



# Attendance Policy

**Reviewed:** November 2020

**Next Review:** November 2021

## **Goldsmith Primary Academy Attendance Policy**

### **Rational**

Every child has a fundamental right to be educated. This can only be met through regular attendance at school. Parents and all staff have the responsibility to ensure maximum attendance so that pupils achieve their potential, make expected progress or better and gain the most benefit from their time at school.

### **Aims**

- To enable maximum attendance through valuing and celebrating high rates of attendance
- To Maximise opportunities for each pupil to enable them to reach their full potential
- To provide an effective system of monitoring attendance so that early patterns of poor attendance can be identified
- To work in partnership with parents, pupils, Local Advisory Board (LAB) and Education Welfare Service (EWS)

### **Implementation – Celebrating High Rate of Attendance**

- Annual attendance certificate presented to pupils who achieved 95% or above attendance for that academic year.
- Termly raffles for pupils who maintain 95% or above attendance for that term – raffle prizes will alter and be decided by the senior leadership and the pastoral team.
- All attendance competitions and prizes will be advertised around school and parents will be notified.

### **Registration**

- Registers are taken twice daily at the beginning of the school day and after lunch.
- Registers are taken electronically via SIMS attendance programme.
- In the event of electronic difficulty optical mark recognition sheets will be issued for taking the registers.

### **Attendance codes**

- School will adhere to Department for Education (DfE) guidance regarding attendance codes (see appendix 1)

### **Amending register codes**

- The attendance officer will be responsible for amending registers and entering absence codes. This will be done on a daily basis.
- The attendance officer is responsible for identifying and recording unauthorised attendance.

### **School Management**

- Sets clear and challenging attendance targets as part of the school self-review
- Will intervene early when individual pupil absences give cause for concern
- Will develop a multi-agency response to the attendance agenda
- Will utilise the support of available specialists in relation to the attendance agenda
- Has a senior member of staff with the responsibility for strategic management of the attendance agenda and for the reporting of absences to the DfE

### **Whole School Monitoring**

- Checking electronic registers
- Monitoring absences calls/text/medical notes
- Weekly checks of the SIMS attendance data by class/year group and whole school
- Monitoring under 95% attendance
- Monitoring Goldilocks and Nursery in line with the whole school policy

### **Monitoring individual students with poor attendance**

- Less than 95% attendance report compiled on a weekly basis
- Individual pupil summary sheets
- Analysis of trends
- First day call/text or home visit (where possible)
- Communication with parent/carers by phone / letter or text and monitor progress
- Attendance clinic where meetings can take place with parent / carers / pupils
- Agreed strategies for improved attendance
- Education Welfare Service intervention

### **Education Welfare Service**

- Weekly meetings with the school

- Checking electronic registers
- Attendance clinics
- Communication with parent/carers by home visit or letter and monitor progress
- Should a pupil's attendance not improve the Education Welfare Officer is responsible to make a referral to Educational Welfare Service, where attendance panel proceedings will take place

## **Absence**

Parents or carers are to notify Mrs Moran, Attendance Officer, by 8.45 am on the same day, specifying the reason for absence, by calling the school number 01922 710182 (option 1). It is a DfES requirement for the school to indicate the reason for each absence.

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Evidence of all medical appointments are to be provided to Mrs Moran (Attendance Officer).

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

## **Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

## **Granting approval for term-time absence**

Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the headteacher's discretion.

## **Legal sanctions**

The Local Authority can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. Following the Local Authority's code of conduct for issuing penalty notices, this may take into account:

- A number of unauthorised absences occurring within a rolling academic year

- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

### **Arrival at school**

The school day begins at 8.45am. Children can enter school and go into class at this time. The school doors must be securely shut at 8.55am to ensure the safety of all children and to allow staff to take charge of their class and start lessons as promptly as possible.

Any children arriving after 8.55 am should enter the school through the main front office. Children arriving after 9.30am will be marked as an “unauthorised absence”, which will affect the child’s attendance percentage and may lead to a referral being made to the Education Welfare Service.

Letters will be sent to any parents or carers who constantly bring their child/ren to school late; persistent lateness will result in a parent meeting or referral to the Education Welfare Service. (Please refer to Lates Flow Chart appendix 2)

### **Dismissing at the end of the day**

The school day ends at 3.10pm and it is expected that parents/carers will collect their child from the year group door. Children will only be passed over to a known parent/carer. If a different adult (someone not named on the contact sheet) is collecting your child, parents/carers are to ensure that the main office and/or the class teacher is made aware.

Only Year 6 children are allowed to walk home alone if we have prior written consent from their parents/carer.

