are listened to.
- Knowing the routines of the school day.
- Immediately contacting the school if your child is unable to attend. Please telephone 234834
- Arranging medical appointments outside of school hours.
- Providing medical evidence for absences over 4 days.
- Not withdrawing your child for a holiday during term time.

### **Pupils**

- Arrive at school on time every day
- Arrive at school ready to learn
- Enjoy and achieve whilst at school
- Take pride in your work and the school
- Complete homework tasks before bed, go to bed at a reasonable time, get ready for school quickly in a morning

## **Definitions**

Christ Church CE Primary Academy defines **absence** as either:

- Arriving at school after the register has closed
- Not attending school for any reason

Christ Church CE Primary Academy defines an **authorised absence** as:

- An absence for sickness which the school agreed.
- Medical or dental appointments which must take place during school time
- Religious or cultural observances which the school has agreed
- An absence due to family emergency

Christ Church CofE Primary Academy defines an **unauthorised absence** as:

- Minor illnesses (coughs, colds, sore throats, headaches). We will administer Calpol and monitor your child closely
- Parents keeping children off school unnecessarily or without reason
- Truancy
- Absences which have not been properly explained
- Arrival at school after the register has closed
- Shopping, looking after children or birthdays
- Day trips and holidays in term time that have not been agreed

### **Persistent Absentees (PA)**

- If a pupil's attendance falls below 90% they are classed as being PA pupils. We will continue to work together with the family and EWO to improve the pupil's attendance.
- If your child's attendance falls below 85% the EWS will be formally involved and you could be fined.
- Medical evidence will be required for all absences due to illness.
- Weekly attendance cards will be created for PA pupils. If they collect a full week of stickers they will be able to access the golden box.

## **Absence Procedures**

- If your child is unable to attend school, they must notify school before 10am by ringing 234834 on the first day of absence.
- A pupil's absence will be considered unauthorised until a satisfactory explanation is received. Children can attend school with minor ailments – colds, sore throats, headaches etc. We will administer Calpol with parental consent and ensure your child is looked after.
- A phone call will be made to the parent/carer of any child who has not reported their absence on the first day that they do not attend.

## Lateness

Punctuality is of the utmost importance and lateness will not be tolerated.

- The school day starts at 8.45am with the school gates being open from 8.40am
- The gates close at 8.45am
- A late book is in operation for arrivals after 9.00am (through the main entrance not classroom doors or children's entrance)
- Register opens at 8.45am
- Register closes at 8.55am when it is sent to the school office.
- Late marks (L) are awarded for arrivals between 9.00am and 9.20am. These are awarded by the office.
- Late marks (U) are awarded for arrivals after 9.20am. These are awarded by the office.
- If a child receives 12 unauthorised marks in a 12 week period it can be referred to the EWO service. This includes late marks that are classified as 'u'.

## Term Time Leave

- From September 2022, if any leave of absence is taken in term time, the following process will be implemented:
  - Parents to apply for a leave of absence in term time by filling out the appropriate paperwork.
  - Principal makes the decision to authorise or not and informs the parent/carer of the decision (Please note - Leave will only be granted in **truly exceptional** circumstances)
  - If the leave is not granted, parents have the opportunity to discuss this matter with our Traded Education Welfare Officer in school.
  - Once leave is taken, if it is for longer than 5 days the matter will be referred to the Local Authority in order for a Penalty Notice to be issued on behalf of the school.
  - If no notice is given that a leave of absence in term time is to be taken or it subsequently comes to our attention that a leave of absence was taken, the matter will be referred to the Local Authority in order for a Penalty Notice to be issued on behalf of the school.
  - The Penalty Notice will apply to **each parent** for **each child** and is £60 if paid within 3 weeks of the date of issue. After 3 weeks, the amount doubles to £120 for each child for each parent and should it not be paid, the matter will be referred to the Magistrates Court under sections 444(1) and 444(ZA) of the Education Act 1996, where you may be liable for a fine of up to **£2500 and/or 3 months in prison.**
- The school is sensitive to family requests in cases of family bereavement and special occasions (e.g. family wedding). The Principal will offer the family advice over absence in this instance.

- Attendance at a religious observance held by a religious body may be granted authorised absence. The Principal should be consulted in advance of the event and will make a decision as to whether this will be authorised.

