

# Harby C of E Primary School



## Attendance Policy 2022 – 2023

At Harby C of E Primary School we expect all pupils to attend school every day – the more pupils attend the more they can learn. Good attendance has a direct impact on achievement. We expect pupils to arrive on time and to strive for 100% attendance. Using the DfE Guidance for Maintained Schools, September 2022, we have developed our policy to ensure that communication about the expectations of parents, schools, governing bodies and the local authority is shared and understood. We aim to promote, among parents and children, a high level of awareness and the need for regular and prompt attendance. The school is required by law to record lateness and authorised absence separately from unauthorised absence and all of these areas will be monitored and supported to ensure the best attendance possible for all children.

### Punctuality

The bell goes at 8.50am and the gate is locked at this point. Children should be in their classrooms promptly after the bell to enable registration and learning to start. When children arrive late to school they can miss important information and introductions to lessons and may feel embarrassed to enter the classroom late. Parents have a legal responsibility to ensure their child is in school on time. Repeated lateness can also amount to a failure to attend school regularly and will be monitored by the school.

- Parents must notify school if they know their child is going to be late.
- Registers are closed at 9.05am each morning and children who do not arrive in school in time for registration will be marked as absent.
- Children who come into school via the office between 8.50am and 9.05am will be marked as late (before registers close). They must be signed in by the adult responsible for bringing them.
- Lateness is monitored and if it becomes persistent then parents will be invited in to school to discuss the issues and find strategies to resolve them.
- Persistent lateness can be reported to, and supported by, the Local Authority Attendance Team

### Reporting absence

Parents are requested to notify the school, no later than 8.40am, that their child will be absent. This can be done via email to the school office, telephone call / message on the answerphone, message left on ParentMail, or in person to the school office if dropping off a sibling.

Messages must not be given via SeeSaw or on the school gate as these cannot be guaranteed to be checked or passed on in a timely manner to enable appropriate safeguarding protocols in school to be followed.

A child's absence will be recorded as **authorised** if they are ill. We expect parents to contact the school office in the morning on a daily basis for the duration of the illness to keep us informed and so we can offer support as appropriate.

A child's absence will be recorded as **unauthorised** if the school considers the information received is not an acceptable reason for absence.

Absences will be monitored by the school. Where a pupil has frequent absences and the school is concerned, or attendance drops below 96%, the school may invite the parents in to school for a meeting to discuss and offer support.

If there is a continued pattern of unauthorised absence or attendance does not improve, despite support from school, the Local Authority Attendance Team may become involved to offer further support.

Attendance figures will be reported as part of a child's annual report in the summer term.

We welcome all pupils. Where pupils have long term medical conditions that impact on absences this information will be shared with the school so that appropriate support can be given. This may involve shared care plans and doctors recommendations as appropriate.

Where pupils are absent and we have received no message, we will ring all contact numbers given for the child and email parents. If we have not received any response, despite messaging in all ways available, we may then complete a home visit as part of our safeguarding procedures.

## **Medical Appointments and Evidence**

We understand that on occasions, non-routine medical appointments, particularly hospital appointments, may have to be attended during school time. Where possible, appointments should be made at times that limit disruption to your child's education.

Routine medical appointments, such as an eye test, dental or doctor appointments should be made outside of school hours when possible. We understand that this may not be possible in an emergency situation.

Most medical appointments take no longer than an hour or two, therefore we would expect children to only be absent for part of the day. For all medical appointments, parents are to provide a copy of the appointment card/ hospital letter for our records.

Acceptable medical evidence could be:

- Prescribed medication (must have label displaying pupil's name and date)
- A copy of a prescription
- An appointment card showing the child's name, date, surgery stamp
- Hospital appointment letters
- Doctor's medical certificate or a Doctors letter.

Where pupils are required to take medication to support any illness or condition, but they are well enough to attend school, the school will be happy to support. ***Please see our administration of medication policy for further details or contact the school office and we will be happy to help.***

## **Holidays During Term Time**

The law states that holidays during term time can only be authorised by the Head Teacher under exceptional circumstances; proof of which will need to be obtained prior to authorisation. The school will consider each case individually but, where the amount of holiday time requested is in excess of 5 days over the course of the year, and the circumstances are not exceptional, then the Local Authority Attendance Team will be contacted for support and advice.

If your child has unauthorised leave of absence you may either be issued with a Penalty Notice of £120 per parent per child (discounted to £60 if paid within 21 days), or your case could be referred by the Local Authority directly to the Magistrates' Court for the purposes of a criminal prosecution.

The school regards the regular attendance of children at school as being of utmost importance to each child's education and development. It is for this reason that non-attendances are treated seriously. It remains the policy of the school to only authorise holiday during term time in exceptional circumstances. There are 190 days in a school year, leaving 175 non-school days for family holidays.

A holiday request form must be completed for all absence requests. The school is always happy to discuss this with parents to offer support and advice, please contact the school office for further information.

## **Responsibilities**

The table below shows the summary of responsibilities for parents, schools governing bodies and the local authority in relation to attendance for all pupils. The full document can be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1073619/Summary\\_table\\_of\\_responsibilities\\_for\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1073619/Summary_table_of_responsibilities_for_school_attendance.pdf)

### **All pupils**

<b>Parents are expected to:</b>	<b>Schools are expected to:</b>	<b>Academy trustees and governing bodies are expected to:</b>	<b>Local authorities are expected to:</b>
<p>Ensure their child attends every day the school is open except when a statutory reason applies.</p> <p>Notify the school as soon as possible when their child has to be unexpectedly absent (e.g. sickness).</p> <p>Only request leave of absence in exceptional circumstances and do so in advance.</p> <p>Book any medical appointments around the school day where possible.</p>	<p>Have a clear school attendance policy on the school website which all staff, pupils and parents understand.</p> <p>Develop and maintain a whole school culture that promotes the benefits of good attendance.</p> <p>Accurately complete admission and attendance registers.</p> <p>Have robust daily processes to follow up absence.</p> <p>Have a dedicated senior leader with overall responsibility for championing and improving attendance.</p>	<p>Take an active role in attendance improvement, support their school(s) to prioritise attendance, and work together with leaders to set whole school cultures.</p> <p>Ensure school leaders fulfil expectations and statutory duties.</p> <p>Ensure school staff receive training on attendance.</p>	<p>Have a strategic approach to improving attendance for the whole area and make it a key focus of all frontline council services.</p> <p>Have a School Attendance Support Team that works with all schools in their area to remove area-wide barriers to attendance.</p> <p>Provide each school with a named point of contact in the School Attendance Support Team who can support with queries and advice.</p> <p>Offer opportunities for all schools in the area to share effective practice.</p>

The designated senior leader for attendance is Mrs. Bridget Bye, Headteacher and the designated governor is Mrs, Caron Bouckley, Chair of Governors.

The school will work with the Local Authority and engage with their Targeted Support Meetings during the academic year 2022 – 2023 to support and monitor attendance in schools.

This policy will be reviewed by September 2023.