Members of staff have meetings and other duties at the end of the school day so it is important that children are collected on time. Letters will be sent to parents who are persistently late collecting their child/children. (See Late Collection Policy appendix 3)

## **Roles and responsibilities**

### **The Local Advisory Board (LAB)**

The LAB is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

## **The Headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the LAB.

The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

## **The Attendance Officer**

- To monitor attendance data at the school and individual pupil level
- To report concerns about attendance to the headteacher
- To work with Education Welfare Service to tackle persistent absence
- To arrange calls and meetings with parents to discuss attendance issues
- To report to the headteacher when fixed-penalty notices are relevant

## **Class Teacher**

- To keep an accurate attendance register
- To praise pupils for excellent attendance and punctuality
- To promote excellent attendance, rewards and competitions
- To update class attendance chart weekly
- To monitor pupil absences and discuss any concerns with the attendance officer
- To inform the attendance officer or Senior Leadership Team when absence is impacting on achievement

## **Pupils**

- To attend school everyday
- To attend registration promptly

## **Parent / Carer**

- To ensure their child / children attend school every day and on time
- To notify the attendance officer an any absences
- To sign their children out of the main office when leaving for approved appointments
- To take their family holidays in school holiday periods, school term time dates can be found on the schools website
- To provide the school with at least **three** telephone numbers on which they and a family member/friend may be contacted (NB if a parent does not

provide the school with this information and the school has concern, the school may contact Children Services or the police)

### **Links with other policies**

Child Protection and Safeguarding Policy

### **Appendix 1**

#### **Attendance Code, Descriptions and Meanings**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
<b>B</b>	Educated off site (NOT DUAL REGISTRATION)	Approved Education Activity

<b>C</b>	Other authorised circumstances (not covered by another appropriate code/description)	Authorised absence
<b>D</b>	Dual registration (i.e. Student attending other establishment)	Approved Education Activity
<b>E</b>	Excluded (no alternative provision made)	Authorised Absences
<b>F</b>	Extended family holiday (agreed)	Authorised Absences
<b>G</b>	Family holiday (NOT agreed or days in excess of agreement)	Unauthorised Absences
<b>H</b>	Family holiday (agreed)	Authorised Absence
<b>I</b>	Illness (not medical or dental etc. appointments)	Authorised Absences
<b>J</b>	Interview	Approved Education Activity
<b>L</b>	Late (before registers close)	Present
<b>M</b>	Medical/dental appointments	Authorised Absences
<b>N</b>	No reason yet provided for absence	Unauthorised Absences
<b>O</b>	Unauthorised absences (not covered by any other code/description)	Unauthorised Absences
<b>P</b>	Approved sporting activity	Approved Education Activity
<b>R</b>	Religious observance	Authorised Absence
<b>S</b>	Study leave	Authorised Absence
<b>T</b>	Traveller Absence	Authorised Absence
<b>U</b>	Late (after registers closed)	Unauthorised Absence
<b>V</b>	Education visit or trip	Approved Education Activity
<b>W</b>	Work experience	Approved Education Activity
<b>X</b>	Non-compulsory school age absence	Not counted in possible attendances
<b>Y</b>	Enforce closure	Not counted in possible attendances
<b>Z</b>	Student not yet on roll	Not counted in possible attendances
<b>#</b>	School closed to students	Not counted in possible attendances



## Appendix 2

# Late Arrival Flow Chart

Pupils arriving after the doors close  
need to report to the main office  
Class doors close at 8.55am

Parents will be greeted at the front office to discuss the reasons for lateness. If lateness is due to behaviour or family circumstances, a referral will be made to the Pastoral Team and support where possible will be offered

Persistent lates will result in either a letter being sent home or parents/carers invited into school for a meeting with the Attendance Officer and the Education Welfare Service to discuss the reasons for continued lateness

Children arriving after the registration closes at 9.30 am will be marked with a U code and will be marked as an unauthorised absence

## Appendix 3

# Late Collection Flow Chart

The school day ends at 3.10pm, all pupils should be collected from the designated areas at the correct time each day. Please note children are not allowed to walk home with older siblings under the age of 14

All parents and carers must call the school office if they know they are going to be late collecting children. In the unlikely event that a child has not been collected within 15 minutes of arranged time and we are unaware of the reason why – Collection and Late Policy will be enforced

If you require somebody who does not usually collect your children, it must be pre-arranged with the school office. The school should be made aware of the name and relationship to the child at the earliest opportunity

Only children in year 6 are allowed home on their own, with parent/carers consent

## *COVID-19 – Attendance Policy*

### **Temporary Operational Annex**

#### **Attendance Policy**

#### **Background**

This temporary operational annex to our Attendance Policy sets out the procedures for pupils attending school during Covid-19.

In response to COVID-19 the way that we are currently operating in schools is different than usual. However, important attendance principles remain the same.

#### **Information**

For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'.

Code X: not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census)

This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care or any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).

Schools should also continue to use code X to record when a pupil not of compulsory school age is not expected to attend.

*Amendments on resuming the attendance register will be reviewed regularly as the situation develops.*