### **Appointments**

- As far as possible parents/carers should book medical and dental appointments outside of school hours.
- Where this is not possible a note, appointment card should be shown.
- Pupils must attend school before and after the appointment wherever possible

### **Monitoring Procedures**

- 1) If your child's attendance figure falls below 96% a letter will be sent home. These will be sent out each month.
- 2) Any further absences require medical evidence for children whose attendance hasn't improved. If there is no improvement then parents are invited to an attendance clinic.
- 3) Improvement letters are sent for families whose attendance improves as a result of the monitoring.
- 4) If poor attendance continues after the above interventions the EWO will be contacted. Fines can be issued for persistent absence.
- 5) A record of all concerns, correspondence and meetings will be kept in school
- 6) Termly attendance percentages will be reported to the LAC via the Principal's report and to parents via newsletters.
- 7) Parents are informed of attendance targets and kept up to-date of classes' achievement via Praise Worship, dojo and regular newsletters. This includes a weekly how many children are attending today.
- 8) Children will be shared with a weekly minutes of lost learning.
- 9) Individual and class average attendance is reported to parents each term via the termly report.
- 10) Weekly attendance (and the rolling from September) is monitored each week and shared with children at the Praise Worship. This is also shared with parents via dojo in the form of a RAG rated graph.
- 11) Personalised attendance targets and attendance trackers will be given to pupils whose attendance is causing concern, below 90%. The HSLW will share these with the pupils.
- 12) Red, green and yellow letters will be sent out to parents at the end of each half term to show what their child's current percentage is.
- 13) Other attendance letters will be sent as necessary to families of pupils whose attendance is below 90% (one every four weeks). Door knocks will be made to families of absent children. Attendance clinics will be booked and if needed Penalty Notice Warning Letters (PNWL) will be issued.
- 14) Each class, year 3 – year 6, has two Attendance Ambassadors. It is their job to:

- a) make sure that the class attendance display is always up to date
- b) meet with the HSLW at least half termly to discuss current whole school percentages
- c) feedback this information to their class
- d) be involved in the prize draws each half term

### **Attendance Rewards for Pupils**

- Two dojos each day. One for arriving on time and one for wearing full school uniform
- Trophy awarded each week for the classes with the highest attendance: EYs/KS1 and KS2
- The class with the highest attendance will look after Maximus Mouse for the week; will get 15 minutes extra play; will receive a certificate
- If your class achieves 100% attendance for the week you will get a prize.
- 100% attendance certificate awarded at the end of each term;
- Certificate for 100% attendance for the whole year;
- Every month, if you have achieved 96% attendance or above, you will be entered into a prize draw;
- Every half term, a £10 gift voucher (for a local supermarket) will be presented to the child's family drawn out of all of those who have attended 96% or above
- If you have achieved 100% attendance up to the Friday before May Half Term, you will be able to go on a special daytrip before the summer holidays!
- Spot prizes to children with 100% - 3 per half term
- On time stickers will be shared with children at least half termly as a random reward.

There is a clear link between poor attendance at school and low academic achievement. Children have little chance of catching up their peers if attendance is poor. We want our children to develop life-long skills and attitudes which will enable them to succeed in life after school.

Appendix 1 – Parents Guide

Appendix 2 – Child Friendly Version of the Policy

Appendix 3 – Attendance Colour Codes

Appendix 4 – School Attendance, May 2022 DfE guidance

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/907535/School\\_attendance\\_guidance\\_for\\_2020\\_to\\_2021\\_academic\\_year.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf)

*Christ Church CE Primary Academy are doing everything that they can to make sure pupils attendance is at least 96%.*

## **REVISION/REVIEW HISTORY**

Signed (Chair of LAC) \_\_\_\_\_

Signed (Principal) \_\_\_\_\_

<b><u>Date</u></b>	<b><u>Comments</u></b>	<b><u>Review Date</u></b>
21/11/12	Amended to include change to holiday authorisation, attendance rewards and updated procedures	Autumn 2013
22/11/13	Amended with new reward system, an earlier register close time and a clearer system.	Autumn 2014
07/11/14	Amended with new school start times, change of policy name, updated reward system, change to the use of 'u' marks	Autumn 2015
Summer 15	Virtually new policy as a result of the Attendance A3.	Summer 2016
30/09/16	Updated with Attendance Ambassadors and new whole school target	Summer 2017
06/10/17	Updated with amendments to rewards following discussions with Attendance Ambassadors	Summer 2018
16/11/18	Updated with a section on Deputy Head Teacher Roles and updated rewards following consultation with Attendance Ambassadors	Summer 2019
11/10/19	Name changed to academy. Last year's percentage attendance updated Removed appendix 2 as part of the policy	Summer 2020
30/09/21	Updated with attendance awards following attendance ambassadors meeting	Summer 2022
07/10/22	Updates to monitoring, awards, attendance figures	Summer 2023